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## SA Health Job Pack

Job Title	Theatre CSSD
Job Number	635217
Applications Closing Date	9 February 2018
Region / Division	Country Health SA Local Health Network
Health Service	Walleroo Hospital
Location	Walleroo
Classification	WHA4
Job Status	P/T Permanent
Remuneration*	\$953.00 - \$963.90 (pro rata)

## 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](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

## Contact Details

Full name	Georgina Morris
Title	Administrative Assistant
Phone number	88230314
Email address	<a href="mailto:georgina.morris@sa.gov.au">georgina.morris@sa.gov.au</a>

# 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. Aboriginal and Torres Strait Islander applicants are encouraged to apply.

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.

The South Australian public sector promotes diversity and flexible ways of working including part-time. Applicants are encouraged to discuss the flexible working arrangements for this role.

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

<b>Role Title:</b>	Sterilising Services Technician
<b>Classification:</b>	WHA-4
<b>Stream:</b>	Sterilisation Services
<b>Local Health Network:</b>	Country Health
<b>Business Unit:</b>	Northern Yorke Peninsula Health Service – Wallaroo Hospital Yorke & Northern Rural Region
<b>Type of Appointment:</b>	<input checked="" type="radio"/> Ongoing
	<input type="radio"/> Temporary Term:
	<input type="radio"/> Other Term:

## ROLE SPECIFICATION

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### Summary of the broad purpose of the role in relation to the organisation's goals

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The Sterilising Services Technician contributes to the effectiveness of sterilisation services by performing work under limited direction as an individual or team member including determine and appraise methods of work organisation, maintaining recording systems optimum standards of sterilisation and stock supply including the provision of equipment to the wards.

Employees at this level will undertake sterilising duties and have completed an AQF Certificate III in sterilising technology.

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### Reporting/Working Relationships

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The Sterilising Services Technician is responsible directly to the Theatre Team Leader on a day to day basis and ultimately accountable to the Clinical Practice Consultant of Surgical Services.

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### Special Conditions

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- > This position is subject to the receipt of a cleared criminal history and background check through the Screening and Licensing Branch of Department of Communities and Social Inclusion, in accordance with current Country Health SA Local Health Network procedure and every three years thereafter.
- > The position is located at NYPHS Health Service (Wallaroo).
- > Must be an Australian resident or hold a current working visa.
- > The incumbent will be required to enter into an Annual Performance Review and Development Plan for the achievement of specific, service or program outcomes.

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### Statement of Key Outcomes and Activities

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#### Contribute to the provision of a qualitative service by:

- Decontamination preoperational packaging area
- Monitor correct use of chemicals within departments
- Perform validation on all cleaning equipment consistent with policies and procedures

- Competent in the use of computerised systems
- Perform daily audits of steriliser loads and chart results
- Insulation testing
- Initiating and reporting repairs
- Check in loan equipment
- Clean endoscopes for theatre as required.

**Contribute to the efficient and effective operation of the health unit by:**

- may require the set up, program and operation of complex machinery, equipment and/or facilities and recording systems including computerised systems
- programme detailed work functions
- interpret complex instructions and procedures
- the provision of guidance and assistance within their area of expertise to other employees
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or as a team member
- may include contributing to the on-going review, development and implementation of guidelines and procedures for sterilisation services.

**Demonstrates and maintains a satisfactory knowledge and skill base to perform role by:**

- undertake training as required and maintaining required skills and knowledge applicable to the role.

**An employee at Level 5 will be required to perform duties at the lower level.**

**GENERAL**

**Employees have a responsibility and obligation to comply with statutory and organisational requirements, procedures and rules that are introduced to ensure a safe and healthy work environment, free of discrimination by:**

- › Complying with workplace policies and guidelines.
- › Comply with and have a working knowledge and understanding of the requirement for all staff employed in the organisation in regards to confidentiality.
- › Commitment to the continuous improvement in the provision of customer service.
- › Correctly utilising appropriate personal protective equipment.
- › Participation in continuous quality improvement programs and accreditation activities.
- › Regularly participate in personal performance development reviews.
- › Ensuring cultural sensitivity is maintained by attending and contribute to their learning in diversity of cultural awareness and cross cultural training, with a frequency to be determined as appropriate by the organisation.
- › All staff will actively support and contribute to risk management by maintaining an awareness of the risks relating to their area of responsibility and accountability including the identification and reporting of such risks.
- › It is the responsibility of every employee to ensure that no official record created or received (in any format) is destroyed without following prescribed retention procedures and subsequent authorisation from State Records. It is further the responsibility of every employee to ensure they gain an understanding of what constitutes an official record. It is a requirement that all employees will adhere to the prescribed Policy, Procedures & Practices of this organisation in relation to records management.

**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 Public Sector Act principles and practices and employee conduct standards, in particular Equal Opportunity and**

**Occupational Health Safety and Welfare by adhering to the provisions of relevant legislative requirements.**

## **PERSON SPECIFICATION**

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### **ESSENTIAL MINIMUM REQUIREMENTS**

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**Educational/Vocational Qualifications** (include only those listed as an essential qualification for the specified classification group)

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Completed or be workign towards completion of AQF Certificate III in sterilising technology

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**Personal Abilities/Aptitudes/Skills:** (related to the job description and expressed in a way which allows objective assessment)

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- Proven ability to work well within a team environment.
  - Sound interpersonal and communication skills and the ability to relate to people from different cultures, backgrounds and circumstances.
  - Ability to use discretion and maintain strict confidentiality.
  - Proven ability to meet deadlines and timeframes.
  - Ability to provide assistance and co-operation to other staff.
  - Ability to perform under broad guidelines.
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### **Experience**

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- Completed at least 560 hours satisfactory in service experience.
  - Proven experience in exercising own judgement and initiative in the day to day execution of a position.
  - Experience in the use of computer packages eg. Microsoft Word, Excel.
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### **Knowledge**

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- Knowledge of instruments, sterilising methods and infection control principles.
- Knowledge of general hygiene and Infection Control Principles.
- Knowledge of safe working conditions.
- Knowledge and commitment to customer service principles.
- Knowledge and understanding of the Occupational Health, Safety and Welfare Act and Risk Management principles.

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**DESIRABLE CHARACTERISTICS** (To distinguish between applicants who have met all essential requirements)

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**Educational/Vocational Qualifications** (considered to be useful in carrying out the responsibilities of the position)

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- A current first aid certificate.
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**Personal Abilities/Aptitudes/Skills:** (related to the job description and expressed in a way which allows objective assessment)

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**Experience**

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**Knowledge**

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**Other Details:**

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## ORGANISATIONAL CONTEXT

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### Organisational Overview:

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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:

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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.

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, international 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.

## VALUES

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### SA Health Values

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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

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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**