

POSITION DESCRIPTION

Position Title	Health Care Assistant
Business area:	SSD
FTE:	As per Conditions of Employment
Reports to:	SSD Coordinator
Approved by:	Hospital Manager

Position Objective

To contribute to excellent patient care under the direction of qualified SSD technicians by careful maintenance, preparation of instruments and other items that are effectively sterilised for Operating Theatre and other hospital areas.

Functional Relationships

Internal:	External:
<ul style="list-style-type: none">• Senior SSD Technician• SSD Technicians & HCA's• Perioperative Nurse Educator• Infection Prevention & Control Co-ordinator• Perioperative Services Manager• Theatre Staff• Health & Safety Advisory• All other St George's staff	<p>Local surgical hospitals SSD departments Various external clients - Clinician rooms</p>

Key Areas of Accountability

Area of Accountability	Expected Results
<p>Professional Practice To undertake the sterilisation of surgical instruments, equipment and linen packs in accordance with relevant industry standards under the direction of a qualified SSD technician.</p>	<ul style="list-style-type: none"> • Surgical instrumentation and linen packs are processed according to the relevant Australian and New Zealand sterile standards and in accordance with organisation policy and procedures. • Demonstrates knowledge of correct instrumentation and equipment management to allow safe reprocessing • Completes flexible endoscopy reprocessing to meet required industry and GENCA standards. • Works efficiently in reprocessing sets to avoid unnecessary mixing of contents with other trays. • Instrument tray contents accurately reflect the check list with any missing items promptly notified to the relevant surgical theatre team. • Demonstrates knowledge and skills to provide safe operating of all equipment in the department and ensures the necessary test protocols to verify equipment is working correctly are implemented. Escalates appropriately any concerns to SSD Coordinator, Senior Technician or Perioperative Services Manager. • Demonstrates knowledge of stock rotation and correct management of out-of-date products. • The instrument tracking system is followed in accordance with organisational procedural requirements. • Maintains a safe environment according to industry standards for handling and storage of sterile items.
<p>Interpersonal Relationships and Teamwork To ensure effective teamwork and contribute to the achievement of St George's vision and strategic plan</p>	<ul style="list-style-type: none"> • Communicates effectively with the SSD team, theatre staff and company representatives. • Contributes positively to the goals of the team and the organisation. • Communicates respectfully and openly with other team members. • Fosters co-operation across clinical and administrative groups. • Provides encouragement and supports staff new to the department
<p>Professional Development To maintain a high level of professional and personal competence</p>	<ul style="list-style-type: none"> • Participates actively in performance review and planning • In accordance with the hospital's strategic direction • Continues to seek opportunities to enhance knowledge and practice relevant to sterile service provision. • Progresses on CPP framework • Meets the organisation's core competency standards.
<p>Quality & Risk Management To actively participate in the Quality Assurance programme</p>	<ul style="list-style-type: none"> • Understands responsibilities and acts on all opportunities for quality improvement. • Participates in other appropriate quality improvement activities as required. • Participates in meeting certification standards • Follows infection control practices to ensure a safe environment for patients and staff. • Reports and participates in resolving issues that may result in harm.
<p>Organisational Culture To support a strong and positive image of St</p>	<ul style="list-style-type: none"> • Fosters co-operation across the organisation. • Understands and promotes the concept of internal and external customers (e.g. patients, colleagues and clinicians) and the need for a "customer focus".

Area of Accountability	Expected Results
George's within the community and with key internal and external stakeholders	<ul style="list-style-type: none"> • Maintains confidentiality in respect to St George's operations, business, employees, clients and patients. • Adheres to St George's policies and procedures. • Respects diversity of cultural and religious beliefs amongst staff and patients.
Cultural understanding of the Treaty of Waitangi To respect and promote cultural awareness within St George's Hospital	<ul style="list-style-type: none"> • Understands and has knowledge of the Treaty of Waitangi and the implications and responsibilities in clinical practice. • Promotes an awareness of ethnic and cultural differences, religious beliefs and obligations relating to the Treaty of Waitangi. • Displays cultural sensitivity and a willingness to work positively with organisational strategies to improve outcomes for Māori
Health & Safety To ensure a safe working environment	<ul style="list-style-type: none"> • Complies, as far as is reasonably able, with any reasonable instruction that is given to allow St George's to comply with legislated Health and Safety at Work requirements • Ensures compliance with hospital security requirements and is vigilant in all matters of security. • Participates in Health and Safety training as required by St George's
Organisational effectiveness To contribute to the cost effectiveness and changing needs of the hospital business	<ul style="list-style-type: none"> • Prioritises workload and manages time and resources in a cost-effective manner. • Models St George's values and adheres to St George's policies and procedures. • Looks for ways and means to actively and effectively promote cost effectiveness.
Other Duties To undertake other duties as requested by the SSD Coordinator from time to time.	<ul style="list-style-type: none"> • Performs such duties in a timely, accurate manner and in accordance with St George's Hospital policies and procedures.

Qualifications, Experience and Personal Qualities

	Essential	Desirable
Qualifications	nil	
Experience & Knowledge		Previous roles in healthcare industry or where high level of compliance was required.
Personal Attributes	<ul style="list-style-type: none"> • Attention to detail • Accurate checking • Good communication • Good team membership skills • Able to function well and contribute in fast paced environment. 	

Agreed by:

Signed: _____
(Employee)

Date: _____

Signed: _____
(Hospital Manager)

Date: _____