

Statement of Duties

Position Title: CSSD Technician	Position Number: 509500	Effective Date: February 2015
Group and Unit: Tasmanian Health Service – Surgical Services		
Section: Central Sterile Supply Department	Location: South	
Award: Health and Human Services (Tasmanian State Service)	Position Status: Permanent	
	Position Type: Full Time/Part Time/Casual	
Level: 5	Classification: Health Services Officer	
Reports To: Nurse Unit Manager		
Check Type: Annulled	Check Frequency: Pre-Employment	

Focus of Duties:

As a member of the health care team, the CSSD Technician:

- Decontaminates, packages and sterilises theatre and ward equipment and sterile supplies appropriate to the specialist and general areas
- Maintains clean and hygienic surroundings to facilitate the control of infection in the Central Sterile Supply Department (CSSD).

Duties:

1. Disassemble, decontaminate, reassemble, reprocess, package and sterilise technical, specialised and general instruments and equipment in accordance with CSSD protocols, infection control guidelines and Australian Standard AS 4187.
2. Ensure adherence to quality assurance procedures in the operation of pre-vacuum steam and low temperature sterilisers for all equipment, instruments and linen on a daily basis.
3. Monitor equipment and stock levels, initiating appropriate action as required.
4. Communicate effectively with Operating Theatres, Wards and Departments to ensure efficient service provision.
5. Enter sterilisation data and relevant information into the appropriate information systems.
6. Participate in quality improvement activities and audits relevant to the Central Sterile and Supply Department.
7. Maintain personal development by regularly attending and participating in education and competency programs.
8. Actively participate in achieving National Safety and Quality Health Service standards for accreditation purposes.

9. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
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.

Scope of Work Performed:

Under the general supervision and direction of the Nurse Unit Manager, and the broad direction of the After House Nurse Manager as required, the CSSD Technician is expected to:

- Maintain a high standard of hygiene, sterility and cleanliness, ensuring that techniques and procedures are in accordance with established hospital guidelines and protocols and comply with Australian Standards for sterilisation
- Monitor equipment, maintain accurate sterilisation documentation and conduct routine maintenance tests to ensure quality service is maintained and report appropriately to the Nurse Unit Manager or After Hours Nurse Manager as required
- Comply at all times with THS policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Essential Requirements:

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

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. Knowledge, experience and/or qualifications in sterilising technology or the willingness to undertake a relevant course in Sterilising Technology.
2. Ability to obtain a thorough knowledge of instruments, equipment and supplies processed in CSSD; and initiate appropriate action whilst following protocols for the decontamination and sterilisation of equipment
3. Demonstrated ability to work effectively both individually and as a member of a team; and, under the direction of the Nurse Unit Manager, assist in the training of new staff.
4. Good communication and interpersonal skills including the ability to prioritise work in order to meet departmental guidelines.
5. Sound literacy and numeracy skills and the ability to undertake basic data entry, together with the knowledge of medical terminology or the ability to acquire the same.
6. An understanding of appropriate Work Health and Safety legislation, codes of practice, and knowledge of the principles and practices of infection control.

Working Environment:

The Department of Health and Human Services (DHHS) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: The Department of Health and Human Services and Tasmanian Health Service have a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Director HR Management and Strategy or to the Manager Internal Audit. DHHS and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. DHHS and the THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DHHS and THS policy) with the Department of Health and Human Services and Tasmanian Health Service are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department of Health and Human Services and the Tasmanian Health Service are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: The Department of Health and Human Services and the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.