

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Perioperative Technician
<b>Position Number:</b>	509231
<b>Classification:</b>	Health Services Officer Level 5
<b>Award/Agreement:</b>	Health and Human Services (Tasmanian State Service) Award
<b>Group/Section:</b>	Hospitals South - Surgical and Perioperative Services
<b>Position Type:</b>	Permanent, Full Time/Part Time
<b>Location:</b>	South
<b>Reports to:</b>	Nurse Manager - Central Sterilising Department & Sterile Stock Room
<b>Effective Date:</b>	August 2020
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Desirable Requirements:</b>	Experience working in Perioperative Services

*NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.*

## Primary Purpose:

Maintain clean and hygienic surroundings to facilitate the control of infection in specialty areas including the performance of both basic and specialised cleaning operations to areas and equipment in the Perioperative Services environment.

Store and prepare surgical instrumentation and other items including consumables, as identified, for use in the Operating Theatre environment.

Maintain stock levels of consumables in the Sterile Stock Rooms and Operating Theatres.

## Duties:

1. Maintain the cleanliness of specialised Operating Room equipment, including cleaning of the surrounding environment within infection control guidelines and Australian Standards (AS/NZS 4187: Reprocessing of reusable medical devices in health service organisations).
2. Monitor the general and specialised stores against established levels and take appropriate action to support a range of complex activities in the Operating Theatre environment, and where appropriate, collaborate with the Supplies Coordinators to maintain supply levels.
3. Liaise with Central Sterilising Supply Department for the prioritisation of instrumentation readiness to meet the advised Operating Theatre List.
4. Undertake troubleshooting of equipment and instrumentation and initiate the appropriate action, including the reporting of malfunctioning equipment to the Nurse Manager – Central Sterilising Department & Sterile Stock Room.
5. Communicate with a range of staff and clients, ensuring patient confidentiality.
6. Assist in the delivery of basic patient care under direct supervision of a Registered Nurse.
7. Undertake basic clerical duties as required, including:
  - Data entry
  - Phone/Email enquiries
  - Ordering of general supplies
8. Provide a communication/supply network between departments, including delivery and collection services as required.
9. Participate in educational, quality improvement and training programs.
10. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

## Key Accountabilities and Responsibilities:

- Responsible for maintaining a high standard of hygiene and cleanliness, ensuring that sterilisation techniques and infection control procedures are in accordance with established hospital guidelines and protocols and comply with AS/NZS 4187.
- Will take responsibility for individual work outcomes, whilst performing under the general supervision and direction of an Enrolled/Registered Nurse, the Nurse Manager - Central Sterilising Department & Sterile Stock Room or the After-Hours Nurse Manager. This will occur in a dynamic environment that is subject to change.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

## Pre-employment Conditions:

*It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
  - a. crimes of violence
  - b. sex related offences
  - c. serious drug offences
  - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

## Selection Criteria:

1. Demonstrated knowledge of infection control principles, AS/NZS 4187 and the ability to maintain the cleanliness of equipment and the operating environment.
2. Demonstrated ability to coordinate, monitor and manage general and specialist instrumentation, equipment and stores levels for use within an Operating Theatre environment.
3. Proven ability to effectively prioritise work and meet departmental guidelines and requirements whilst working within an environment subject to pressure and change.
4. Demonstrated communication and interpersonal skills with the ability to work effectively as a team member working within a multidisciplinary health environment and the ability to establish a rapport with a wide range of people.

## Working Environment:

Surgical and Perioperative Services mission and purpose is to deliver high quality healthcare through the most efficient and innovative use of available resources, using planning and evidence-based strategies. Our vision is to be renowned for Surgical and Perioperative Services healthcare, teaching and research. Surgical and Perioperative Services is a values-based department. If your personal and work values are consistent with those developed by our staff, we're sure you'll find Surgical and Perioperative Services a great workplace. Our decisions and behaviours are guided by the following workplace values:

- **Patient first** - Patient and family-centred care is about putting patients' and families' experiences, priorities, and trust first.
- **Personal responsibility** - Being responsible for our own actions and behaviours.
- **Pride in what we do** - We take pride in who we are and what we do, and we do what is right, always.
- **Passion for improvement** - As it inspires us to achieve great things.

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).