

Position Description

Instrument Technician Grade 3

Classification:	IN3 - Instrument Technician Grade 3
Business unit/department:	Endoscopy
Work location:	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
Employment type:	Fixed Term Full-Time or Part-Time
Hours per week:	40 (38+ADO)
Reports to:	Endoscopy NUM
Direct reports:	0
Financial management:	Budget: NA
Date:	2026

Austin Health acknowledge the Traditional Custodians of the land on which Austin Health operates, the Wurundjeri People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Position purpose

The Instrument Technician – Grade 3 is responsible for the cleaning, disinfection, and sterilisation of reusable endoscopic and surgical instruments and equipment. The role ensures that all reprocessing activities meet the standards outlined in **AS5369**, contributing directly to safe, timely, and high-quality patient care. This position plays a vital part in the efficient operation of the Endoscopy Unit by ensuring that all equipment is ready for use and maintained to the highest safety and infection control standards.

About the Directorate/Division/Department

The Endoscopy Service is part of the **Surgery and Procedural Medicine (SAPM) Division** at Austin Health. The department delivers a comprehensive range of diagnostic and therapeutic procedures, including gastroscopy, colonoscopy, bronchoscopy, endoscopic ultrasound (EUS), endoscopic retrograde

cholangiopancreatography (ERCP), capsule endoscopy, and manometry studies. The multidisciplinary team includes Registered Nurses, Enrolled Nurses, Instrument Technicians, PSAs and medical staff, all working collaboratively to provide high-quality, safe, and person-centred care. The Endoscopy Service plays a critical role in supporting the broader objectives of the SAPM Division through ongoing service development, clinical education, research, and continuous quality improvement.

Position responsibilities

Technical and Clinical Duties

- Clean, disinfect and sterilise reusable medical devices (RMDs) in accordance with AS5369 and GENCA standards.
- Operate, monitor, and maintain reprocessing equipment such as Automatic Endoscope Reprocessors (AERs) and Controlled Environment Storage Cabinets (CESCs).
- Accurately document all reprocessing activities in the electronic tracking system to ensure full traceability of equipment use and sterilisation/High Level Disinfection.
- Conduct routine microbiological testing on scopes and reprocessing equipment as part of quality assurance.

Operational Support

- Liaise with biomedical engineering, equipment management and suppliers to coordinate equipment servicing and repairs.
- Prioritise and prepare equipment to support daily endoscopy lists, ensuring timely turnaround.
- Identify and communicate supply or equipment shortages to relevant staff proactively.
- Maintain a clean, organised work area in line with infection prevention and safety standards.

Teamwork and Communication

- Work collaboratively within a multidisciplinary team, demonstrating reliability and flexibility.
- Assist with training and mentoring of other staff in reprocessing and equipment handling.
- Adapt workflows in response to unexpected changes in demand or resources.

Quality and Safety

- Follow safe work practices and participate in OH&S initiatives including “MoveSmart” and blood/body fluid exposure protocols.
- Report incidents, hazards, or near misses through the “RiskMan” system.
- Contribute to ongoing quality improvement initiatives and audits relevant to the department.

Professional Development

- Maintain up-to-date knowledge of best practices in sterilisation/High level disinfection of RMDs and equipment handling.
- Attend in-service education sessions and staff development programs.

Selection criteria

Essential skills and experience:

- Certificate III in Health – Sterilising Practice for Technicians (Mayfield Education or equivalent).
- Comprehensive understanding of AS5369 standards and infection control principles.
- Demonstrated competency in the operation of automated endoscope reprocessors.
- Ability to work collaboratively as part of a multidisciplinary team.
- Strong communication and interpersonal skills.
- Sound time management and ability to prioritise tasks under pressure.
- Availability to work across a rotating roster, including evening shifts.
- Experience working with electronic tracking systems and loan equipment.



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Desirable but not essential:

- Previous experience in endoscopy reprocessing within a hospital setting.
- Membership with relevant professional organisations (e.g. GENCA, SRACA).

Professional qualifications and registration requirements

- Certificate III in Health – Sterilising Practice for Technicians (Mayfield Education or equivalent).

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.



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General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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