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SA Health Job Pack

Job Title	Sterilising & Reusable Medical Device Reprocessing State Coordinator
Job Number	626661
Applications Closing Date	30 June 2017
Region / Division	Department for Health and Aging
Health Service	Communicable Disease Control Branch, Infection Control
Location	Adelaide CBD
Classification	ASO6 / PO3 / RN3
Job Status	Full Time / Ongoing
Indicative Total Remuneration*	ASO6: \$96,599-\$102,467 PO3: \$99,495-\$105,471 RN3: \$118,312-\$125,291

Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- ☐ Child Related Employment Screening - **DCSI**
- ☐ Vulnerable Person-Related Employment Screening - **NPC**
- ☐ Aged Care Sector Employment Screening - **NPC**
- ☒ General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at www.sahealth.sa.gov.au/careers - see Career Information, or by referring to the nominated contact person below.

Contact Details

Full name	Lauren Mills
Phone number	7425 7113
Email address	lauren.mills@sa.gov.au

Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ✍ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ✍ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements



ROLE DESCRIPTION

Role Title:	Sterilising and Reusable Medical Device Reprocessing State Coordinator
Classification Code:	RN3
LHN/ HN/ SAAS/ DHA:	Department for Health and Ageing
Hospital/ Service/ Cluster	
Division:	System Performance & Service Delivery
Department/Section / Unit/ Ward:	Communicable Disease Control Branch, Infection Control
Role reports to:	Manager Infection Control
Role Created/ Reviewed Date:	
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)

ROLE CONTEXT

Primary Objective(s) of role:

The Sterilising and Reusable Medical Device Reprocessing State Coordinator is responsible for the central coordination and oversight of compliance with the relevant Australian standard (AS/NZS 4187: 2014) on sterilising and reprocessing of reusable medical devices in all SA Health facilities. The incumbent will assist with the investigation of cases of possible nosocomial transmission of blood borne viruses and other significant pathogens due to reprocessing failures, including external audit of sterilising facilities in response to investigations where required.

The Sterilising and Reusable Medical Device Reprocessing State Coordinator is also available to provide expert clinical advice on requirements for sterilising and reprocessing of reusable medical devices to private healthcare facilities, other government departments, and the Chief Executive SA Health as required. The incumbent will also assist with and provide expert advice for private health facility licensing inspections.

Key Relationships/ Interactions:

Internal

- > Accountable to the Director, Communicable Disease Control Branch and reports to the Manager, Infection Control Service Section (ICS).
- > Liaises with Public Health doctors and as necessary the Director of Communicable Disease Control Branch regarding assessment of risk of infection transmission.

External

- > Liaises with the SA Health Safety and Quality Unit on matters pertaining to private health facility licensing, and investigations of patient safety incidents involving breaches in sterilisation or medical device reprocessing.
- > Liaises with sterilising department managers, infection control professionals, clinicians and other health professionals.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Developing and maintaining a close and collaborative relationship with managers of sterilising departments.
- > Working in a time-critical environment, especially where media attention is likely.
- > Maintaining a calm and considered approach under pressure, with attention to detail.

Delegations:

None

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Performance Development

The incumbent will be required to participate in the organisation's Performance Review and Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:

- > *Work Health and Safety Act 2012 (SA)* and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Meet immunisation requirements as outlined by the *Immunisation Guidelines for Health Care Workers in South Australia 2014*.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children's Protection Act 1993 (Cth)* – 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > Code of Fair Information Practice.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008*, and the SA Health (Health Care Act) Human Resources Manual.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.

Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Special Conditions:

- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- > *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- > Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993* (Cth) or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 1998* made in pursuant to the *Aged Care Act 2007* (Cth).
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Coordination of the statewide implementation of the revised AS/NZS 4187: 2014	<p>In accordance with the goals and objectives of the Communicable Disease Control Branch and the Infection Control Service to minimise the impact of health care associated infection, the incumbent ensures the effective management of statewide sterilising services by:</p> <ul style="list-style-type: none"> > overseeing and coordinating the full implementation of the revised sterilisation and reusable medical device standard AS/NZS4187:2014 in all SA Health facilities, ensuring that gap analyses and action plans are developed and implementation time-lines are met in order to meet hospital accreditation requirements; > liaising with Managers of central sterilising departments and health professionals with responsibility for reusable medical device reprocessing in other areas, e.g. endoscopy units and sonography, to inform practice and contribute to continuous improvement; > identifying common issues that may require a coordinated, whole of health approach, and developing an appropriate business case where appropriate, e.g. in the establishment of a suitable instrument tracking solution; > liaising with SA Health Procurement and Biomedical Engineering staff regarding appropriate sterilising and reprocessing equipment procurement and maintenance issues; > co-ordinating the activities of, and providing executive support for, the SA Health Sterilising and Reprocessing Reference Group, including dissemination of relevant materials and identification of issues that require a common approach across all LHNs; > developing a program of regular external audit and review of sterilising and reprocessing facilities for all SA Health hospitals; > developing suitable statewide resource materials and audit tools to assist LHNs in fulfilling accreditation requirements; > providing executive support for the SA Health Sterilising and Reprocessing of Reusable Medical Devices Committee.
Provision of high quality information and clinical advice	<p>Ensure the provision of high quality information and clinical advice on the governance of sterilising and reprocessing activities by:</p> <ul style="list-style-type: none"> > provision of high level expert advice and guidance to those with responsibility for ensuring that health facilities are compliant with the requirements of AS/NZS 4187; > provision of expert advice on the investigation of critical incidents and the collection of relevant specimens for investigation, as required; > assisting the Safety and Quality Unit in the process for licensing of SA private day surgery clinics by provision of specialist advice on the suitability of submitted architectural plans according to the scope of practice and the requirements of AS/NZS4187; > provision of general advice on sterilisation and reprocessing matters and compliance with AS/NZS 4187:2014 to health professionals from private and non-acute settings in metropolitan and rural areas in South Australia; > assisting the Director of CDCB in the preparation of briefings and correspondence for the Minister for Health and Ageing, the Chief Executive SA Health, and others, on matters related to sterilisation and medical device reprocessing and infection control, as required.
Dissemination of specialist knowledge	<p>Contribute to the dissemination of specialist knowledge relating to the governance of sterilising and reprocessing activities by:</p> <ul style="list-style-type: none"> > giving presentations on the principles of sterilisation and medical device

	<p>reprocessing to staff from other government departments and to community organisations as required;</p> <ul style="list-style-type: none"> > evaluating the existing education and workforce development strategies available to sterilisation staff within SA facilities, identifying areas for improvement. > regular review/updating of the medical device reprocessing section of the SA Health web site to ensure content is relevant and up-to-date; > assisting in the delivery of an education program for Infection Control Link/Liaison Nurses within state hospitals by presentation of sessions on the processes involved in sterilisation and reprocessing of reusable medical devices and the importance for patient care; > regularly attending meetings of the South Australian Network of Infection Control Teams (SANIT) and providing progress reports on the SA Health Sterilisation and Reprocessing of Reusable Medical Devices Committee activities as required; > maintaining currency of specialist knowledge by attendance at relevant state and national meetings on sterilisation and medical device reprocessing.
Workplace Relations	<p>Contribute to the effective maintenance of workplace relations within the Communicable Disease Control Branch by:</p> <ul style="list-style-type: none"> > participating in relevant training and development activities; > maintaining effective links and relationships within the Department of Health, with health units and with external organisations, as required. > participating in the attainment and maintenance of a work ethos that focuses on the achievement of identified program/service outcomes.
Innovative & efficient approaches	<p>Contribute to the provision of innovative and efficient approaches to the Communicable Disease Control Branch's service development and delivery by:</p> <ul style="list-style-type: none"> > undertaking relevant continuous improvement activities; > undertaking regular assessment of work plan activities and outcomes.
Corporate compliance	<ul style="list-style-type: none"> > Contribute to the well-being of people in South Australia through participation in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident. > Contribute to the promotion and implementation of the General Public Sector Management Aims, Personnel Management Standards and employee conduct standards and in particular Equal Opportunity and Occupational Health Safety and Welfare by adhering to the provisions of relevant legislative requirements.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Registered or eligible for registration as a General Nurse by the Nurses Board of South Australia and who holds, or who is eligible to hold, a current practising certificate (RNM4).

Personal Abilities/Aptitudes/Skills:

Demonstrated ability in:

- > working with a significant degree of autonomy and decision making, maintaining self-direction and high levels of initiative and judgement, whilst working under pressure to meet timeframes;
- > working collaboratively within a multi-disciplinary team and with external stakeholders;
- > communicating effectively with a wide range of professional and non-professional people, both in verbal and written formats;
- > effective planning, scheduling and prioritising of workload.

Experience

Demonstrated experience in:

- > providing leadership and direction in a specialised area of responsibility;
- > applying expert clinical knowledge and integrating contemporary sterilisation and reusable medical device reprocessing experience, information and evidence to inform decision making;
- > implementing standards, policies and guidelines in a healthcare setting.

Knowledge

Comprehensive knowledge of:

- > the requirements of AS/NZS 4187: 2014 and the role of sterilisation and reusable medical device reprocessing in the prevention of healthcare associated infection;
- > current state, national and international infection control prevention, monitoring and control standards and guidelines.

Broad knowledge of:

- > the principles of auditing;
- > reusable medical device reprocessing validation and quality control techniques/approaches.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Recognised qualification in sterilising and reusable medical device reprocessing.

Personal Abilities/Aptitudes/Skills:

- > Ability to deliver effective education sessions to health professionals.

Experience

- > project management in infection prevention or related discipline;
- > auditing of policies, guidelines or standards.

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA Local Health Network and SA Ambulance Service.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Health Network/ Division/ Department:

The Communicable Disease Control Branch (CDCB) aims to save lives and improve the health of South Australians by reducing communicable disease in South Australia.

Achieving this vision contributes to supporting primary health care, keeping South Australians healthy, reducing the impact of communicable diseases on our health system, hospital avoidance, and health protection.

This is accomplished by:

- > Prevention: Minimising the impact of communicable disease through the development and implementation of policy, programs, best practice guidelines & information, and through public health interventions.
- > Surveillance: Monitoring the impact of infectious disease and related programs, to guide public health action and measure its effectiveness.
- > Response: Controlling communicable disease through the provision of timely & appropriate interventions.
- > Partnerships: Developing and maintaining effective partnerships with stakeholders to achieve maximal health outcomes.
- > Skills & Knowledge: Developing and maintaining expert knowledge and skills within CDCB and across the health workforce to support an effective & flexible response to public health threats related to infectious disease.

Values

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:

Role Title:

Signature:

Date:

Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

Name:

Signature:

Date: