

i can

...do something  
more meaningful



## SA Health Job Pack - Central Casual Pool 2024, BHFLHN

Job Title	CSSD Technician - Central Casual Pool BHFLHN
Eligibility	Open to Everyone
Job Number	826892
Applications Closing Date	1/9/2024
Region / Division	Barossa Hills Fleurieu Local Health Network
Location	various location across the Barossa Hills Fleurieu region
Classification	WHA4
Job Status	Casual
Salary	\$29.11 - \$29.42 per hour + 25% casual loading

### Contact Details

Full name	Charise Middleton-Frew
Phone number	0403 745 764
Email address	<a href="mailto:charise.middleton-frew@sa.gov.au">charise.middleton-frew@sa.gov.au</a>

### 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 Human Services (DHS) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- Working with Children Check (WWCC) - **DHS**
- National Disability Insurance Scheme (NDIS) Worker Check- **DHS**
- Unsupervised contact with Vulnerable groups- **NPC**
- Unsupervised contact with Aged Care Sector- **DHS**
- No contact with Vulnerable Groups - 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.

# Immunisation

## **Risk Category A (direct contact with blood or body substances)**

This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category A (direct contact with blood or body substances). [Please click here for further information on these requirements.](#)

## 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 [Guidelines for Applicants](#) for further information regarding

- Salary Packaging
- Opportunities for movement within SA Health
- Flexible working arrangements
- Criminal History screening and background checks
- Immunisation requirements
- Rights of review
- Information for applicants



## Health

Barossa Hills Fleurieu  
Local Health Network

## ROLE DESCRIPTION

<b>Role Title</b>	<b>Central Sterilising Supply Department (CSSD) Technician</b>
<b>Classification</b>	<b>Health Ancillary Level 4 (WHA4)</b>
<b>Stream</b>	Sterilisation Services
<b>Position Number</b>	TBC
<b>Local Health Network</b>	Barossa Hills Fleurieu Local Health Network Inc (BHFLHN)
<b>Hospital / Service / Cluster / RSS</b>	Barossa Hills Fleurieu Local Health Network Inc
<b>Department/Section / Unit/ Ward</b>	Central Staffing
<b>Role reports to</b>	Nurse Manager, Central Staffing
<b>Role Created/ Reviewed Date</b>	April 2023
<b>Criminal History Clearance Requirements</b>	<input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups <input checked="" type="checkbox"/> DHS Working With Children Check (WWCC) <input type="checkbox"/> NDIS Worker Screening <a href="#">Please click here for further information on these requirements</a>
<b>Immunisation Risk Category</b>	Category A (Direct Contact with blood or body substances) <a href="#">Please click here for further information on these requirements</a>

## ROLE CONTEXT

### Primary Objective(s) of role

The CSSD Technician contributes to the effectiveness of sterilisation services by performing work under supervision as an individual or team member. This includes determination and appraisal methods of work organisation, maintaining record 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.

Employment within this Central Casual Pool offers employees the opportunity to work across sites within Sterilisation Facilities.

### Direct Reports

The CSSD Technician is responsible directly to the CSSD Team Leader and Theatre Nurse Unit Manager on a day-to-day basis and ultimately accountable to the Nurse Manager, Central Staffing.

### Key Relationships/ Interactions

#### Internal

- > Works closely with CSSD and Theatre staff.
- > Maintains effective working relationships with all members of the Health Service and staff from other agencies.
- > Works as a member of the team to achieve team outcomes in a cooperative and constructive manner.

#### External

- > External Vendors.
- > Other Government Agencies.
- > Other Health Units/ Services.

### Delegations

- > Nil

## 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 Barossa Hills Fleurieu Local Health Network values and strategic directions.

## General Requirements

\*NB References to legislation, policies and procedures includes any superseding versions

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

- > *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.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children's Protection Act 1993 (Cth)* – 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > Independent Commissioner Against Corruption Act 2012 (SA).
- > SA Information Privacy Principles.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009 (SA)*, *Health Care Act 2008 (SA)*, 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.
- > Health Practitioner Regulation National Law (South Australia) Act 2010.
- > *Mental Health Act 2009 (SA)* and Regulations.
- > *Controlled Substances Act 1984 (SA)* and Regulations.
- > Professional Practice Standards and competencies consistent with area of practice as varied from time to time.
- > SA Health / Barossa Hills Fleurieu Local Health Network Inc. policies, procedures and standards.

## 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

Barossa Hills Fleurieu Local Health Network Inc. welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace Barossa Hills Fleurieu Local Health Network Inc. 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 National Police Certificate (NPC).
- > Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Department of Human Services (DHS) Screening Unit.
- > 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 unsupervised contact with vulnerable groups.
- > Prescribed positions under the Disability Services Act 1993 must obtain a satisfactory National Disability Insurance Scheme (NDIS) Employment Screening through the Department of Human Services (DHS) Screening Unit.
- > NPCs and NDIS Employment Screenings must be renewed every 3 years thereafter from date of issue.
- > WWCCs must be renewed every 5 years thereafter from date of issue.
- > The incumbent will be required to advise when they are available to work shifts on a casual basis at mutually agreed locations and sites across the LHN.
- > Must be an Australian Resident or hold a current working visa.
- > Current driver's license and willingness to drive.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.
- > The incumbent will be required to advise when they are available to work shifts on a casual basis at mutually agreed locations and sites across the LHN.

### 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 regard to confidentiality
- > Commitment to the continuous improvement in the provision of customer service
- > Comply with and have a working knowledge and understanding of current Food Safety Standards and current Infection Control Standards policies and procedures
- > Correctly utilising appropriate personal protective equipment
- > Participation in continuous quality improvement programs and accreditation activities
- > 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.**

## Key Result Area and Responsibilities

Contribute to the provision of a qualitative service of the health unit by:	
Key Result Areas	Major Responsibilities
<b>Decontamination</b>	<ul style="list-style-type: none"> <li>&gt; Undertake or assist with the preparation of the decontamination area for processing of equipment.</li> <li>&gt; Develop knowledge of departmental workflow utilising infection control principles.</li> <li>&gt; Develop knowledge of how items from all departments are collected, identified and separated for processing.</li> <li>&gt; Cleaning of equipment according to documented specifications complying with occupational health and safety requirements.</li> <li>&gt; Undertake the task of ensuring that items are clean, dry and suitable for packaging and dispatch.</li> <li>&gt; Operation and validation of equipment used for cleaning consistent with policies and procedures.</li> <li>&gt; Report any malfunction of electrical/mechanical equipment to designated authority.</li> <li>&gt; Environmental cleaning consistent with policies and procedures.</li> <li>&gt; Knowledge of how items from all departments are collected, identified and separated for processing.</li> <li>&gt; Cleans equipment according to documented specifications complying with occupational health and safety requirements,</li> <li>&gt; Identifies specific equipment requiring priority processing.</li> <li>&gt; Performs environmental cleaning consistent with policies and procedures.</li> </ul>
<b>Preparation &amp; Packaging</b>	<ul style="list-style-type: none"> <li>&gt; Assembly, packaging, sealing and labelling methods used to suit contents and appropriate sterilising processes.</li> <li>&gt; Performing weekly stores orders and restocking.</li> <li>&gt; Monitoring of processing activities consistent with policies and procedures.</li> </ul>
<b>General Duties</b>	<ul style="list-style-type: none"> <li>&gt; Performs under limited direction.</li> <li>&gt; Tasks performed are relevant to a particular worksite or location and are performed either as an individual or team member.</li> <li>&gt; May require the setup, program and operation of machinery, equipment and/or facilities and recording systems including computerised systems.</li> <li>&gt; An ability to determine and appraise methods of work organisation.</li> <li>&gt; Assist and participate in the implementation of detailed directions and procedures.</li> <li>&gt; Undertaking training as required and maintaining required skills and knowledge applicable to the role.</li> <li>&gt; The WHA4 CSSD Technician will be required to perform duties at the lower level, which may include but not be limited to; <ul style="list-style-type: none"> <li>• Perform work of a general nature under supervision of a Sterilisation Services Employee classified at level 5 or above, or an appropriately qualified employee.</li> <li>• Are able to work within a multi-disciplinary team.</li> </ul> </li> </ul>
<b>Contribute to the efficient and effective operation of the health unit</b>	<ul style="list-style-type: none"> <li>&gt; Develop knowledge and understanding in AS/NZS 4187:2014; ACHS Quality System; and occupational health and safety legislation.</li> <li>&gt; Provide assistance and guidance within their level of expertise to other employees.</li> <li>&gt; Assist in the provision of on-the-job training.</li> </ul>

## Knowledge, Skills and Experience

### ESSENTIAL MINIMUM REQUIREMENTS

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

- > Completed AQF Certificate III in sterilising technology

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

- > 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.
- > Ability to perform under limited direction.
- > Ability to engage with Aboriginal community/consumers in a culturally appropriate manner and a willingness to undertake further training in this manner.

#### **Experience**

- > Demonstrated experience in the perioperative and CSSD department.
- > Experience in exercising own judgement and initiative in the day-to-day execution of a position.
- > Experience in the use of computer packages e.g., Microsoft Office Suite, Microsoft Word, Excel.
- > Experience working with Aboriginal consumers.

#### **Knowledge**

- > Knowledge of general hygiene and Infection Control Principles.
- > Knowledge of instruments, sterilising methods 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
- > General understanding of Aboriginal culture and a willingness to undertake further training in this area.

### DESIRABLE CHARACTERISTICS

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

- > Qualifications or education courses relevant to role.
- > A current first aid certificate.

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

- > Ability to perform under limited direction.

#### **Experience**

- > Experience working in a Health Care setting.

#### **Knowledge**

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





## 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. 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.

### Health Network/Division/Department:

Barossa Hills Fleurieu Local Health Network has an expenditure budget of around \$280 million and an employed workforce of over 2000.

The LHN encompasses country hospitals and health services that provide support and services to approximately 12% of the South Australian population.

The region is an area of significant population growth for South Australia. Our sites and services are located at Mt Barker, Gawler, Victor Harbor (Southern Fleurieu), Strathalbyn, Kingscote, Mt Pleasant, Angaston, Tanunda, Gumeracha, Eudunda and Kapunda. The LHN has 11 public hospitals, 6 aged care facilities and an extensive range of community-based services.

A range of clinical services are delivered including Acute care, Medical, Accident and Emergency, Surgery, Birthing and Midwifery, Specialist Consultancy, Renal Dialysis, Chemotherapy, Transfusions, Rehabilitation, Residential Aged Care, Respite Care, Transitional Care Packages, Aboriginal Health, Mental Health, Allied Health, Community Health (Country Health Connect), Community Nursing, Palliative Care, Community Home Support Packages and Home Modifications.

The Rural and Remote Mental Health Service at Glenside, Adelaide, provides services to the region with a team including psychiatrists, psychologists, social workers, occupational therapists and mental health nurses. There are also specialist youth mental health clinicians and access to specialist older persons mental health services.

The Barossa Hills Fleurieu Local Health Network is the host LHN for the Rural Support Service. The RSS supports all six regions LHNs by bringing together a number of specialist clinical and corporate advisory functions focused on improving quality and safety.

## Values

### BHFLHN Values

The values BHFLHN are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our Local Health Network:

- > We are committed to the values of trust, respect, integrity, collaboration, and kindness.
- > 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.

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics and contribute to a culture of integrity within SA Health.

SA Health acknowledges culture and identity as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health vision for Reconciliation is the gap is closed on Aboriginal health disadvantage; and Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.

## Approvals

### Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:**

**Role Title:**

**Date:**

**Signature:**

## 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:**

**Date:**

**Signature:**