

Position Description: Sterile Services Assistant

Business area: Sterile Services Department

FTE: As per Conditions of Employment

Reports to: Sterile Services Coordinator

Position Objective:

- *Whilst under the supervision of a qualified Sterile Services Technician gains experience in all aspects of the Sterile Services Department and assists in providing Sterile Services.*

Functional Relationships:

Internal:	External:
<ul style="list-style-type: none"> • Sterile Services Coordinator • Senior Sterile Services Technician • Sterile Services Technicians • Hospital Manager • Perioperative Services Manager • Theatre Staff • Day Surgery Manager • All other St George's staff 	<ul style="list-style-type: none"> • Various external clients • Sterile Services Departments at Christchurch Hospital, Burwood Hospital, Southern Cross Hospital and Forté Health

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Key Areas of Accountability:

Area of Accountability	Expected Results
<p>Professional Practice</p> <p>Ensuring the sterilisation process is effectively achieved.</p> <p>Ensuring a safe clinical environment for patients and staff</p>	<p>Under the supervision of a qualified Sterile Services Technician:</p> <ul style="list-style-type: none"> • Adheres to procedures for accurate monitoring, tracking and record keeping. • Familiarises and adheres to Hospital policies, procedures, protocols, acts and regulations. • Ensures cleaning and decontamination of equipment is always carried out according to recommended procedures. • Checks instrument sets and equipment for cleanliness, completion and state of repair. • Communicates effectively with the theatre teams: <ul style="list-style-type: none"> ◦ Their requirements for recycled instruments and equipment. ◦ Any faults or breakage of equipment. ◦ Any maintenance required. ◦ Any missing instruments or equipment. ◦ Any queries about instruments or equipment. • Understands the different ownership of instruments and equipment. • Understands rationale and is familiar with where all instruments and equipment are stored. • Collects, delivers and prepares instrumentation in an efficient manner. • Delivers surgical packs in an efficient manner. • Ensures cleaning and disinfection of equipment is always carried out according to A/NZ Standard 4187:2014. • Understands the use of sterilisers, batch washers, drying cabinets and all Sterile Services equipment. • Ensures packaging and wrapping of instruments is always carried out to recommended practices. • Ensures familiarity with the documented procedures associated with sterilisation e.g.: biological monitoring, records of each sterilising cycle. • Performs functioning tests on the autoclaves e.g.: Bowie-Dick test, biological indicators(for Flashpaks and HMTS) • Reports any negative biological testing of the sterilisers to Sterile Services Coordinator, Senior Technician, Perioperative Services Manager / Day Manager. • Ensures equipment to be autoclaved is loaded onto the trolley correctly. • Ensures all stock is correctly transported. • Ensures work areas are damp dusted daily, work benches are cleaned daily and trolleys cleaned as per protocol. • Understands and demonstrates the use of provided safety equipment. • Has a good knowledge of Infection Control practices and complies with policy requirements. • Documents accidents and incidents accurately in accordance with Hospital policy.
<p>Interpersonal Relationships and Teamwork</p>	<ul style="list-style-type: none"> • Appreciates and respects the contribution of others within the team. • Contributes positively to the goals of the team and the organisation. • Communicates honestly and openly with other team members. • Fosters co-operation across clinical and administrative groups.
<p>Professional Development</p>	<ul style="list-style-type: none"> • Participates in staff performance and development with the Sterile Services Coordinator. • Attends relevant in-service education.



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Quality Improvement	<ul style="list-style-type: none"> Participates actively in quality improvement activities by planning, implementing and evaluating improvements. Participates actively in Ministry of Health Certification and Accreditation process. Documents and reports incidents accurately in accordance with hospital policy.
Organisational Culture	<ul style="list-style-type: none"> Promotes harmonious working relationships within the organisation. Understands and promotes the concept of internal and external customers (e.g. patients, colleagues and clinicians) and the need for customer focus. Maintains confidentiality in respect to all St George's operations, business, employees, clients and patients. Adheres to St George's policies and procedures.
Cultural understanding of the Treaty of Waitangi	<ul style="list-style-type: none"> Understands and has knowledge of the Treaty of Waitangi and its implications. 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 Maori. Respects diversity of cultural and religious beliefs amongst staff and patients.
Health & Safety	<ul style="list-style-type: none"> Ensures accidents and untoward incidents occurring in the department are reported. Takes reasonable care for personal health and safety. Takes reasonable care that own acts or omissions do not adversely affect the health and safety of other persons. Complies, as far as is reasonably able, with any reasonable instruction that is given to allow St George's to comply with the Health and Safety at Work Act 2015 and its amendments Co-operates with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to workers. Ensures compliance with hospital security requirements and is vigilant in all matters of security. Recognises safety hazards and initiates appropriate corrective actions. Attends fire and evacuation lectures and participates in drills as required. Participates in Health and Safety training as mandated by St George's from time to time.
Other Duties To undertake other duties as requested by the Sterile Services 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.

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Qualifications, Experience and Personal Qualities

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> At least three years of secondary education. 	Useful subjects include English, Maths and Science.
Experience & Knowledge		Any background in health administration or health services – such as nursing – is useful experience for sterilising technicians.
Personal Attributes	<ul style="list-style-type: none"> Able to pay attention to detail Able to follow instructions. 	

Agreed by:

Signed: _____ Date: _____
(Employee)

Signed: _____ Date: _____
(Hospital Manager)