

Position Title: Instrument Technician

Campus: Ballarat

Directorate: Acute Operations

Department: Central Sterile Supply Department (CSSD)

Reporting to:

Direct: Nurse Unit Manager, CSSD

Indirect: Director of Maternity, Specialist Clinics, Women's & Children's Services, Surgical Services & ICU

Direct Reports: Nil

Appointment Terms/Conditions:

Classification and Code: Instrument technician Grade 1 or 2 (IN1-IN2) dependent on years of experience

Enterprise Agreement: Victorian Public Sector (Health and Allied Services, Managers and administrative workers) Single Interest Enterprise Agreement

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021. Drawing on a regional history of over 150 years, we provide service to over 250,000 Victorians, operate across 21 campuses and sites, and employ more than 7,000 dedicated professionals. Our values reinforce our commitment to providing high-quality, accessible healthcare services close to home. Our mission is to serve the communities of the Grampians region with comprehensive care, ensuring every individual receives the attention they deserve. For more information, visit www.grampianshealth.org.au.

Collaboration	Compassion	Accountability	Respect	Innovation
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

The Instrument Technician Grade 1 role is responsible for the reprocessing of critical & semi critical reusable medical devices (RMDs) for the Operating Suite, Dental Clinic, Wards, Departments and Outside Agencies. The clinical practice of an Instrument Technician Grade 1 is supported by Sterilising Practice Competencies, organisational and departmental policies and protocols and Grade 3 and Grade 4 instrument technicians and is under the direct supervision of an Instrument Technician Grade 5 (TD22). The Instrument Technician Grade 1 role is significantly regulated and governed by AS/NZ 4187, 2014, the Australian Commission on Safety & Quality in Healthcare (NSQHS) & NHMRC 2010 Australian Guidelines for the Prevention & Control of Infection in Healthcare. An Instrument Technician Grade 1 is not required to hold a qualification in sterilising practices and automatic progression to an Instrument Technician Grade 2 (TD19) will occur after three (3) months

KEY ACCOUNTABILITIES

Achieving Results, Innovation and Driving Change to Deliver High Quality Patient Care

- Complies with clinical standards and guidelines governed by AS/NZ4187, 2014, NSQHS & NHMRC, 2010
- Maintains a customer focus and professional presence within the Sterilising Department
- Acknowledges, supports and is able to take direction from the management team and the Instrument Technician Grade 5
- Acknowledge the Instrument technician Grade 1 role is directly supervised by an Instrument technician Grade 5 & supported by Instrument technicians Grade 3 and Grade 4
- Acquire and maintain a safe level of knowledge and skills in the decontamination, packaging, sterilisation and storage of instruments/sets, equipment, loan sets and associated equipment according to AS/NZ 4187, 2014, Australian Commission on Safety & Quality in Healthcare, NHMRC 2010 and manufacturer's instructions
- Acknowledges and supports the management team in implementing change.
- Participate in skill development opportunities relevant to the Sterilising Practices
- Undertakes annually mandatory Organisational & Departmental competencies
- Maintain currency of knowledge through attendance and participation in relevant courses, education sessions, workshops and conferences
- Develop and maintain a basic knowledge of microbiology in relation to sterilisation and decontamination practices
- Acknowledges & practices established departmental "Above the Line" behaviour

Key Performance Measures

- Engages with all stakeholders to ensure delivery of person centred services

Business and Financial Acumen

- Works within the allocated budget for the Sterilising Department under the direction of the Nurse Unit Manager or delegate
- Utilizes resources responsibly and in a cost effective manner

Key Performance Measures

- Ensures resources used are appropriate and not wasted

Critical Thinking and Decision Making

- Is adaptable to continuous change within the work environment
- Prioritizes and plans workload according to needs of the department

Key Performance Measures

- Demonstrates clear and concise communication with the Nurse Unit Manager or delegate regarding workload
- Reviews priorities on a regular basis in consultation with the Nurse Unit Manager or delegate

Interpersonal Communication, Influence and Leadership

- Practices within the vision, mission and values of Grampians Health
- Develops and maintains good working relationships with colleagues
- Maintains effective communication systems within the work environment

Managing Performance

- Demonstrates a person centred care and respectful approach to colleagues, patients and visitors

Key Performance Measures

- Demonstrates ability to adapt within different working environments and those within it
- Observation of practice demonstrates courteous and respectful communication with all stakeholders
- Managing Performance

Planning and Priority Setting

- Undertakes the decontamination, packing and sterilising clinical practices, in the reprocessing reusable medical devices (RMD's) for the Operating Suite, Dental Clinic, Wards, Departments and Outside Agencies.
- The Instrument Technician Grade 1 undertakes his/her clinical practice as directed by the Instrument Technician Grade 5, Nurse Unit Manager, Associate Nurse Unit Managers or Clinical Nurse Specialist.
- Undertakes his/her clinical practice guided by AS/NZ4187, 2014 and the Daily Allocation Sheet
- Maintains overall standard of tidiness & cleanliness in the clinical areas rostered

Key Performance Measures

- All delegated duties are attended to in a timely manner
- Demonstrates clear and concise communication to colleagues & the Management Team

Quality, Safety and Risk Management

- Promotes a safe and healthy workplace and takes all reasonable care for personal safety and the safety of colleagues, patients, their families and carers
- Manages work practices in accordance with award agreements and entitlements
- Actively participates in and support quality improvement activities
- Comply with Grampians Health integrated Risk Management framework
- Actively participates in the National Safety and Quality Health Standards and assists with preparation for health service accreditation process as directed by the Nurse Unit Manager or delegate

Key Performance Measures

- Ensure all hazards and risks are reported
- Demonstrates participation in quality improvement activities based around patient centred care

Self-Management

- Demonstrates a positive attitude to the agreed role and responsibilities.
- Adheres to education framework to ensure compliance with mandatory competencies for their clinical environment.
- Maintains and be involved in knowledge and skill development opportunities
- Ensure completion of an annual performance development review in accordance with Ballarat Health Services Staff Development Program

Key Performance Measures

- Demonstrates accountability and responsibility for 100% completion of mandatory and organizational competencies/e-learning
- Completes a meaningful Annual Performance Development review in a timely manner
- Maintains resilience through stressful situations

KEY SELECTION CRITERIA

Qualifications and experience

- Demonstrates sound interpersonal skills and be able to respond and relate to colleagues and stakeholders
- Demonstrated high level communication and interpersonal skills
- Demonstrates ability to be involved with change management processes and be supportive with the implementation as directed by the NUM or delegate
- Demonstrates interest in improving knowledge by being willing to participate in relevant courses and/or education sessions.
- Previous instrument technician experience desirable, experience in the health care setting essential.
- Commitment to undertake a Certificate III in Sterilising Services or equivalent
- Proven ability to work within a team.
- Demonstrated basic computer skills.
- Availability for all shifts rostered in all areas within the department over a seven (7) day period or at the offsite Dental Clinic

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to

provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.

- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.