

# Austin Health

## Position Description



### Position Title: Instrument Technician Grade 3

Classification:	Instrument Technician Grade IN3
Business Unit/ Department:	Sterilizing Services Department
Agreement:	VICTORIAN PUBLIC HEALTH SECTOR (HEALTH AND ALLIED SERVICES, MANAGERS AND ADMINISTRATIVE WORKERS) SINGLE INTEREST ENTERPRISE AGREEMENT 2021-2025
Employment Type:	Full-Time
Hours per week:	As per contract
Reports to:	Nurse Unit Manager
Direct Reports:	Nurse Unit Manager
Financial management:	Budget: Nil
Date:	December 2024

## About Austin Health

Austin Health is one of Victoria's largest health care providers. Comprising the Austin Hospital, Heidelberg Repatriation Hospital, Royal Talbot Rehabilitation, Hospital in the Home and community-based health services; Austin Health is an internationally recognized leader in clinical teaching, training and research, with numerous university and research institute affiliations.

Austin Health employs near 9,000 staff across its sites; including over 1,600 doctors and 3,000 nurses, and delivers a full range of leading edge clinical services, including several state-wide services (liver transplant, spinal cord injury service, respiratory support service, child inpatient mental health service). In total, Austin Health provides over 900 beds, including mental health, aged-care and rehabilitation beds and a range of community and in the home services. The current annual operating budget is in excess of \$960 million.

Austin Health delivers vital state-wide services to all Victorians, including to diverse multicultural and veteran communities. It also provides community and specialty services to the people of Melbourne's north-eastern corridor in a safety-focused, team-oriented and stimulating work environment.

Austin Health's current vision is to change healthcare for the better through world class research, education and exceptional patient care.

Our values define who we are, shape our culture and the behaviors, practices and mindset of our people. Our values are: Our actions show we care, we bring our best, together we achieve and we shape the future. [www.austin.org.au/about-us](http://www.austin.org.au/about-us)

Austin Health is committed to providing an inclusive culture where all employees can contribute to the best of their ability and strive to develop further. Find more at <http://www.austinorg.au>

## Position Purpose

To deliver a high standard of care to all patients, by ensuring that required items are available when needed, and that processing quality and sterility are assured.

Uphold the Standards of the department by complying with AS5369-2023.

To maintain and update own knowledge of Sterilizing Practice and equipment used in the department.

## About CSSD

The Austin Health Sterilizing Services Department (CSSD) engages in all aspects of decontamination, packaging, sterilizing and storage of re-usable medical devices.

Austin Health Sterilizing Services departments are located on two separate campuses.

Repatriation Campus CSSD has recently been refurbished with the most up to date equipment and provides a service for a busy operating suite which consists of 8 operating rooms, Endoscopy and other departments on this campus.

Austin Campus CSSD provides a service for 11 operating rooms, Endoscopy and other wards and departments on this campus and 8 Operating room at the Repat Campus. The CSSD strives to deliver high quality services that comply with the Australian Standards as well as achieving customer satisfaction within a supportive and welcoming team environment.

## Purpose and Accountabilities

### Role Specific:

- Demonstrate knowledge and competency in cleaning, disinfecting and sterilizing reusable medical and surgical instruments and equipment used in Austin Health in accordance to AS 5369:2023 Standard.
- Ensure that sterile supplies are stored and handled according to Standard.
- Demonstrate knowledge and understanding of all mechanical equipment used within the unit.
- Communicate with relevant staff when equipment is faulty.
- Support and participate in the Austin Health OH&S procedures, with the development of safe working practices and a safe environment by actively reducing safety hazards and preventing accidents within the unit.

- Ensure use of lifting devices or appropriate equipment available in the department to reduce risk of manual handling.
- Communicate well with staff to co-ordinate and priorities processing of equipment to enable the provision of optimal patient care.
- Being able to reprioritize activities in response to sudden changes in the work environment.
- Demonstrate the ability to function well as a team member.
- Should be aware of management protocols following exposure to blood and body fluids Be familiar with Policy related to reporting staff injuries.
- Attending staff development programs and in-service education sessions.
- Participate in continuous quality improvement activities relevant to sterilizing department.

Ensure a high level of work quality, develop, implement and monitor quality improvement activities within the department/ward, in accordance with Austin Health Policies as varied from time to time.

#### **All Employees:**

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet (The Hub): <http://eppic/>
- Report incidents or near misses that have or could have impact on safety - participate in identification and prevention of risks
- Comply with the Code of Conduct

## **Selection Criteria**

#### **Essential Knowledge and Skills:**

- A commitment to Austin Health values.
- Minimum of 12 months' experience, post completion of the Certificate III in Health-Sterilizing Practice for Technicians conducted by Mayfield Centre (or equivalent).
- Demonstrate competence in all aspects of the CSSD Department.
- Effective interpersonal and communication skills.
- Team player and flexible.
- Sound organizational skills and capable of prioritizing work and exercising discretion within established policies, guidelines and procedures.
- Ability to work all shifts including night duty.

## General Information

### Austin Health is a Child Safe Environment

Austin Health is committed to child safety. We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

### Equal Opportunity Employer

Applications from Aboriginal and Torres Strait Islanders are encouraged to apply. For more information about working at Austin Health, please follow this link to Austin Health's Aboriginal Employment website:

<http://www.austin.org.au/careers/Aboriginalemployment/>

## Document Review Agreement

<b>Manager Signature</b>	
<b>Employee Signature</b>	
<b>Date</b>	

