

POSITION DESCRIPTION

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

Position Objective

To collect and prepare instruments for sterilisation and subsequent delivery to sterile stock rooms

Functional Relationships

Internal:	External:
<ul style="list-style-type: none">• SSD Coordinator• Senior CSD Technician• SSD Technicians• Hospital Manager• Patient Care Manger• Nurse Educator• Infection Control Nurse• Perioperative Services Manager• Theatre Staff• Engineer• Day Surgery Unit staff• All other St George's staff	<ul style="list-style-type: none">• Various external clients• SSD Departments at Christchurch Hospital, Burwood Hospital, Southern Cross Hospital and Forté Health

Key Areas of Accountability

Area of Accountability	Expected Results
<p>Professional Practice To undertake the sterilisation of surgical instruments, equipment and linen packs.</p> <p>To ensure the sterilisation process is effectively achieved.</p> <p>To ensure a safe clinical environment for patients and staff</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 SSD 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(hydrogen peroxide sterilisation)) • Reports any negative biological testing of the sterilisers to SSD Coordinator, Senior Technician, Operating Theatre 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. • Ensures absolute familiarity with the procedure in the event of cardiac arrest. • Has a good knowledge of Infection Control practices and complies with policy requirements. • Documents accidents and incidents accurately in accordance with Hospital policy. • Assists with the orientation of new instrument technicians.
<p>Interpersonal Relationships and Teamwork To ensure effective teamwork and contribute to the achievement of St</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.

Area of Accountability	Expected Results
George's vision and strategic plan	
Professional Development To maintain a high level of professional and personal competence	<ul style="list-style-type: none"> • Participates in staff performance and development with the SSD Coordinator. • Attends relevant in-service education. • Undertakes an annual performance review and sets goals annually that support St George's strategic direction. • Works towards attaining Step 1 on the Sterile Services Technician Clinical Practice Programme. • Works towards becoming a Registered Sterile Services Technician.
Quality & Risk Management To actively participate in the Quality Assurance programme	<ul style="list-style-type: none"> • Familiarises self with the concept of quality assurance and the organisation's requirements. • Performs audits as requested. • Participates in other appropriate quality assurance activities as requested/required. • Actively participates in the maintenance of the Equip 4 Accreditation status.
Organisational Culture To support a strong and positive image of St George's within the community and with key internal and external stakeholders	<ul style="list-style-type: none"> • Promotes harmonious working relationships within the department and with departmental "Users". • Understands and promotes the concept of internal and external customers (e.g. patients, colleagues and clinicians) and the need for a "customer focus". • Assists in facilitating positive inter-departmental relationships. • Maintains patient confidentiality
Cultural understanding of the Treaty of Waitangi To promote cultural awareness within St George's Hospital	<ul style="list-style-type: none"> • Promotes an awareness of ethnic and cultural differences, religious beliefs and obligations relating to the Treaty of Waitangi.
Health & Safety To ensure a safe working environment	<ul style="list-style-type: none"> • Ensures staff and self are familiar with emergency procedures • Accepts responsibility for ensuring all staff (including contractors) entering the area adhere to occupational safety and health requirements. • In conjunction with relevant personnel accepts responsibility for hazard identification, review of hazards in the area. • Performs all duties adhering to the infection control process maintaining a safe environment for both patients and staff. • 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. • 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. • Participates in Health and Safety and infection control training as

Area of Accountability	Expected Results
	mandated by St George's from time to time.
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	<ul style="list-style-type: none"> • Past Experience in SSD and/or Operating Theatre an advantage • Completion of Certificate of Sterilising Technology. Member of the NZSSA (Sterile Services Association of New Zealand) 	
Experience & Knowledge		
Personal Attributes	<ul style="list-style-type: none"> • Methodical • Attention to detail • Accurate checking • Good communication • Seeks clarity if unsure 	

Agreed by:

Signed: _____
 (Employee)

Date: _____

Signed: _____
 (Hospital Manager)

Date: _____