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## SA Health Job Pack

Job Title	Sterile Supply Service Assistant Casual
Job Number	575323
Applications Closing Date	6 <sup>th</sup> May 2016
Region / Division	Southern Adelaide Local Health Network
Health Service	Repatriation General Hospital
Location	Adelaide Metro
Classification	WHA3, WHA4, WHA5
Job Status	Casual
Indicative Total Remuneration*	WHA3: \$909.10 - \$919.70 WHA4: \$929.80 - \$940.40 WHA5: \$953.60 - \$964.00

## 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	Rebecca McEvoy
Phone number	8275 1371
Email address	rebecca.mcevoy@health.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



## JOB AND PERSON SPECIFICATION (NON-MANAGERIAL)

<b>TITLE OF POSITION:</b> Sterile Supply Service Assistant	<b>ADMINISTRATIVE UNIT:</b> Southern Adelaide Local Health Network
<b>Classification:</b> WHA – 3	<b>Health Unit:</b> Repatriation General Hospital
<b>Classification Reviewed:</b>	<b>Division:</b> Nursing & Patient Services - PARS
<b>Position No:</b>	<b>Department / Section:</b> Sterile Supply Service

### Job and Person Specification Approval

..... / ..... / .....  
**CEO or Delegate**

**Occupant**

**Signature:** ..... **Name:** ..... / ..... / .....

### JOB SPECIFICATION

#### 1. PREAMBLE

The Southern Adelaide Local Health Network (LHN) provides care for around 341,000 people living in the southern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. More than 7,000 skilled staff provide high quality patient care, education, research and health promoting services.

Southern Adelaide LHN provides a range of acute and sub acute health services for people of all ages, and has three hospitals, Flinders Medical Centre, Noarlunga Hospital and the Repatriation General Hospital.

Population and Primary Health Care delivers a range of primary health care services across the southern metropolitan area of Adelaide, with a focus on providing preventive and health promoting programs in the community, and transition and hospital substitution and avoidance programs targeted at chronic disease and frail aged.

Southern Mental Health provides a range of integrated services across community and hospital settings, targeted at all age groups, in collaboration with non-Government organisations and General Practice Network South.

#### 2. SUMMARY OF THE BROAD PURPOSE OF THE POSITION

The Central Sterilising Supply Department (CSSD) and the Theatre Sterilising Supply Unit (TSSU) are combined as the Sterile Supply Service. Following the established guidelines and direction of the Manager Sterile Supply Service, the Sterile Supply Service Assistant is responsible for contributing to safe patient care within the role. The role incorporates carrying out controlled methods of decontamination, cleaning, processing, sterilisation and the delivery of surgical and medical items including equipment and other supplies for the Operating Theatre and Hospital wide services.

The Sterile Supply Service Assistant works under general direction as an effective team member and actively participates in quality management activities, self appraisal, in-service education for the purpose of providing high quality sterilisation services.

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### **3. REPORTING/WORKING RELATIONSHIPS**

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- Accountable to the Manager Sterile Supply Service in normal working hours and after hours will report to the Registered Nurse.
- Works under general direction.

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### **4. SPECIAL CONDITIONS**

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- May be subject to a Criminal History Check and Health Assessment prior to confirmation of appointment.
- Job and Person Specifications are reviewed regularly as part of the ongoing Performance Development process.
- May be required to work within other locations of the Southern Adelaide LHN.
- May be required to enter into an annual performance agreement for the achievement of service outcomes.
- Some out of hours work may be required.
- Support values consistent with the aims of SA Health and the LHN, including honesty, respect and integrity.
- Initially rostered over 5 days per week Monday to Friday, but can be expected to work over 6 days per week, including evening and weekend shifts once competencies develop and progression occurs through the Sterile Supply Service Assistant classification structure.
- Comply with the Principles of the Code of Fair Information Practice, adopted by the Department of Health, which regulate the collection, use, disclosure, storage and transfer of all personal patient information within the Department and throughout its funded service providers.

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### **5. STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES**

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#### **5.1 Effectively contributes to the day-to-day operation and management of the Sterile Supply Service by:**

- Providing quality work output to the department and the wards by the cleaning, packing and sterilisation of instruments and equipment according to the department's accepted standard of practice.
- Liaising with appropriate staff to ensure sufficient supplies of goods are maintained in all clinical areas of the hospital.
- Assisting more experienced staff and/or the manager to provide services to customers in a friendly proactive manner so that their needs can be considered and met wherever possible.
- Operating mechanical equipment (e.g. sterilisers, ultrasonic machine, tunnel washer, batch type washers, heat sealers) according to set procedures.
- Assisting in the monitoring of equipment, instruments and maintaining of supplies by reporting any missing or damaged articles or equipment, or any malfunction of electrical equipment to Manager Sterile Supply Services.
- Assisting in prioritising hospital sterilising needs and loads accordingly.
- Assisting in taking immediate action to prevent unsafe items being distributed if sterilisation equipment parameters are not met and then in conjunction with the Manager identify any further action required, such as product recall.
- Assisting in performing and interpreting mechanical, chemical and biological quality assurance tests on sterilisers and instrument washers to ensure that they are performing according to set standards.
- Assisting in the implementation of revised or new procedures, practices and new products.

- Contributing to patient safety by taking part in educational activities to develop skills in the cleaning and processing of theatre instruments and sterilisation processes.
- Providing services to theatre staff with the collection, decontamination, set up (checking and assembly) and sterilisation of routine instrumentation internal and external to the organisation.
- Undertaking duties within Theatre involving inventory and consumable maintenance, stock rotation and decanting.
- Assisting with the cleaning of Operating Theatres as requested.
- Using basic data collection skills to assist with the measurement of departmental workload and identification of the cleaning and processing of instruments.

#### **5.2 Contributes to the effective and efficient Sterile Supply Services practices by:**

- Contributing to achieving a safe working environment at all times by maintaining effective work practices, adopting procedures and practices that comply with the Occupational Health and Safety Act and taking reasonable care to protect your own health and safety and the health and safety of others.
- Assisting with collection of used items and return of cleaned and sterile goods to clinical areas ensuring patient care items are clearly identified and returned to the appropriate area as soon as possible.
- Developing an understanding and knowledge base re performing duties according to current Australian standards relevant to the sterilisation service e.g. AS/NZS 4187.
- Reporting promptly of all incidents/accidents, unsafe practices and, where appropriate, make recommendations designed to avoid, reduce or eliminate hazards to the Manager Sterile Supply Service.
- Supporting the Repatriation General Hospital and Sterile Supply Service department's philosophy, objectives and policies by participating in their preparation with the Manager Sterile Supply Service.
- Participating in the promotion and implementation of policies and procedures in relation to Equal Employment Opportunities and the prevention of Sexual Harassment.
- Participating in the ongoing quality improvement activities of the department.

#### **5.3 Contributes to the cost effective and efficient management of human and material resources by:**

- Assisting other staff and/or the manager in the planning, and review of resource utilisation within the service.
- Assisting in routine equipment and consumable management.
- Communicating resource requirements throughout rostered shift.
- Assisting with effective control of resources by notifying the manager if additional stock is required to prevent delay in provision of sterile goods.

#### **5.4 Participating in professional development in Sterile Supply Services by:**

- Contributing to own continuing education and maintenance of the department's standards by participating in unit based orientation and staff development designed to increase knowledge and skills.
- Evaluating own practices in conjunction with the Manager Sterile Supply Service by completion of a performance appraisal, annual update of Fire, CPR. Manual Handling and Infection Control practices.

#### **5.5 Contribute to a safe and health work environment, free from discrimination and harassment by working in accordance with legislative requirements, the Code of Ethics for the South Australian Public Sector and departmental human resource policies, including OHS&W requirements.**

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## **PERSON SPECIFICATION**

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### **Essential Minimum Requirements**

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#### **Educational/Vocational Qualifications**

##### **Personal Abilities/Aptitudes/Skills**

- Ability to work under general supervision including organising tasks effectively and efficiently.
- Ability to read, interpret and follow written instructions/procedures.
- Demonstrates basic numeracy and literacy skills.
- Ability to effectively communicate orally and/or in writing with customers, peers and other members of the team.
- Ability to function as a willing, effective and flexible team member within a changing environment.
- Ability to develop effective customer service skills.
- Willingness to develop one's knowledge, skills and competencies in Infection Control, Sterilisation Technology, manual handling, etc by participating in various training within the unit, including regular in-service education.
- Ability to maintain strict confidentiality in relation to information gained within the hospital.
- Proven commitment to the principles and practice of:
  - EEO, Ethical Conduct, diversity and OHS&W,
  - Quality Management and client oriented service,
  - Risk Management.

#### **Experience**

##### **Knowledge**

- Understanding of Occupational Health, Safety & Welfare principles and procedures.
- Understanding of Quality Management principles and Procedures.

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### **Desirable Characteristics**

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#### **Educational/Vocational Qualifications**

- Year 11 standard
- Willing to work towards a Certificate III in Sterilisation Technology endorsed by the Sterilising Research and Advisory Council of Australia or its equivalent.

##### **Personal Abilities/Aptitude/Skills**

- Ability to identify problems and report if further action is required.
- Possesses basic computer skills or the ability to develop these, including email and word processing.

#### **Experience**

- Previous experience working in a team environment and in customer service provision.

##### **Knowledge**



## JOB AND PERSON SPECIFICATION (NON-MANAGERIAL)

**TITLE OF POSITION:**  
Sterile Supply Service Assistant

**ADMINISTRATIVE UNIT:**  
Southern Adelaide Health Service

**Classification:**  
WHA-4

**Health Unit:**  
Repatriation General Hospital

**Classification Reviewed:**

**Division:**  
Nursing & Patient Services

**Position No:**

**Department / Section:**  
Sterile Supply Service

### Job and Person Specification Approval

\_\_\_\_\_  
CEO or Delegate

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

Acknowledged

by Occupant: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## JOB SPECIFICATION

### 1. PREAMBLE

The Southern Adelaide Local Health Network (LHN) provides care for around 341,000 people living in the southern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. More than 7,000 skilled staff provide high quality patient care, education, research and health promoting services.

Southern Adelaide LHN provides a range of acute and sub acute health services for people of all ages, and has three hospitals, Flinders Medical Centre, Noarlunga Hospital and the Repatriation General Hospital.

Population and Primary Health Care delivers a range of primary health care services across the southern metropolitan area of Adelaide, with a focus on providing preventive and health promoting programs in the community, and transition and hospital substitution and avoidance programs targeted at chronic disease and frail aged.

Southern Mental Health provides a range of integrated services across community and hospital settings, targeted at all age groups, in collaboration with non-Government organisations and General Practice Network South.

### 2. SUMMARY OF THE BROAD PURPOSE OF THE POSITION

The Central Sterilizing Supply Department (CSSD) and the Theatre Sterilizing Supply Unit (TSSU) are combined as the Sterile Supply Service. Following the established guidelines and direction of the Manager Sterile Supply Service, the Sterile Supply Service Assistant is responsible and accountable for contributing to safe patient care within the role. The role incorporates carrying out controlled methods of decontamination, cleaning, processing, sterilization and the delivery of the full range of surgical and medical items including specialty surgical instruments, equipment and other supplies for the Operating Theatre and Hospital wide services.

The Sterile Supply Service Assistant works under limited direction as an effective team member and actively participates in quality management activities, self appraisal, in-service education and also provides assistance and guidance within their level of expertise to other employees for the purpose of providing high quality sterilization services.

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### **3. REPORTING/WORKING RELATIONSHIPS**

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- Accountable to the Manager Sterile Supply Service in normal working hours and after hours will report to the Registered Nurse.
- Works under limited direction.

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### **4. SPECIAL CONDITIONS**

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- The appointee may be subject to a Criminal History Check and Health Check prior to confirmation of appointment.
- The incumbent may be assigned elsewhere within the organisation or southern region as required by service needs to undertake duties of a similar nature.
- The incumbent may be required to enter into an annual performance agreement for the achievement of (specific or service or program) outcomes.
- Some out of hour's work may be required.
- The position is rostered over 6 days a week Monday to Saturday including evening and weekend shift duties.

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### **5. STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES**

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#### **5.1 Effectively contributes to the day-to-day operation and management of the Sterile Supply Service by:**

- Providing quality work output to the department and the wards by cleaning, packing and sterilization of instruments and equipment, and maintaining stock according to the department's accepted standard of practice.
- Liaising with appropriate staff to ensure sufficient supplies of goods are maintained in all clinical areas of the hospital.
- Supporting the manager in assisting the department's customers in a friendly proactive manner so that their needs can be considered and met wherever possible.
- Operating mechanical equipment (e.g. sterilizers, ultrasonic machine, tunnel washer, batch type washers, heat sealers) according to set procedures, including identifying and reporting malfunctions and maintaining records relevant to these machines.
- Monitoring the utilization of equipment, instruments and maintaining of supplies by reporting any missing or damaged articles or equipment, any malfunction of electrical equipment to Manager Sterile Supply Services.
- Prioritizing hospital sterilizing needs and loads accordingly.
- Performing, interpreting and overseeing mechanical, chemical and biological quality assurance tests on sterilizers and instrument washers to ensure that they are performing to set standards developed from Standards Australia AS/NZS 4187.
- Taking immediate action to prevent unsafe items being distributed if sterilization equipment parameters are not met and then in conjunction with the Manager identify any further action required such as product recall.
- Assessing and implementing revised or new procedures and practices and new products after consultation with Manager.
- Contributing significantly to patient safety by taking part in educational activities to develop and maintain high skill levels in the cleaning and processing of specialized theatre instruments and sterilization processes.
- Providing services to theatre staff with the collection, decontamination, set up(checking and assembly) and sterilization of all instrumentation internal and external to the organization.
- Undertaking duties within Theatre involving inventory maintenance, consumable and supply maintenance, stock rotation and decanting.



- Assisting with the cleaning of Operating Theatres as requested.
- Using basic computing skills to assist with the measurement of departmental workload and identification of the cleaning and processing of instruments.
- Assisting with collection of used items and return of cleaned and sterile goods to clinical areas to ensure patient care items are clearly identified and returned to the appropriate area as soon as possible.
- Providing assistance and guidance including on the job training to other staff developing knowledge base of instruments and skills in sterilization.

## **5.2 Contributes to the effective and efficient Sterile Supply Services practices by:**

- Contributing to achieving a safe working environment at all times by maintaining effective work practices, adopting procedures and practices that comply with the Occupational Health and Safety Act and taking reasonable care to protect your own health and safety and the health and safety of others.
- Demonstrates understanding and performing duties according to all current Australian standards relevant to the sterilization service e.g. AS/NZS 4187.
- Reporting promptly of all incidents/accidents, unsafe practices and, where appropriate, make recommendations designed to avoid, reduce or eliminate hazards to the Manager Sterile Supply Service.
- Supporting the Repatriation General Hospital and Sterile Supply Service department's philosophy, objectives and policies by participating in their preparation with the Manager Sterile Supply Service.
- Participating in the promotion and implementation of policies and procedures in relation to Equal Employment Opportunities and the prevention of Sexual Harassment.
- Participating in the ongoing quality improvement activities of the department.

## **5.3 Contributes to the cost effective and efficient management of human and material resources by:**

- Assisting the Manager in the planning, and review of resource utilization within the service.
- Assisting in routine equipment and consumable management.
- Communicating resource requirements throughout rostered shift.
- Assisting with effective control of resources by notifying the manager if additional stock is required to prevent delay in provision of sterile goods.

## **5.4 Participating in professional development in Sterile Supply Services by:**

- Contributing to own continuing education and maintenance of the department's standards by participating in unit based orientation and staff development designed to increase knowledge and skills.
- Evaluating own practices in conjunction with the Manager Sterile Supply Service by completion of a performance appraisal, annual update of Fire, CPR. Manual Handling and Infection Control practices.

## **5.5 Contribute to a safe and healthy work environment, free from discrimination and harassment by working in accordance with legislative requirements, the Code of Conduct and departmental human resource policies, including the OHS&W requirements.**

### **DOCUMENT REVIEW RECORD**

Review Date	Amendment Details	Who Performed Update
April 2010	Re-formatted to SAHS template	Mngr – Nursing Admin

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## PERSON SPECIFICATION

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### ESSENTIAL MINIMUM REQUIREMENTS

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#### Educational/Vocational Qualifications

##### Personal Abilities/Aptitudes/Skills

- Demonstrated ability to work under limited supervision including organizing tasks efficiently and effectively, and determining and appraising methods of work organisation.
- Demonstrated numeracy and literacy skills, including the ability to accurately interpret and follow written instructions and procedures under limited direction.
- Demonstrated ability to effectively communicate orally and in writing with customers, peers and other members of the team.
- Ability to function as a willing, effective and flexible team member within a changing environment.
- Demonstrated ability to identify problems, accurately document analytical data, and report if further action is required.
- Willingness to update and maintain one's knowledge, skills and competencies in Infection Control, Sterilization Technology, manual handling, etc by participating in various training and in-service education within the unit.
- Ability to carry out various basic computer activities.
- Demonstrated commitment to customer service.
- Ability to maintain strict confidentiality in relation to information gained within the hospital.
- Proven commitment to the principles and practise of:
  - EEO, Ethical Conduct, diversity and OHS&W;
  - Quality management and client oriented service;
  - Risk management.

##### Experience:

- Experience in working in teams and in customer service provision.
- Extensive experience in the cleaning, disinfection, sterilization and associated management of a wide range of surgical and medical instrumentation and equipment.
- Extensive experience in the operation of a wide range of sterilization equipment and technology found in a sterilization facility e.g. Steam sterilizers, instrument washers, heat sealers etc.

##### Knowledge:

- Demonstrates a sound understanding of customer service and quality assurance principles.
- Possesses a sound working knowledge of the functions, methods and practices of a sterilizing facility.
- Extensive knowledge of a wide range of medical and surgical instrumentation and equipment.
- Working knowledge of manual handling and OH&S principles.
- Working knowledge of various sterilization and disinfection policies and practices as defined by AS/NZS 4187.
- Understanding of Occupational Health, Safety & Welfare principles and procedures
- Understanding of Quality Management principles and procedures

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### DESIRABLE CHARACTERISTICS

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##### Personal Abilities/Aptitudes/Skills

- Year 11 standard.
- Holds a Certificate III in Sterilization Technology endorsed by the Sterilizing Research and Advisory Council of Australia or its equivalent.
- Ability to identify problems and report if further action is required.
- Possesses basic computer skills or the ability to develop these.

##### Experience:

- Extensive experience in a hospital based central or theatre sterilizing facility.

**Knowledge:**

- Possesses a general understanding of quality assurance principles.
- Knowledge of manual handling and OH&S principles.



## JOB AND PERSON SPECIFICATION (NON-MANAGERIAL)

**TITLE OF POSITION:**

Sterile Supply Service Assistant

**ADMINISTRATIVE UNIT:**

Southern Adelaide Local Health Network

**Classification:**

WHA – 5

**Health Unit:**

Repatriation General Hospital

**Classification Reviewed:****Division:**

Nursing & Patient Services - PARS

**Position No:****Department / Section:**

Sterile Supply Service

### Job and Person Specification Approval

..... / ..... / .....

CEO or Delegate

**Occupant**

**Signature:** ..... **Name:** ..... / ..... / .....

## JOB SPECIFICATION

### 1. PREAMBLE

The Southern Adelaide Local Health Network (LHN) provides care for around 341,000 people living in the southern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. More than 7,000 skilled staff provide high quality patient care, education, research and health promoting services.

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Southern Mental Health provides a range of integrated services across community and hospital settings, targeted at all age groups, in collaboration with non-Government organisations and General Practice Network South.

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The Sterile Supply Service Assistant performs under broad guidelines as an effective team member and actively participates in quality management activities, self appraisal, in-service education for the purpose of providing high quality sterilization services.

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### **3. REPORTING/WORKING RELATIONSHIPS**

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- Accountable to the Manager Sterile Supply Service in normal working hours and after hours will report to the Registered Nurse.
- Works under general direction.

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### **4. SPECIAL CONDITIONS**

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- May be subject to a Criminal History Check and Health Assessment prior to confirmation of appointment.
- Job and Person Specifications are reviewed regularly as part of the ongoing Performance Development process.
- May be required to work within other locations of the Southern Adelaide LHN.
- May be required to enter into an annual performance agreement for the achievement of service outcomes.
- Some out of hours work may be required.
- Support values consistent with the aims of SA Health and the LHN, including honesty, respect and integrity.
- Initially rostered over 5 days per week Monday to Friday, but can be expected to work over 6 days per week, including evening and weekend shifts once competencies develop and progression occurs through the Sterile Supply Service Assistant classification structure.
- Comply with the Principles of the Code of Fair Information Practice, adopted by the Department of Health, which regulate the collection, use, disclosure, storage and transfer of all personal patient information within the Department and throughout its funded service providers.

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### **5. STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES**

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#### **5.1 Effectively contributes to the day-to-day operation and management of the Sterile Supply Service by:**

- Providing quality work output to the department and the wards by the decontamination, packing and sterilization of instruments and equipment according to the department's accepted standard of practice.
- Liaising with appropriate staff to ensure sufficient supplies of goods are maintained in all clinical areas of the hospital.
- Supporting the manager in assisting the department's customers in a friendly proactive manner so that their needs can be considered and met wherever possible.
- Operating mechanical equipment (e.g. sterilizers, ultrasonic machine, tunnel washer, batch type washers, heat sealers) according to set procedures
- Assisting in the monitoring of equipment, instruments and maintaining of supplies by reporting any missing or damaged articles or equipment, or any malfunction of electrical equipment to Manager Sterile Supply Services.
- Assisting in prioritizing hospital sterilizing needs and loads accordingly.
- Assisting in taking immediate action to prevent unsafe items being distributed if sterilization equipment parameters are not met and then in conjunction with the Manager identify any further action required, such as product recall.
- Assisting in performing and interpreting mechanical, chemical and biological quality assurance tests on sterilizers and instrument washers to ensure that they are performing according to set standards.

- Assisting in the implementation of revised or new procedures, practices and new products.
- Contributing to patient safety by taking part in educational activities to develop skills in the decontamination and processing of theatre instruments and sterilization processes.
- Providing services to theatre staff with the collection, decontamination, set up (checking and assembly) and sterilization or high level chemical disinfection of routine instrumentation internal and external to the organization.
- Undertaking duties within Theatre involving inventory and consumable maintenance, stock rotation and decanting.
- Assisting with the cleaning of Operating Theatres as requested.
- Using basic data collection skills to assist with the measurement of departmental workload and identification of the decontamination and processing of instruments.

#### **5.2 Contributes to the effective and efficient Sterile Supply Services practices by:**

- Contributing to achieving a safe working environment at all times by maintaining effective work practices, adopting procedures and practices that comply with the Occupational Health and Safety Act and taking reasonable care to protect your own health and safety and the health and safety of others.
- Assisting with collection of used items and return of cleaned and sterile goods to clinical areas ensuring patient care items are clearly identified and returned to the appropriate area as soon as possible.
- Developing an understanding and knowledge base re performing duties according to current Australian standards relevant to the sterilization service e.g. AS/NZS 4187.
- Reporting promptly of all incidents/accidents, unsafe practices and, where appropriate, make recommendations designed to avoid, reduce or eliminate hazards to the Manager Sterile Supply Service.
- Supporting the Repatriation General Hospital and Sterile Supply Service department's philosophy, objectives and policies by participating in their preparation with the Manager Sterile Supply Service.
- Participating in the promotion and implementation of policies and procedures in relation to Equal Employment Opportunities and the prevention of Sexual Harassment.
- Participating in the ongoing quality improvement activities of the department.

#### **5.3 Contributes to the cost effective and efficient management of human and material resources by:**

- Assisting other staff and/or the manager in the planning, and review of resource utilization within the service.
- Assisting in routine equipment and consumable management.
- Communicating resource requirements throughout rostered shift.
- Assisting with effective control of resources by notifying the manager if additional stock is required to prevent delay in provision of sterile goods.

#### **5.4 Participating in professional development in Sterile Supply Services by:**

- Contributing to own continuing education and maintenance of the department's standards by participating in unit based orientation and staff development designed to increase knowledge and skills.
- Evaluating own practices in conjunction with the Manager Sterile Supply Service by completion of a performance appraisal, annual update of emergency awareness including fire, manual handling and infection control practices.

#### **5.5 Contribute to a safe and health work environment, free from discrimination and harassment by working in accordance with legislative requirements, the Code of Ethics for the South Australian Public Sector and departmental human resource policies, including OHS&W requirements.**

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## PERSON SPECIFICATION

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### Essential Minimum Requirements

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#### Educational/Vocational Qualifications

- AQF Certificate III relevant to the employees position

#### Personal Abilities/Aptitudes/Skills

- Ability to perform under broad guidelines including organising tasks effectively and efficiently.
- Ability to read, interpret and follow written detailed and complex instructions/procedures.
- Demonstrates basic numeracy and literacy skills.
- Demonstrate competent in using computerized systems
- Ability to effectively communicate orally and/or in writing with customers, peers and other members of the team.
- Ability to function as a willing, effective and flexible team member within a changing environment.
- Ability to develop effective customer service skills.
- Willingness to develop one's knowledge, skills and competencies in Infection Control, Sterilization Technology, manual handling, etc by in participating in various training within the unit, including regular in-service education.
- Ability to maintain strict confidentiality in relation to information gained within the hospital.
- Proven commitment to the principles and practice of:
  - EEO, Ethical Conduct, diversity and OHS&W,
  - Quality Management and client oriented service,
  - Risk Management.

#### Experience

- At least 560 hours satisfactory *in service experience* .

*In service experience* means service with an agency which includes the same or similar functions to those performed by the employee provided that relevant service does not include service which preceded a break of three years or more during which no relevant service was performed.

#### Knowledge

- Understanding of Occupational Health, Safety & Welfare principles and procedures.
- Understanding of Quality Management principles and Procedures.

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### Desirable Characteristics

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#### Educational/Vocational Qualifications

- AQF Certificate III relevant to the employees position

#### Personal Abilities/Aptitude/Skills

- Ability to identify problems and report if further action is required.
- Possesses computer skills or the ability to develop these further, including email and word processing.

#### Experience

- Previous experience working in a team environment and in customer service provision.

#### Knowledge