



# Position Description

ALL CALVARY SERVICES

<b>Position Title:</b>	Central Sterile Supply Department (CSSD) Manager		
<b>Position Number:</b>		<b>Cost Centre:</b>	
<b>Site/Facility:</b>	Calvary St Vincent & St Luke's		
<b>Department:</b>	CSSD		
<b>Enterprise Agreement</b>	Tasmania Health & Support Services 2022 Enterprise Agreement		
<b>Classification:</b>			
<b>Reports To:</b>	Launceston Perioperative Services Manager		
<b>Date of Preparation:</b>	19 June 2015	<b>Date Updated:</b>	March 2024

## Primary Purpose

The CSSD Manager is responsible for the management of the CSSD department and leadership of the team to deliver effective and efficient service in processing, maintaining and issuing sterile supplies required for the care, diagnosis and treatment of Calvary Launceston patients. The CSSD Manager works in partnership with Calvary Launceston leaders in theatres and procedure rooms to provide support and sterilising oversight of the appropriate equipment.

## Organisational Environment

At Calvary our vision as a Catholic Health, Community and Aged Care provider, to excel, and be recognised, as a continuing source of healing, hope and nurturing to the people and communities we serve.

Our Services include public and private hospital care, acute and sub-acute care, home care services and retirement and aged care services, in both rural and metropolitan areas.

## Accountabilities and Key Result Areas

### **Professional:**

- Practice in accordance with Calvary and relevant Government Health policies and procedures, the position description, Code of Conduct and industrial agreements.
- Oversee the management of cleaning, inspecting, sorting, packaging and sterilisation of instruments, hollowware and other equipment used in the operating theatres and wards.
- Maintain and direct techniques of sterility and ensure staff adhering to these standards
- Undertake rostering of the CSSD team to ensure effective and efficient service provision.
- Manage the procurement process for the CSSD and maintain appropriate stock levels.
- Oversee adoption and implementation of legislation within the operational practices of the sterilising service and abide by Infection Control policies and guidelines (including those of external consultants) established throughout the organisation.

### **Documentation:**

- Ensure that all documentation is accurate and complies with relevant standards, policies and procedures.
- Contribute to the development, implementation and review of policies and procedures relevant to the CSSD.

- Maintain accurate records in relation to workload from equipment within the CSSD and provide reports to key internal and external stakeholders, as required.
- Ensure all hazards, adverse and significant events are reported in accordance with the Group Risk Management Policy.
- Ensure all high and extreme risks are placed on a risk register and are followed up by appropriate risk treatment plans.

**Communication:**

- Liaise with external supplier representatives to facilitate processing and management of loan sets, new equipment and replacement stock.
- Consult with Nurse Unit Managers regarding the ordering of new instruments and equipment or replacements and repairs as necessary.
- Escalate matters to the relevant senior manager as required.
- Liaise with members of the health care team in the planning and delivery of patient care as it pertains to CSSD.

**People and Culture:**

- Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary’s values of healing, hospitality, stewardship and respect.
- Provide leadership to the CSSD team to drive a high performing and inclusive culture.
- Develop and implement initiatives to drive the recruitment and retention of employees to ensure Calvary Launceston CSSD is recognised as an employer of choice in the Launceston healthcare sector.
- Contribute to the development and implementation of strategic workforce initiatives as part of CAH’s Management team.
- Actively participate in the Performance Appraisal process.

**Service Development & Performance:**

- Continually update expertise regarding sterilising services and changes to legislation & relevant standards and guidelines, and inform the CSSD team and other key stakeholders, as required.
- Participate in, and contribute to quality improvement programs and other facility activities to meet service/ accreditation standards.
- Participate in, and contribute to Work Health and Safety activities to ensure a safe work environment for CSSD workers.

**WH&S Responsibilities:**

- Take reasonable care of your own health and safety and the health and safety of others in the workplace;
- Comply with relevant Calvary WHS policies, procedures, work instructions and requests;
- Report to your supervisor any incident or unsafe conditions which come to your attention;
- Observe any additional requirements as outline in Calvary’s WHS Responsibilities, Authority and Accountability Table (published on Calvary intranet)

**Key Relationships**

Internal:	<ul style="list-style-type: none"> <li>• Procedural Areas</li> <li>• Ward Areas</li> <li>• Supply Department</li> <li>• Work Health Safety</li> <li>• Risk and Quality</li> <li>• People &amp; Culture</li> <li>• Security</li> <li>• CSSD colleagues intra and interstate</li> </ul>
External:	<ul style="list-style-type: none"> <li>• Supplier representatives</li> <li>• Training Institutions</li> </ul>

## Selection Criteria

### Essential

- Certificate IV in Health-Sterilising Practice for Technicians, or equivalent
- Demonstrated significant experience managing a CSSD in a medium-large hospital
- Demonstrated experience in leading a large team
- Demonstrated significant understanding of Safe Work Practices, Australian Standards, Guidelines, legislative requirements and risk management principles as they relate to CSSD
- Strong communication and interpersonal skills and experience in liaising with a range of internal and external stakeholders
- Demonstrated experience in data analysis and in providing reports for senior executives
- Demonstrated experience in budget management

### Desirable

- Undergraduate qualifications in a relevant discipline
- Experience in Quality Assurance and Improvement practices

## Approvals

Job Holder's signature:

Date:

Manager's signature:

Date: