

POSITION DESCRIPTION

Position Title:	Instrument Technician Manager
Business Unit/Department:	Central Sterile Supply Department (CSSD)
Division:	Peri-operative & Critical Care Services
Award/Agreement:	Health & Allied Services, Managers and Administrative Workers
Classification:	Grade 4 , HS4
Reports To:	CSSD Nurse Unit Manager
Direct Reports:	CSSD staff
Date Prepared/Updated:	1 August 2022

Position Purpose

- Supervise, co-ordinate and work with a medium to large work force within the CSSD
- Able to work in all areas of the CSSD at that hospital, supporting the reprocessing requirements of the theatre and a diverse external clientele, such as Emergency Dept, Radiology, Cath Lab, Birthing Suite etc. .
- Work within established guidelines in a CSSD which operates on a 24 hour basis.
- Understand and apply the principles of sterilization and disinfection as described in AS4187:2014, and the GENCA guidelines.
- To implement and maintain the CSSD tracking system, including data input and etching
- To report to and support the CSSD NUM in the daily and ongoing management of the CSSD
- To perform a managerial role, which includes implementing and auditing quality projects; understanding the CSSD budget and supporting this through ensuring monthly costings are completed; attending senior staff meeting and liaising with external departments/companies on matters that affect the CSSD.
- Contribute to staff orientation and continuing education
- To be responsible for ordering and managing the resources required for the proper functioning of the CSSD department.
- To manage the CSSD staff to perform their role in a safe and timely manner as part of a multi-disciplinary team.
- To be responsible for the co-ordination of the department on shift by shift basis, as required, including rostering of staff to ensure a safe work environment.
- To work as a member of the CSSD team across all campuses, and when required, to relieve or replace other ITM's.
- Be available to working rotating shifts.

Business Unit Overview

The Central Sterilization and Supply Departments (CSSD) of Western Health are integral in the high standard of care patients receive within our Hospital. The Department operates under the guidelines of AS4187 and Western Hospital Policy and Procedures. CSSD at Western Health:

- Is responsible for cleaning, disinfecting and sterilizing reusable medical and surgical Devices (RMD's).

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- Stores and distributes single use medical devices and Sterilized linen.
- Provides a sterilization services for external clients, such as Medical Centres.
- Tracks all sterilizing processes and RMD's via a computerized tracking system known as ScanCARE. This is an important infection control management tool, as it allows for tracking of items directly to the patient and allows for the recall of items to be carried out quickly and efficiently.

Maintaining standards within the CSSD is reliant on teamwork, ongoing staff education, staff support, leadership and continual quality improvements.

Key Responsibilities

- Act as a role model for all staff in the department
- Adhere to and understand hospital procedures, including Worksafe legislation, that relates to the CSSD
- Maintain close and open communication with the Unit Manager CSSD
Informing the NUM of any actual or potential breach in standards, work practices, procedures or any related issues that could affect the efficient running of the department.
- Liaise with other members of the health care team on a daily basis to ensure the efficient management of the CSSD.
- Recognize the importance of maintaining an atmosphere that facilitates teamwork and promotes a safe working environment.
- Be able to work in the loans area, if applicable
- Be able to work in the Endoscopy reprocessing area if applicable
- Understand and apply the principles of sterilization and disinfection.
- Understand the importance and actively support the implementation of all standards relevant to CSSD: AS/NZS 4187:2014, GENCA guide lines and Infection Control Guidelines for the Prevention of Transmission of Infectious Diseases in the Healthcare Setting
- Understand the importance and actively support the hospital accreditation process.
- Perform duties in all work areas of the department (decontamination, packing, sterilization, dispatch, loans, endoscope reprocessing, and scancare data entry) according to department protocols and as directed on a rotational basis.
- Understand the importance of prioritized equipment.
- Understand the importance of and complete documentation as required.
- Understand the importance of tracking of items from decontamination through to the end user.
- Inform Nurse Unit Manager of any deviation from normal and actively seek to correct these deviations, e.g. Spore tests, Bowie Dick tests, leak tests, washer tests, ultrasonic tests.
- Ensure confidentiality of information pertaining to colleagues, patients and their significant others.
- Ensure that work practices are current best practice.
- Participate in an annual performance review with the CSSD manager
- Record education/professional development.
- Contribute to staff orientation and continuing education.
- Disseminate information to staff colleagues regarding current practice initiatives.
- Understand the importance and actively support the implementation of all standards relevant to CSSD: AS/NZS 4187:2014, GENCA guide lines and Infection Control Guidelines for the Prevention of Transmission of Infectious Diseases in the Healthcare Setting
- Understand the importance and actively support the hospital accreditation process.
- Perform duties in all work areas of the department (decontamination, packing, sterilization, dispatch, loans, endoscope reprocessing, and scancare data entry) according to department protocols and as directed on a rotational basis.
- Contribute to quality projects
- Be responsible for data collection as directed by the NUM and ensure data results and any necessary improvements are communicated to all staff.
- Participate in and contribute to senior staff meetings.
- Notify Nurse Unit Manager of any breakdown of equipment used by the staff and whether it requires repair/replacement.

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- Ensure that equipment testing, cleaning and maintenance is in line with hospital and manufacturer's standards.
- Provide advice where necessary regarding the safe/correct use of supplies/stock.
- Manage stock levels and order stock in accordance to CSSD requirements. Consider budget constraints and exercise financial responsibility when ordering stock.
- Assist in the location of missing equipment where able.
- Actively participate in managing the recall policy in place in the department to deal with breaches in processing.
- Actively support tracking system, both in CSSD and other areas, through correct data entry. Assist with implementation of software upgrades and testing.
- Actively seek to increase knowledge about the hospital tracking system.
- Understand the staffing requirements and rostering system of the department.
- Consider budget constraints and exercise financial responsibility when replacing staffing shortfalls
- Actively seek to maintain up to date knowledge by participating in at least 2 in-services or conference external to the CSSD

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

Key Working Relationships

Internal:

- Unit Manager CSSD
- Instrument technician managers
- Scancare Instrument technician
- CSSD Educator
- All CSSD Instrument Technicians

External:

- Theatre NUM and staff
- Wards and Departments
- External clients
- Company representatives and service personnel

Selection Criteria

Essential

- Hold Certificate III and IV in Sterilization or its equivalent
- Have a minimum of five years' experience
- Demonstrate the ability to work collaboratively as part of a multidisciplinary team
- Be innovative, resourceful and adaptive to change
- Demonstrate effective interpersonal, communication and problem-solving skills
- Be able to direct and motivate staff at all levels
- Be able to take direction from the nurse unit manager.
- Demonstrate concise written and verbal communication skills
- Have excellent computer and keyboarding skills
- Have proven experience in the supervision and/or training of new staff

Desirable

- Have completed or be working towards a recognised management course or equivalent.
- Have completed or be working towards Certificate IV Training and Assessment.

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Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: [Click here to enter the Employee's name.](#)

Employee's Signature: _____

Date: [Click here to enter a date.](#)

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