

Position Description

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| Title: | Sterilisation Technician Sterilising Services Unit (SSU) |
| Department: | Clinical Services |
| Reporting to: | Manager – Sterilising Services Unit |
| Employment conditions: | MUH & HSU- Enterprise Agreement |
| Last reviewed: | 14 March 2011 |

About the role:

Sterilising Services provides a support service, assisting medical and nursing staff in providing surgical and clinical care to patients. Sterilisation Technicians are responsible for cleaning, inspecting, packaging sterilising and distribution of instruments used for surgical procedures. In accordance with policies and procedures set by the organisation and Set Standards

About the Hospital:

Macquarie University Hospital is Australia's first and only private not-for-profit teaching hospital located on a University campus. The Hospital support for the Australian School of Advanced Medicine and our commitment to patient are captured by our purpose: *heal, learn, discover*. Our vision for the hospital is to be recognised as the country's finest private health facility. Built to exacting standards, equipped with the best available tools and technology and staffed by a superior team of caring professionals the Hospital is well positioned to become Australia's leading private health care provider.

Key Responsibilities of the Role

Leadership

- Supports vision – demonstrates the ability to support the image of the hospital and to embrace the changes that enable the vision.
- Values and goals – demonstrates alignment of values and goals with those of the organisation
- Business unit planning responsibility – demonstrates the ability to achieve business unit plan objectives
- Communication – demonstrates well developed communication skills, both verbal and written. Is able to communicate effectively at all levels and in a timely manner
- Demonstrates accountability and integrity – acts with integrity and is accountable for outcomes contributing to the reputation and success of the organisation
- Promotes delivery of sensational customer service – champions the delivery of sensational service as it is integral to the reputation and ongoing success of the business

Customer Service

- Sensational Service is my top priority
- Maintains good customer relations
- Illustrates outstanding communication skills
- Looks and acts like a professional
- Ensures competency

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Approved By: AC -
DCS

- Service concerns are addressed in a timely manner
- Motivated and committed contributor
- Inter-culturally and emotionally aware
- Life-long learner
- Effective team-player

Technical skills and application

- Able to complete daily work allocation
- Utilise computer technology in the department to its full capability
- Complete mandatory competencies within three months of employment
- Adopts a consultative approach within a multi-disciplinary work environment
- Ensures all practices and procedures are in line with AS/NZ Standard 4187 -2003, ISO and the GENSA Standards
- Ensures quality activities are undertaken to demonstrate improvements

Personal and Professional Development

- Continually develops both personally and professionally to meet the changing needs of career and industry
- Attends all mandatory training sessions provided by the Hospital and is actively involved in other training and development as required
- Actively participates in the Performance Management process as required
- Evaluates own performance to identify strengths and areas where professional development can occur
- Complete annual competency assessment
- Complete Sterilising Certificate III HLT31107 Course with two years of your employment
- Maintain an up-to-date knowledge of current trends within the speciality area of sterilising and infection control

Teamwork and Communication

- Practices according to the aims, objectives and core values of Macquarie University Hospital
- Demonstrates a willingness to work positively within a team to achieve team goals and the provision of excellence in care/service delivery
- Demonstrates and practices effective verbal, non-verbal and written communication skills and actively develops good listening skills
- Participate in monthly staff meetings
- Applies the principle of team dynamics supporting team ideas and objectives,
- Performs other duties as directed by the departmental manager.

Continuous Improvement

- Demonstrates a commitment to quality improvement and takes an active role in the ISO and HICMR Accreditation process to meet the set Standards
- Active participation in the unit meetings / quality Improvement is essential
- Compliance with all policies within the unit and organisation
- Participates in and contributes to occupational health and safety activities to ensure a safe work environment for patients, staff and visitors
- Complies with each and every policy and procedure relevant to this position to ensure the effective and safe operation of the hospital and the welfare and interests of all employees.
- Complies with obligations under Section 30 of the Workplace Health and Safety Act (1995).
 1. *A person in control of a workplace has the following obligations –*
 - a. *To ensure the risk of injury or illness from a workplace is minimised for persons coming onto the workplace to work;*
 - b. *To ensure the risk of injury or illness from any plant or substance provided by the person for the performance of work by someone other than the person's workers is minimised when used properly; and*
 - c. *To ensure there is appropriate, safe access to and from the workplace for persons other than the person's workers*

Administration and documentation

- Ensures that all documentation is accurate and completed in a professional and timely manner
- Ensures incidences are reported accurately and in a timely manner
- Ensure all data is correct and saved appropriately
- Participation in annual performance assessment is essential
- Complete mandatory education within the timeframe set

Values

The five values described below capture the essence of the Hospital's culture and play an important role in the way we assess the performance of our teams, staff and managers.

Excellence

We attain excellence by putting patients first, by taking pride in our work, and by attending to detail. As an organization and as individuals we will recognise and reward excellence in our team. Our commitment to excellence means doing everything as well as it can possibly be done. Every role at the Hospital contributes in some way to patient care and so our commitment applies to every member of staff.

Teamwork & leadership

We recognise and value the importance of teamwork and leadership. Excellent teams are supported by leaders that inspire and motivate them. We expect managers to set standards of behaviour for others to follow and will work to consistently foster the attributes of teamwork and leadership in all of our staff.

Care & professionalism

Caring for patients is our first priority and is a responsibility shared by the entire staff. We respect the dignity of our patients and treat them and their families with grace and compassion. The Hospital is a close community and we strive to provide a safe environment for patients, staff and visitors. We also respect and care for our staff and colleagues. Recognising the value that each of us brings to a team we treat others equally and in the way that we wish to be treated.

Accountability & effectiveness

As members of the Hospital community, we are accountable as individuals for our decisions and actions. We understand that we are all responsible for delivering outcomes on a daily basis that improve the lives of patients and contribute toward achievement of the Hospital's vision. Holding each other accountable for these outcomes is a shared responsibility that we take seriously. Though managers ensure that roles and responsibilities are clearly assigned, we expect staff to exercise initiative, discretion and proactivity in carrying out their duties. This will sometimes mean doing things which do not fall neatly into our day-to-day roles.

Integrity & Honesty

We are committed to integrity and honesty as cornerstones of our relationship with each other, our patients and the community. Accordingly we hold ourselves and our colleagues to the highest standards of professional and personal conduct. Our expectations of behaviour are clearly set out in our Code of Conduct.

Objectives and Performance Measures

1. Demonstrated professional/positive behaviour
2. Demonstrated knowledge and experience in Manual Handling tasks
3. Ability to meet physical requirements as described in the position description
4. Ability to communicate well and function harmoniously within a team
5. Ability to work in all areas of sterilising under all conditions
6. Participate in unit annual performance appraisals

Skills and Competencies

Essential:

1. Able to work shift work
2. Sound knowledge and demonstrated experience to work in busy environment keeping tight time frame.
3. Physically capable of carrying out all duties, which includes handling chemicals, biological hazards, standing for long periods, lifting, pushing and pulling loads
4. Ability to be a team player and work autonomously when needed
5. Well-developed customer service skills.
6. Self -driven, team player and good interpersonal skills.
7. Well-developed oral & written Communication skills

Desirable:

1. Good organisational skills and able to work as an individually and as a member of the team in order to prioritise the workloads and meet deadlines
2. Certificate III in Health Service Assistance Sterilising Services HLT31107,
3. Experience working in the private health sector

Our responsibilities

As an employer, Macquarie University Hospital will:

1. Provide a safe environment for work
2. Provide equipment that minimizes the risk of harm
3. Treat your personal information with care and discretion
4. Pay you promptly and accurately for the work you have done
5. Provide opportunities for you to develop over time
6. Provide clean amenities for your use while at work
7. Support your health and wellness
8. Provide diligent and timely management of your work

Your responsibilities

As an employee of Macquarie University Hospital, it is your responsibility to:

1. Read and comply with the Hospital's Code of Conduct
2. Read and comply with the Hospital's policies, procedures and guidelines
3. Carry out your duties safe and diligent manner
4. Notify your manager of any risks you identify in the course of your duties
5. Actively participate in quality and safety activities
6. Actively pursue opportunities for professional development and growth
7. Communicate clearly and politely
8. Actively protect the privacy and security of Hospital information
9. Use equipment and devices for their intended purpose and only after training
10. Check your pay and notify the Hospital promptly of over or under payments

Agreement

I hereby confirm that:

- I have read this position description
- I understand the role for which I am being employed
- I have read the Hospital's Code of Conduct

Employee's signature

Manager's signature

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