

Eastern Health

POSITION DESCRIPTION

Position Title:	Instrument Technician Grade 1,2,3,4 and 5
Award Classification:	IN1, IN2, IN3, IN4, IN5, IN6
Award / Agreement Name:	Health and Allied Services, Managers and Administrative Workers(Victorian Public Sector) Single Interest Employers Enterprise Agreement 2021 - 2025
Current Effective Date:	1st July 2022
Next Review Date:	1st July 2025
Position Reports to:	Associate Program Director Surgery through Perioperative Service Manager/Nurse Unit Manager or Instrument Tech Manager

EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs



1. POSITION PURPOSE

This position requires the Instrument Technician to perform duties related to the Sterile Processing Services including cleaning, decontaminating, packaging, sterilizing, managing stock, distribution and documentation of instruments & equipment in line with Australian Standards. The Instrument Technician assists the Nursing Staff with the efficient and smooth management of the Sterile Processing Unit.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

TECHNICAL SKILLS AND APPLICATION – Based on classification and competent in:

- Cleaning of instruments, flexible endoscopes and equipment
- Inspecting, dismantling and maintenance of instruments.
- Checking of linen supplies.
- Decontamination/packing/sterilization and associated tasks.
- Collection and distribution of supplies/equipment used in patient care.
- Is competent in the use of computer and associated tracking systems.
- Monitors, records and reports sterilization practices within the CSSD, ensuring practices meets current Australian standards
- Accepts and understands the responsibility of correct assignment of instruments to trays.
- Appropriately wraps trays and monitors the sterilization process.
- Appropriately prepares instrument trays/containers as per Eastern Health policy
- Demonstrates principles of infection control.
- Additional duties as directed.
- Working in all sections according to the duty list/job specifications - including:
 - Decontamination/Clean Area CSSD
 - Linen Room
 - Sterilising/sterile store
 - Commercial Imprest
 - Operating Theatre, Endoscopy Area and Day Surgery Units

3. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensations (WIRC) Act 2013.

4. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

5. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centred care.

6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

10. ATTACHMENTS

- Attachment 1 Key Selection Criteria

11. NOTE

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.

Signed: _____

Date: ____/____/____

Manager

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____

Date: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

Position Title:	Instrument Technician Grade 1,2,3,4 and 5
Award Classification:	IN1, IN2, IN3, IN4, IN5, IN6
Award / Agreement Name:	Health and Allied Services, Managers and Administrative Workers(Victorian Public Sector) Single Interest Employers Enterprise Agreement 2021 - 2025
Current Effective Date:	1st July 2022
Next Review Date:	1st July 2025
Position Reports to:	Associate Program Director Surgery through Perioperative Service Manager/Nurse Unit Manager or Instrument Tech Manager

KEY SELECTION CRITERIA – INSTRUMENT TECHNICIAN GRADE 1 (IN1)

Experience

- Has less than 3 months' experience (Full Time Equivalent)
- Does not hold an Instrument Technician Qualification

Minimum Qualifications

- An unqualified person who undergoes a three-month orientation program and is required to perform work of a general nature under direct supervision

Skills

- Performs work of a general nature within the Central Sterilising Service Department
 - Cleaning, packaging and sterilization of reusable critical and semi-critical medical devices and equipment under direct supervision
- Demonstrated interpersonal and problem solving skills.
- Able to work within a multi-disciplinary team.
- Demonstrates the ability to plan, organise and prioritise workload.
- Demonstrated effective communication skills
- Continued demonstrated awareness in changes and trends to practice.
- Employ the skills of timely and effective communication within healthcare personnel and colleagues to guide and achieve best practice.
- Computer skills.

Level of Understanding

- AS/NZS 4187 - 2014
- ACHS Quality System
- Occupational Health and Safety Act 2004
- Accident Compensation (Work Cover) Act 1992
- Information Privacy Act 2000
- NSQHS Standard 3 Preventing and Controlling Healthcare Associated Infections

KEY SELECTION CRITERIA – INSTRUMENT TECHNICIAN GRADE 2 (IN2)

Minimum Qualifications

- An unqualified instrument technician, or
- A qualified Instrument Technician who holds a Certificate III (Mayfield Course) and or a recognized accredited course certificate

Experience

- Has been deemed suitable for continued Instrument Technician work and has greater than 3 months (Full Time Equivalent) experience
- Has less than 12 months (Full Time Equivalent) experience
- Demonstrated experience in the Perioperative and other areas in the hospital and CSSD department with knowledge of instruments, sterilising methods and infection control principles

Skills

- Performs work of a general nature including cleaning, packing and sterilisation of Reusable Medical Devices (RMDs) under the direct supervision of a Grade 5 or above
- Demonstrated interpersonal and problem solving skills.
- Able to work within a multi-disciplinary team.
- Demonstrates the ability to plan, organise and prioritise workload.
- Demonstrated effective communication skills
- Continued demonstrated awareness in changes and trends to practice.
- Employ the skills of timely and effective communication within healthcare personnel and colleagues to guide and achieve best practice.
- Computer skills. Level of Understanding
- AS/NZS 4187 - 2014
- ACHS Quality System
- Occupational Health and Safety Act 2004
- Accident Compensation (Work Cover) Act 1992
- Information Privacy Act 2000
- NSQHS Standard 3 Preventing and Controlling Healthcare Associated Infections

KEY SELECTION CRITERIA – INSTRUMENT TECHNICIAN GRADE 3 (IN3)

Minimum Qualifications

- A qualified Instrument Technician who has successfully completed the CSSD Certificate Course with greater than 12 months (Full Time Equivalent) experience as an instrument technician, who is able to work in all areas of the Hospital's Department or Unit to which they are rostered with a high degree of autonomy and accountability under the direct supervision

Experience

- Demonstrated experience in the Perioperative and other areas in the hospital and CSSD department with extensive and comprehensive knowledge of instruments and consumables
- Demonstrated knowledge and understanding of sterilising methods and infection control principles
- Competent in the use of computer and associated tracking skills
- Demonstrated ability to perform weekly stores order and restock
- Demonstrated ability to perform daily audits of steriliser load and chart results
- Demonstrated ability to perform daily audits of decontamination statistics
- Co-ordinate and document the performance of all weekly tests
- Participate in the training of new staff members and mentoring trainees to ensure they are performing all duties as required
- Assist with implementation of new technologies, process changes and associated specialties.
- Ability motivate staff
- Monitors, records and reports sterilization practices within the CSSD, ensuring practices meet AS4187
- Monitor and control the economical use of equipment and supplies

Skills

- Demonstrated interpersonal and problem solving skills
- Able to work within a multi-disciplinary team
- Demonstrates the ability to plan, organise and prioritise workload
- Demonstrated effective communication skills
- Continued demonstrated awareness in changes and trends to practice
- Employ the skills of timely and effective communication within healthcare personnel and colleagues to guide and achieve best practice
- Computer skills

Level of Understanding

- AS/NZS 4187 - 2014
- ACHS Quality System
- Occupational Health and Safety Act 1985
- Accident Compensation (Work Cover) Act 2004
- Information Privacy Act 2000
- Associated Industrial Awards
- NSQHS Standard 3 Preventing and Controlling Healthcare Associated Infections

KEY SELECTION CRITERIA – INSTRUMENT TECHNICIAN GRADE 4 (IN4)

Minimum Qualifications

- A qualified Instrument Technician who holds a certificate IV in sterilisation services or equivalent and has greater than 3 years (Full Time Equivalent) experience as an instrument technician, who is able to work in all areas of the Hospital's Department or Unit to which they are rostered with a high degree of autonomy and accountability.

Experience

- Demonstrated knowledge and understanding of sterilising methods and infection control principles.
- Demonstrated experience in the Perioperative and other areas in the hospital and CSSD department with extensive knowledge of instruments and consumables.

Skills

- Demonstrated interpersonal and problem solving skills.
- Ability to motivate staff.
- Orientation, supervision and training of Instrument Technicians
- Effective time management and advanced organisational skills.
- Continued demonstrated awareness in changes and trends to practice.
- Demonstrated leadership ability and role modelling.
- Able to work within a multi-disciplinary team.
- Demonstrated effective communication skills, including conflict resolution and negotiation skills.
- Employ the skills of timely and effective communication within healthcare personnel and colleagues to guide and achieve best practice.
- Competent in the use of computer and associated tracking skills.
- Perform daily audits of steriliser load and chart results.
- Perform daily audits of decontamination statistics.
- Assist with implementation of new technologies, process changes and associated specialties.
- Monitors, records and reports sterilization practices within the CSSD, ensuring practices meet AS/NZ4187.
- Monitor and control the economical use of equipment supplies and reordering Knowledge and Understanding
- AS/NZS 4187 - 2014
- ACHS Quality System
- Occupational Health and Safety Act 2004
- Accident Compensation (Work Cover) Act 2004
- Information Privacy Act 2000
- Associated Industrial Awards
- Clinical Knowledge of the speciality/specialities
- NSQHS Standard 3 Preventing and Controlling Healthcare Associated Infections

KEY SELECTION CRITERIA – INSTRUMENT TECHNICIAN GRADE 5 (IN5)

Minimum Qualifications

- A qualified Instrument Technician who holds a certificate IV in Sterilisation Services or Equivalent and has greater than 4 years (Full Time Equivalent) experience as an instrument technician, who is able to work in all areas of the Hospital's Department or Unit to which they are rostered with a high degree of autonomy and accountability.
- A Grade 5 Instrument Technician in addition to his/her allocated clinical hours, will undertake managerial responsibilities, including rostering, allocations, personal development and the supervision and training of staff. The Instrument Technician will liaise with the NUM or In-Charge person to determine length of time needed to undertake these management duties.

Experience

- Demonstrated superior knowledge and understanding of sterilising methods and infection control principles.
- Demonstrated experience in the Perioperative and other areas in the hospital and CSSD department with superior and extensive knowledge of instruments and consumables.

Skills

- Will be required to perform higher duties where the manager is on leave
- Demonstrated interpersonal and problem solving skills
- Ability to direct and motivate staff
- Effective time management and advanced organisational skills
- Continued demonstrated awareness in changes and trends to practice
- Demonstrated leadership ability and role modelling
- Able to work within a multi-disciplinary team
- Demonstrated effective communication skills, including conflict resolution and negotiation skills
- Employ the skills of timely and effective communication within healthcare personnel and colleagues to guide and achieve best practice
- Competent in the use of computer and associated tracking skills
- In collaboration with the Nurse Unit Manager (or their Delegate) will and if required
 - Complete roster and appropriate skill mix allocation
 - Formulate, facilitate and evaluate the training of all staff
 - Assist with the implementation of a EH Competency Based Training Tool
 - Undertake performance management and personal development of staff
 - Complete Achieve conversations
 - Demonstrate clear fiscal responsibility
 - Perform recruitment, interviewing and selection of staff
 - Assist in developing quality improvement plans and risk management strategies
 - Actively involved in accreditation process

- Facilitate OH & S requirements
- Demonstrate a sound working knowledge of infection control principles
- Assist in developing and implement policies and procedures
- Assist in preparing capital expenditure proposals
- Plan for preventative maintenance
- Demonstrate an understanding of customer service
- Perform weekly stores order and restock.
- Perform daily audits of steriliser load and chart results.
- Perform daily audits of decontamination statistics.
- Co-ordinate and document the performance of all weekly tests.
- Assist with implementation of new technologies, process changes and associated specialties.
- Monitors, records and reports sterilization practices within the CSSD, ensuring practices meet AS/NZ4187.
- Monitor and control the economical use of equipment and supplies

Knowledge and Understanding

- AS/NZS 4187 - 2014
- ACHS Quality System
- Occupational Health and Safety Act 2004
- Accident Compensation (Work Cover) Act 2004
- Information Privacy Act 2000
- Associated Industrial Awards
- Clinical Knowledge of the speciality/specialities
- NSQHS Standard 3 Preventing and Controlling Healthcare Associated Infections

Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 has recently been released. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways.

Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at Aboriginal.Workforce@easternhealth.org.au