

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Endoscopy Technician
<b>Position Number:</b>	516446
<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/Fixed-Term, Full Time/Part Time
<b>Location:</b>	South
<b>Reports to:</b>	Nurse Unit Manager
<b>Effective Date:</b>	September 2014
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment

*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:

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

- Decontaminates, packages, disinfects and sterilises endoscopes and other equipment and supplies appropriate to the specialist area of Endoscopy.
- Maintains clean and hygienic surroundings to facilitate the control of infection in the Endoscopy Unit.

## Duties:

- I. Disassemble, decontaminate, reprocess, package, reassemble, high level disinfect and sterilise a variety of technical complex specialised endoscopes and accessory items according to:
  - Infection Control Guidelines.
  - Australian/New Zealand Standard AS/NZS 4187, GESA/GENCA Infection Control in Endoscopy.
  - Endoscopy Unit protocols.

2. Ensure adherence to operational and quality assurance procedures for the safe and correct operation and maintenance of the Automated Endoscopic Reprocessors (AERs), machines and endoscopes.
3. Assist the nursing staff with ongoing microbiological testing and surveillance programs of all endoscopes and AERs within the specialised area of Endoscopy.
4. Enter reprocessing data and relevant information into the appropriate information systems.
5. Monitor equipment, chemical and stock levels and initiate appropriate action as required.
6. Communicate with various hospital staff and suppliers effectively to ensure efficient service provision.
7. Participate in quality improvement activities relevant to the Endoscopy Unit.
8. Maintain personal development by regularly attending and participating in education programs.
9. 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, sterility and cleanliness and ensuring that techniques and procedures are performed in accordance with established hospital guidelines and protocols and comply with Australian/New Zealand Standards and Infection Control in Endoscopy.
- Responsible for monitoring equipment and reporting appropriately to the Nurse Unit Manager; maintaining accurate disinfection/sterilisation documentation; and conducting routine maintenance tests to ensure quality service is maintained.
- General supervision and direction is provided by the Nurse Unit Manager.
- 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. Knowledge of and experience, or the ability to undertake training in cleaning, disinfection and sterilisation of endoscopic and accessory equipment.
2. Demonstrated knowledge and understanding of infection control principles and practices and an understanding of appropriate Work Health and Safety legislation and codes of practice.
3. Ability to obtain a thorough technical knowledge of the wide variety of endoscopes and accessory equipment in the Endoscopy Unit; initiate appropriate action and follow protocols for the decontamination and reprocessing of this specialised equipment in line with national standards and guidelines.
4. Demonstrated ability to work effectively as an individual or a member of a team and assist in the training of new staff, under the direction of the Nurse Unit Manager.
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.

## Working Environment:

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](#).