

POSITION DESCRIPTION

Position Title	Sterile Sciences Coordinator
Business area:	Sterile Sciences Department
FTE:	As per Conditions of Employment
Reports to:	Perioperative Services Manager
Approved by:	Hospital Manager

Position Objective

To be professionally accountable for the co-ordination of Sterilising Sciences Department including staff and resources to provide a quality sterilisation service.

Functional Relationships

Internal:	External:
<ul style="list-style-type: none">• Sterile Sciences Technicians• Hospital Manager• Patient Care Manager• Nurse Educator Clinical Learning and Development• Infection Control Facilitator• Perioperative Services Manager• Theatre Staff• All other St George's staff	<ul style="list-style-type: none">• Various external clients• Sterile Sciences Departments throughout New Zealand• Company Representatives

Key Areas of Accountability

Area of Accountability	Expected Results
<p>Leadership To provide leadership of the Sterile Sciences Department</p>	<ul style="list-style-type: none"> • Provides clear direction and support for staff in the department prioritising resources and workloads to ensure efficient and effective functioning of the Sterile Sciences Department. • Demonstrates and promotes effective teamwork and collaborative relationships within the team and other hospital departments. • Oversees and participates in orientation and training and mentoring of new staff • Supports ongoing development of all staff and undertakes regular staff appraisals and goal setting • Manages new staff selection process in consultation with Perioperative Services Manager • Plans efficient rosters according to department workload and complexity, ensuring safe staffing. • Provides timely information to Perioperative Services Manager on any issues affecting department responsiveness including accurate forecasting on resource requirements.
<p>Safe Clinical Practice To ensure a safe clinical environment for patients and staff</p>	<ul style="list-style-type: none"> • Demonstrates a comprehensive knowledge of current infection control practices and ensures compliance with policy requirements, sterilisation guidelines and standards of practice. • Conducts ongoing auditing of practice / procedures and policies to ensure practice is safe and meets SSD operating procedures. • Performs audits as requested or indicated in guidelines to ensure safe practice. • Actively participates in the maintenance of the Equip 4 Accreditation status. • Demonstrates a sound knowledge and educates team on the safe use of all departmental equipment. • Oversees the department's ongoing maintenance programme in consultation with the Engineering Department or equipment supplier ensuring wherever possible there is minimal impact on sterilisation work flow. Validation of equipment is completed in a timely manner and that all required documentation is supplied and correct • Assesses education needs of team and organises ongoing education to address needs • Maintains the L-Trace tracking system updating changes to set descriptions, photographs and pricing. • Oversees the monitoring of stock supplies and appropriate ordering. • Maintains patient confidentiality • Effectively administers and maintains a Quality Assurance Plan for the Department. • Ensures that the Department is meeting current standards and is able to move forward and comply with the new A/NZ Standard 4187:2014 and ISO standards.
<p>Interpersonal Relationships and Organisational Culture To communicate effectively with colleagues and other health professionals.</p>	<ul style="list-style-type: none"> • Models St George's values and adheres to St George's policies and procedures. • Contributes positively to the goals of the team and the organisation. • Ensures regular, structured team meetings with information from meeting disseminated to the whole team.

Area of Accountability	Expected Results
<p>To ensure effective teamwork and contribute to the achievement of St George’s vision and strategic plan</p>	<ul style="list-style-type: none"> • Ensures staff are kept informed and/or have access to relevant information to assist them in their roles. • Liaises with the hospital staff, medical staff and medical company representatives respectfully and co-operatively as required. • Appreciates and respects the contribution of others within the team. • Facilitates positive inter –departmental collaboration and communication. • Provides written and verbal reports and documentation which is clear, concise, accurate and appropriate. • Is committed to supporting an inclusive workplace that celebrates and promotes diversity and inclusion
<p>Professional Development To maintain a high level of professional and personal competence</p>	<ul style="list-style-type: none"> • Sets personal goals that support St George’s strategic direction. • Continues to extend own knowledge base and skills and remains abreast of changes in the industry. • Ensures own learning requirements are identified and in conjunction with the Perioperative Services Manager a plan is devised to support further development. • Undertakes an annual performance review. • Attends relevant in service education.
<p>Organisational Culture To support a strong and positive image of St George’s within the community and with key internal and external stakeholders</p>	<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”.
<p>Cultural understanding of the Treaty of Waitangi To promote cultural awareness within St George’s Hospital</p>	<ul style="list-style-type: none"> • Is proactive in attitude and supports behavior respectful of the Treaty of Waitangi principles and obligations.
<p>Health & Safety To ensure a safe working environment</p>	<ul style="list-style-type: none"> • Promotes behaviour that supports sound health and safety practices. • Ensures staff and self are familiar with emergency procedures • Ensures all staff (including contractors) entering the area adhere to occupational safety and health requirements. • In conjunction with relevant personnel follows process for hazard identification, reviews hazards in the area and ensures all staff comply with health and safety requirements. • Performs all duties adhering to the infection control process maintaining a safe environment for both patients and staff including use of PPE. • Ensures accidents, incidents and near misses that occur in the department are reported. • Takes reasonable care that own acts or omissions do not adversely affect the health and safety of other persons.

Area of Accountability	Expected Results
	<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 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. Participates in Health and Safety and infection control training as mandated by St George's from time to time.
<p>Other Duties To undertake other duties as requested by the Hospital Manager and the Perioperative Services Manager from time to time.</p>	<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
<p>Qualifications</p>	<ul style="list-style-type: none"> Certificate of Sterilising Technology and Advanced Sterilisation Practice 	<p>Member of NZ Sterile Services Association of NZ Registered Sterile Services Technician Advanced Sterilisation Practice (level 5) or willing to work towards</p>
<p>Experience & Knowledge</p>	<ul style="list-style-type: none"> Extensive experience in Sterile Sciences work (minimum of 5 years) Proven commitment to Quality Assurance within the Sterile Sciences service 	
<p>Personal Attributes</p>	<ul style="list-style-type: none"> Outstanding leadership skills Ability to lead and work within a team Methodical approach to record keeping. Thorough (Follows through on issues) Excellent communication skills Empathic 	

Agreed by:

Signed: _____
(Employee)

Date: _____

Signed: _____
(Hospital Manager)

Date: _____