

## DEPARTMENT OF HEALTH

# Statement of Duties

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| <b>Position Title:</b>  | CSSD Technician  |
| <b>Position Number:</b> | 509500   |
| <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 – Royal Hobart Hospital (RHH)<br>Central Sterile Supply Department |
| <b>Position Type:</b>   | Permanent/Casual, Full Time/Part Time/Casual                                       |
| <b>Location:</b>        | South  |
| <b>Reports to:</b>      | Nurse Manager - Central Sterilising Department & Sterile Stock Room                |
| <b>Effective Date:</b>  | December 2020  |
| <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 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 washer disinfectors, steam and low temperature sterilisers for all reusable medical devices 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 in the development and implementation of safety systems, improvement initiatives and related training.
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.

## Key Accountabilities and Responsibilities:

Under the general supervision and direction of the Nurse Manager, Associate Nurse Unit Manager and Team Leader, and the broad direction of the after hours Perioperative Floor Coordinator 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 Manager, Associated Nurse Unit Manager, Team Leader or after hours Perioperative Floor Coordinator as required.
- 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.

## 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, 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 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](#).