

Position	Sterilisation Services Attendant
Classification	WHA 6
Division	SAPOM
Department / Section / Unit / Ward	Sterilisation Services
Role reports to	Operationally: > Nurse Manager Sterilisation Services Professionally: > Nurse Manager Sterilisation Services
CHRIS 21 Position Number M56021	Role Created / Review Date 26/11/2019
Criminal History Clearance Requirements <input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child - Prescribed (Working with Children Check) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)	Immunisation Risk Category Category A (direct contact with blood or body substances)

JOB SPECIFICATION

Primary Objective(s) of role:

The WHA 6(Team Leader) is accountable for the effective and efficient control of reprocessing of reusable medical devices in accordance with AS/NZS 4187:2014 so that they may be used safely without risk of transmission of infectious agents. The team leader promotes a continual improvement philosophy amongst the Sterilisation Technicians and ensures the environment meets WH&S requirements through the adherence to policies and procedures as they relate to Sterilisation Services as established by the Nurse Manager Sterilisation Services. The team leader works with the Training Coordinator and Manager to ensure staff undertake training and development programs and works collaboratively with the Nurse Manager and Nurse Unit Managers to ensure appropriate reusable medical devices and trays are provided in a timely manner and to enhance patient flow

Direct Reports: (List positions reporting directly to this position)

> nil

Key Relationships / Interactions:

Internal:

- > Direct report to the Manager Sterilisation Services.
- > Maintains close collaborative working relationship with the Manager Sterilisation Services and Training Coordinator Sterilisation Services.
- > Maintains close collaborative working relationships with all Sterilisation Services Attendants.
- > Maintains cooperative and productive working relationships within all members of the health care team

External:

- > Maintains relationships with non-government organisations or other government organisations to meet the needs of the client group.

Challenges associated with Role:

- > Major challenges currently associated with the role include:
Addressing inconsistencies between practice and policies/procedures.
- > Monitoring and managing resources within scope of role and promoting a culture of due diligence.

- > Keeping up-to-date with professional standards of practice, implementing and monitoring evidence based practices and technologies and quality and safety initiatives.
- > Ensuring reusable medical devices are processed to the level for their intended use:
 - o Sterile for critical items;
 - o High level disinfection for semi-critical items; and
 - o Low level disinfection for non-critical items.
- > Sterilisation Services is involved in operating theatre scheduling to maximise instrumentation utilisation.
- > Minimising infectious risk by ensuring that reusable medical devices are appropriately handled, cleaned, disinfected or sterilised in accordance with established standards

Delegations: (As defined in SALHN instruments of delegations)

(Levels / limits of authority in relation to finance, human resources, Work Health and Safety and administrative requirements as defined by Departmental delegations and policies.)

Financial	N/A
Human Resources	N/A
Procurement	N/A

Resilience

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Performance Development

It is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position and a requirement to demonstrate appropriate behaviours which reflect a commitment to South Australian Public Sector and SALHN values and strategic directions.

General Requirements

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies, Procedures and legislative requirements including but not limited to:

- > National Safety and Quality Health Care Service Standards.
- > *Work Health and Safety Act 2012 (SA)* and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Meet immunisation requirements as outlined in the Immunisation for Health Care Workers in South Australia Policy Directive.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children's Protection Act 1993 (Cth)* – 'Notification of Abuse or Neglect'.
- > *Public Interest Disclosure Act 2018*.
- > Disability Discrimination.
- > Information Privacy Principles.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008*, and the SA Health (Health Care Act) Human Resources Manual.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.

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.

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 *Child Safety (Prohibited Persons) Act 2016* and Child Safety (Prohibited Persons) Regulations 2019 must obtain a Working with Children Clearance through the Screening Unit, Department of Human Services.
- > Working with Children Clearance must be renewed every five (5) years.
- > 'Approved Aged Care Provider Positions' as defined under the Accountability Principles 1998 made in pursuant to the *Aged Care Act 2007* (Cth) must be renewed every 3 years.
- > Appointment and ongoing employment is subject to immunisation requirements as per Risk Category identified on page 1.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the SA Health (Health Care Act) Human Resources Manual for *Health Care Act 2008* employees.
- > The incumbent may be required to participate 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.
- >

Key Result Areas	Major Responsibilities
Direct/indirect patient/client care	<ul style="list-style-type: none"> > Commitment to delivering high quality and safe care consistent with the SALHN Integrated Governance Framework and Consumer Engagement Framework and Plan.
Operational Support	<p>Team Leaders will perform a range of operative tasks associated with Level 6 but not limited to :</p> <p>Contributing to the effective and efficient supply of sterilised equipment, instruments, anaesthetic and medical surgical consumables by:</p> <ul style="list-style-type: none"> > Sorting, decontaminating, inspecting and packing equipment prior to sterilisation. > Using a range of sterilising techniques including decontamination by manual/mechanical techniques, chemical and high pressure steam. > Checking in loan equipment. > Monitoring correct use of chemicals within departments. > Cleaning endoscopes for theatre as required. > Ensuring items are clean, dry and suitable for packaging or dispatch, are checked for function and are completed with all components according to documented specifications. > Monitor record & report sterilisation practices within sterilisation services ensuring compliance with AS4187 & if necessary identify amendments to existing work practices & methods to ensure continuing compliance under direction of the Manager, Sterilisation Services. <p>Contributing to the supply of equipment and consumables by:</p> <ul style="list-style-type: none"> > Inspecting sterilised equipment by way of chemical indicators post sterilisation. > Completing statistical information on sterilised equipment <p>Contributing to Quality Improvement and Control Processes by:</p> <ul style="list-style-type: none"> > Reporting and recording any malfunctions or loss of electrical/mechanical equipment. > Performing validation on all cleaning equipment consistent with policies and procedures. > Performing audits within the sterilisation department and complete reports. > Initiating and reporting repairs. > Carrying out required checks of equipment. > Maintaining Quality Improvement records in accordance with policies and procedures.
Training & Development	<p>Demonstrates and maintains a satisfactory knowledge and skill base to perform role by:</p> <ul style="list-style-type: none"> > Undertaking training as required and maintaining required skills and knowledge applicable to the role. > Participate in training of new employees & monitoring employees to ensure they are performing all duties required > Provide guidance and assistance to other employees which may include developing, arranging and delivering internal and external training. > Assisting with the implementation of new technologies, process changes, equipment trials and associated initiatives
	<p>A Sterilisation Services Attendant at Level 6 may occasionally be required to perform duties at a lower level.</p> <p>></p>
Contribution to effective operation of unit	<ul style="list-style-type: none"> > Contributing to the development of an integrated team approach and culture which is highly responsive to the needs of our consumers.

	<ul style="list-style-type: none"> > Contributing to the promotion and implementation of the objects and principles of the Health Care Act 2008 and Public Sector Act 2009 (inclusive of the Code of Ethics for the South Australian Public Sector). > Adhering to the provisions of relevant legislation including, but not limited to, the Equal Opportunity Act 1984, Work Health and Safety Act 2012 (SA) (WHS), Awards and Enterprise Agreements. > Demonstrating appropriate behaviours which reflect a commitment to the Department of Health values and strategic directions. > Undertaking training as required to attain and maintain required competency of skills and knowledge applicable to the role.
--	---

1. ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > AQF Cert IV or equivalent and at least 560 hours satisfactory in service experience within a sterilisation department.
- Or AQF Cert III and experience in undertaking team leader activities and at least 560 hours satisfactory in service experience within a sterilisation department.

Personal Abilities/Aptitudes/Skills

- > Ability to prioritise workload and meet timelines.
- > Demonstrated ability to foster a workplace environment that develops staff potential.
- > Ability to interpret complex instructions and procedures.
- > Ability to utilise computer and word processing skills to prepare and maintain documents and records
- > Ability to provide guidance and assistance to other employees which may include developing, arranging and delivering internal and external training.
- > Excellent interpersonal and communication skills with the ability to cooperate with staff at all levels.
- > Maintain patient confidentiality and work with a wide range of people from different cultures, backgrounds and circumstances
- > Proven commitment to the principles and practise of:
 - EEO, Ethical Conduct, Diversity and Worker Health & Safety.
 - Quality management and the provision of person and family centred care.
 - Risk management.

Experience

- > Demonstrated experience in working in a sterilisation department
- > Experience working well as an individual or a team member in a multi-disciplinary team environment.
- > Experience in the setup, program and operation of complex machinery, equipment and/or facilities and recording systems including computerised systems
- > Proven experience in delivering high quality and safe care consistent with the National Safety and Quality Health Care Service Standards. (Mandatory for all clinical positions.)

Knowledge

- > Awareness of National Safety and Quality Health Service Standards.
- > Understanding of Delegated Safety Roles and Responsibilities.
- > Understanding of Work Health Safety principles and procedures.
- > Understanding of Quality Management principles and procedures.
- > Awareness of person and family centred care principles and consumer engagement principles and procedures.
- > Understanding of the requirements for reprocessing of reusable medical devices in accordance to relevant national and international standards in conjunction with the manufacturers' guidelines.
- > Understanding of traceability process for critical and semi critical equipment, instruments and devices.

2. DESIRABLE CHARACTERISTICS (to distinguish between applicants who meet all essential requirements)

Personal Abilities/Aptitudes/Skills

- > Previous experience providing advice to employees on appropriate procedures and safe work practices.

Experience

- > Experience in scheduling workloads, resolving operational problems & monitoring the quality of work produced
- > Assisted with implementation of new technologies & process changes
- > Proven experience in basic computing skills, including email and word processing

Knowledge

- > Awareness of the Charter of Health and Community Services rights.

- > Monitor, records & reports sterilisation practices within Sterilisation Services ensuring compliance with AS4187 & if necessary identify amendments to existing work practices & methods to ensure continuing compliance

Educational/Vocational Qualifications

- > Completion of AQF Certificate III in Sterilisation Services

Other Details

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.

SA Health Challenges

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce strategies, and ageing infrastructure. The SA Health Strategic Plan has been developed to meet these challenges and ensure South Australians have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Our Legal Entities

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

Governing Boards

The State Government is reforming the governance of SA Health, including from 1 July 2019 the establishment of 10 Local Health Networks, each with its own Governing Board.

Statewide	> Women's and Children's Health Network
Metropolitan	> Central Adelaide Local Health Network > Southern Adelaide Local Health Network > Northern Adelaide Local Health Network
Regional	> Barossa Hills Fleurieu Local Health Network > Yorke and Northern Local Health Network > Flinders and Upper North Local Health Network > Riverland Mallee Coorong Local Health Network > Eyre and Far North Local Health Network > South East Local Health Network

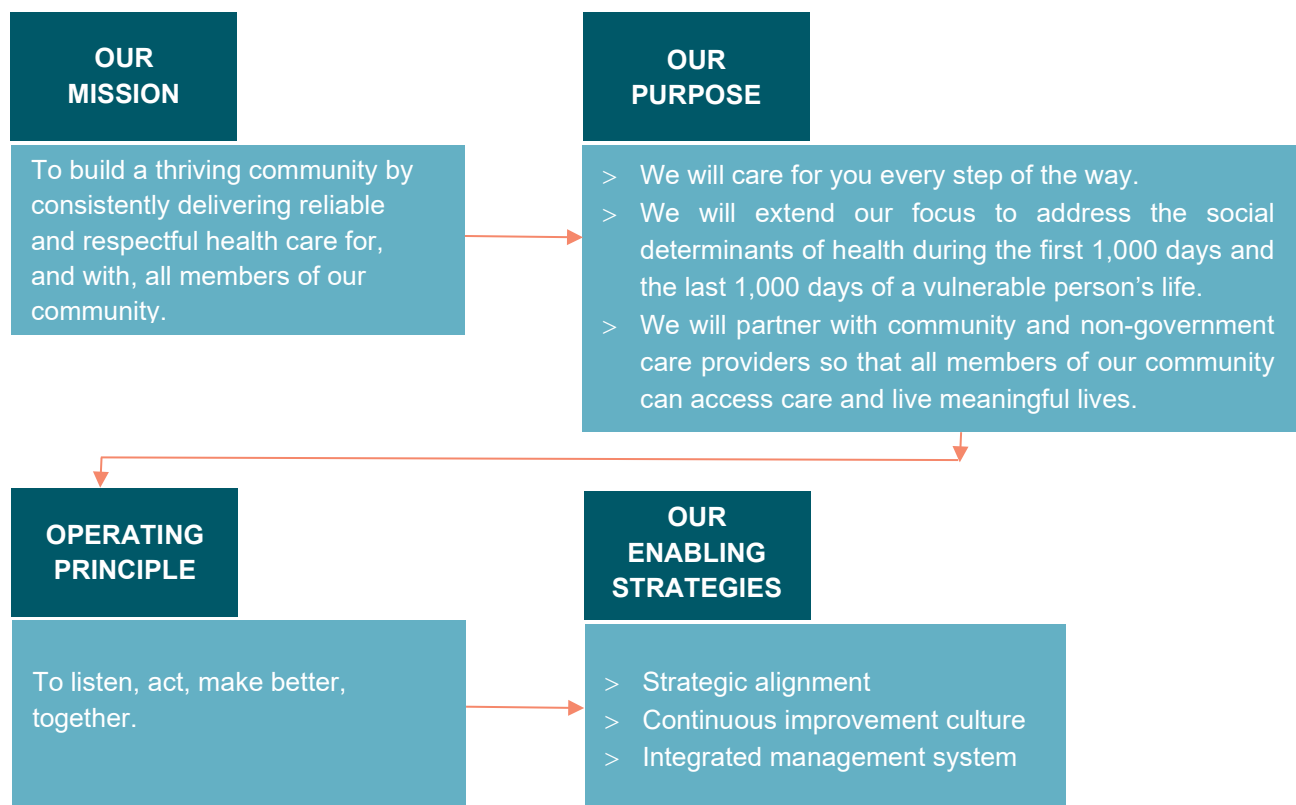
Southern Adelaide Local Health Network (SALHN)

SALHN provides care for more than 350,000 people living in the southern metropolitan area of Adelaide as well as providing a number of statewide services, and services to those in regional areas. More than 7,500 skilled staff provide high quality patient care, education, research and health promoting services.

SALHN provides a range of acute and sub-acute health services for people of all ages.

SALHN includes

- > [Flinders Medical Centre](#)
- > [Noarlunga Hospital](#)
- > [GP Plus Health Care Centres and Super Clinics](#)
- > [Mental Health Services](#)
- > Sub-acute services, including [Repat Health Precinct](#)
- > [Jamie Larcombe Centre](#)
- > [Aboriginal Family Clinics](#)



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; it sets out the **South Australian Public Sector Values** as:

- > **Service** – We proudly serve the community and Government of South Australia.
- > **Professionalism** – We strive for excellence.
- > **Trust** – We have confidence in the ability of others.
- > **Respect** – We value every individual.
- > **Collaboration & engagement** – We create solutions together.
- > **Honesty & integrity** – We act truthfully, consistently, and fairly.
- > **Courage & tenacity** – We never give up.
- > **Sustainability** – We work to get the best results for current and future generations of South Australians.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Domestic and Family Violence

The Southern Adelaide Local Health Network (SALHN) recognises the devastating impact domestic or family violence can have on the lives, of those who experience abuse and are committed to supporting employees who experience domestic or family violence by providing a workplace environment that provides flexibility and supports their safety.

Role Acceptance

I have read and understand the responsibilities associated with the Sterilisation Services Attendant in the SAPOM and organisational context and the values of SA Health as described within this document.

Name

Signature

Date