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SA Health Job Pack-Casual Pool

Job Title	Sterilisation Technician- Casual
Job Number	658020
Applications Closing Date	1/4/2019
Region / Division	Country Health SA Local Health Network
Health Service	Mount Barker Hospital
Location	Mount Barker
Classification	WHA3/WHA4/WHA5
Job Status	Casual Pool
Salary	WHA3: \$25.28 - \$25.57 per hour + 25% casual loading WHA4: \$25.84 - \$26.13 per hour + 25% casual loading WHA5: \$26.49 - \$26.78 per hour + 25% casual loading

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 - see Career Information, or by referring to the nominated contact person below.

Contact Details

Full name	Rebecca McEvoy
Phone number	8393 1660
Email address	rebecca.mcevoy@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



ROLE DESCRIPTION

Role Title:	Sterilisation Technician
Classification:	WHA-3
Stream:	Sterilisation Services
Local Health Network:	Country Health SA Local Health Network
Business Unit:	Mt Barker Theatre 1398
Type of Appointment:	<input type="checkbox"/> Ongoing
	<input type="checkbox"/> Temporary Term:
	<input checked="" type="checkbox"/> Other Term: casual
Criminal History Clearance Requirements:	<input checked="" type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)

ROLE SPECIFICATION

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

The Sterilisation Technician WHA3 contributes to the effectiveness of sterilisation services by performing work under supervision.

Employees at this level are unqualified and undergo an up to 12 month orientation program relating to the provision of sterilising services.

Reporting/Working Relationships

The ***Sterilisation Technician WHA3*** is responsible directly to the CSSD Team Leader on a day to day basis and ultimately accountable to the Nurse Unit Manager Theatres.

Handling of Official Information

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Cultural Statement

CHSALHN welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. CSHALHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture

Special Conditions

- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- > *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion (DCSI).
- > *Approved Aged Care Provider Positions* as defined under the *Accountability Principles 1998* made in pursuant to the *Aged Care Act 2007 (Cth)* must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police confirming the clearance is for the purpose of working in Aged Care.
- > *Prescribed Positions* will also require a NPC general probity clearance.
- > Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue.
- > The position is primarily located at Mt Barker Hospital but the incumbent maybe required to work from other sites and/or facility within the Barossa Hills Fleurieu Rural Region.
- > 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.

Statement of Key Outcomes and Activities

Contribute to the provision of a qualitative service by:

Decontamination

- Assisting with the preparation of the decontamination area for processing of equipment,
- Develop knowledge of departmental workflow utilising infection control principles,
- Develop knowledge of how items from all departments are collected, identified and separated for processing,
- Assist with the cleaning of equipment according to documented specifications complying with occupational health and safety requirements,
- Assist with the task of ensuring that items are clean, dry and suitable for packaging and dispatch,
- Assist with the operation and validation of equipment used for cleaning consistent with policies and procedures,
- Report any malfunction of electrical/mechanical equipment to designated authority

- Assist with environmental cleaning consistent with policies and procedures.

Preparation and packaging

- Assist with assembly, packaging, sealing and labelling methods used to suit contents and appropriate sterilising processes,
- Assist with performing weekly stores orders and restocking,
- Assist with the monitoring of processing activities consistent with policies and procedures.

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

- Develop knowledge and understanding in AS/NZS 4187:2014; ACHS Quality System; and occupational health and safety legislation.

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.

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

ESSENTIAL MINIMUM REQUIREMENTS

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

Nil

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

- Proven ability to work well within a team environment.
 - Flexible approach to work and rostering systems.
 - Effective 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.
 - Effective written, verbal and numeracy skills.
-

Experience

- 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.
-

Knowledge

- 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 Work Health and Safety Act 2012 (SA) and Risk Management principles.
-

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

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

- A current first aid certificate.
-

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

- Ability to perform under limited direction.
-

Experience

- Experience in the perioperative and CSSD department.

Knowledge

- Knowledge of instruments, sterilising methods and infection control principles.

Other Details:

ORGANISATIONAL CONTEXT

Organisational Overview:

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:

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

SA Health Values

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

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



ROLE DESCRIPTION

Role Title:	Sterilisation Technician		
Classification:	WHA-4		
Stream:	Sterilisation Services		
Local Health Network:	Country Health SA Local Health Network		
Business Unit:	Mt Barker Theatre 1398		
Type of Appointment:	<input type="checkbox"/>	Ongoing	
	<input type="checkbox"/>	Temporary	Term:
	<input checked="" type="checkbox"/>	Other	Term: casual
Criminal History Clearance Requirements:	<input checked="" type="checkbox"/>	Aged (NPC)	
	<input checked="" type="checkbox"/>	Child- Prescribed (DCSI)	
	<input type="checkbox"/>	Vulnerable (NPC)	
	<input type="checkbox"/>	General Probity (NPC)	

ROLE SPECIFICATION

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

The Sterilisation Technician WHA4 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.

Reporting/Working Relationships

The ***Sterilisation Technician WHA4*** is responsible directly to the CSSD Team Leader on a day to day basis and ultimately accountable to the Nurse Unit Manager Theatre.

Handling of Official Information

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Cultural Statement

CHSALHN welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. CSHALHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture

Special Conditions

- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- > *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion (DCSI).
- > *Approved Aged Care Provider Positions* as defined under the *Accountability Principles 1998* made in pursuant to the *Aged Care Act 2007 (Cth)* must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police confirming the clearance is for the purpose of working in Aged Care.
- > *Prescribed Positions* will also require a NPC general probity clearance.
- > Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue.
- > The position is primarily located at Mt Barker Hospital but the incumbent maybe required to work from other sites and/or facility within Barossa Hills Fleurieu
- > Rural Region.
- > 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.

Statement of Key Outcomes and Activities

Contribute to the provision of a qualitative service by:

Decontamination

- Prepares decontamination area for processing of equipment,
- Knowledge of departmental workflow utilising infection control principles,
- Knowledge of how items from all departments are collected, identified and separated for processing,
- Cleans equipment according to documented specifications complying with occupational health and safety requirements,
- Identifies specific equipment requiring priority processing,
- Identifies faulty or damaged instruments/items and report to designated authority,
- Identify cycle faults occurring in any equipment and take appropriate action in accordance with policies and procedures,
- Ensures items are clean, dry and suitable for packaging and dispatch,

- Operates and validates equipment used for cleaning consistent with policies and procedures,
- Reports and records any malfunction of electrical/mechanical equipment to designated authority
- Performs environmental cleaning consistent with policies and procedures.

Preparation and packaging

- Ensures items are clean, dry and suitable for packaging or dispatch, are checked for function and are completed with all components according to documented specifications,
- Assembly, packaging, sealing and labelling methods are used to suit contents and appropriate sterilising processes used,
- Identify cycle faults occurring in any equipment and take appropriate action in accordance with policies and procedures,
- Perform weekly stores order and restock,
- Monitors processing activities consistent with policies and procedures,
- Demonstrates a knowledge and understanding of AS/NZS 4187:2014; ACHS Quality System and occupational health and safety legislation.

Employees will have demonstrated experience in the perioperative and CSSD department with knowledge of instruments, sterilising methods and infection control principles and be able to work in all areas of the department.

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

- may require the set up, program and operation of machinery, equipment and/or facilities and recording systems including computerised systems
- an ability to determine and appraise methods of work organisation
- the implementation of detailed directions and procedures
- provide assistance and guidance within their level of expertise to other employees
- assist in the provision of on the job training
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or team member.

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 4 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

ESSENTIAL MINIMUM REQUIREMENTS

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

Completed AQF Certificate III in sterilising technology

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

- 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.
 - Demonstrated ability to perform under limited direction.
-

Experience

- Demonstrated experience in the perioperative and CSSD department.
 - 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.
-

Knowledge

- 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.
-

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

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

- A current first aid certificate.
-

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

Experience

Knowledge

Other Details:

ORGANISATIONAL CONTEXT

Organisational Overview:

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

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VALUES

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- > 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



ROLE DESCRIPTION

Role Title:	Sterilisation Technician		
Classification:	WHA-5		
Stream:	Sterilisation Services		
Local Health Network:	Country Health Local Health Network		
Business Unit:	Mt Barker Theatre 1398		
Type of Appointment:	<input type="checkbox"/>	Ongoing	
	<input type="checkbox"/>	Temporary	Term:
	<input checked="" type="checkbox"/>	Other	Term: casual
Criminal History Clearance Requirements:	<input checked="" type="checkbox"/>	Aged (NPC)	
	<input checked="" type="checkbox"/>	Child- Prescribed (DCSI)	
	<input type="checkbox"/>	Vulnerable (NPC)	
	<input type="checkbox"/>	General Probity (NPC)	

ROLE SPECIFICATION

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

The sterilisation technician WHA5 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.

Reporting/Working Relationships

The ***sterilisation technician WHA5*** is responsible directly to the CSSD Team Leader on a day to day basis and ultimately accountable to the Nurse Unit Manager theatres.

Handling of Official Information

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Cultural Statement

CHSALHN welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. CSHALHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture

Special Conditions

- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- > *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion (DCSI).
- > *Approved Aged Care Provider Positions* as defined under the *Accountability Principles 1998* made in pursuant to the *Aged Care Act 2007 (Cth)* must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police confirming the clearance is for the purpose of working in Aged Care.
- > *Prescribed Positions* will also require a NPC general probity clearance.
- > Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue.
- > The position is primarily located at Mt Barker Hospital but the incumbent maybe required to work from other sites and/or facility within Barossa Hills Fleurieu Rural Region.
- > 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.

Statement of Key Outcomes and Activities

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 which may include developing, arranging and delivering internal and external training
- 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

ESSENTIAL MINIMUM REQUIREMENTS

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

Completed AQF Certificate III in sterilising technology

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

- 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

- 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

- 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.

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

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

- 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)

Experience

Knowledge

Other Details:

ORGANISATIONAL CONTEXT

Organisational Overview:

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:

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

SA Health Values

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

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