



## POSITION DESCRIPTION

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|------------------------------|---|
| <b>POSITION TITLE:</b>       | Instrument Technician Grade 2   |
| <b>DIVISION/DEPARTMENT:</b>  | Nursing – Theatre Unit  |
| <b>CLASSIFICATION:</b>       | Theatre Instrument Technician Grade 2 (TC6)   |
| <b>INDUSTRIAL AGREEMENT:</b> | Victorian Public Health Sector (Health and Allied Services, Managers & Administrative Workers) Single Interest Enterprise Agreement 2016-2020 and subsequent agreements.  |
| <b>REPORTS TO:</b>           | Theatre Nurse Unit Manager  |
| <b>PRE-REQUISITES:</b>       | Previous work experience in CSSD/Theatre Services preferred.<br>Certificate 3 in Health 2307 ABB – Sterilising Practice for Technicians<br>Mayfield CSSD Workshop – 2 Day Course<br>Current Police Check<br>Current Working with Children’s Check |

### KEY SELECTION CRITERIA:

- Must hold a Certificate III in Health – Sterilising practise for Technicians or equivalent or working towards.
- Must have a keen interest in working in the area of Sterilisation, Management of Sterile supplies and Infection control.
- Ability to work within a multi-disciplinary team.
- Excellent communication skills and ability to communicate with people from a variety of ages, cultures and backgrounds.
- Have well-developed problem-solving skills.

### OUR PURPOSE:

The purpose of Benalla Health is to facilitate a healthy and resilient community through the provision of integrated, lifelong healthcare services.

### OUR VALUES:

Compassion, Empathy, Accountability, Respect and Excellence.

## **POSITION SUMMARY:**

Under the general supervision of the Nursing Unit Manager the Instrument Technician Grade 2 is responsible for the planning, implementation, management and execution of all the CSSD duties associated with an operation list and the activities of the wards of the Hospital.

## **RESPONSIBILITIES**

- Interest in working in the area of sterilization, management of sterile supplies, infection control.
- To develop and maintain cooperative amicable and productive work relations with all team members.
- Demonstration of effective communication skills. Able to communicate, suggest new workplace initiatives and changes to improve the workplace environment and sterilizing service.
- Able to demonstrate effective and efficient practice in infection control.
- Able to communicate clearly to OR staff members changes to procedures and practices that originate in CSSD.
- Able to work to the standards A.C.H.S. (Standards for Australian Health Care Facilities), and must fully understand and be able to meet/implement all the requirements of AS/NZS 4187 as applied to CSSD and all the service it provides.
- Must demonstrate a high standard of personal grooming and hygiene.
- Must be able to interpret and apply the principle of safe manual handling and chemical safety to all aspects of their work.
- Must be able to demonstrate understanding of and ability to use all clean up equipment/machines, drying/sealing equipment, and sterilizing equipment including the STERIS processor.
- If the CSSD technician is also an Enrolled Nurse, on occasion he/she may be required to perform other duties in the Theatre complex such as caring for the sedated patient in Recovery Unit under the guidance of a division 1 Nurse.
- Maintaining appropriate documentation of vital CSSD equipment.
- Instrument preparation and packaging for sterilisation.
- Appropriate loading of Sterilizer.
- Recording of Sterilizer load cycle and contents.
- Correct recording and monitoring of sterilizer cycles printout and recording of same.
- Being vigilant in monitoring sterilisation and dryness of sterilised items.
- Appropriate cooling, drying of articles and storage in designated sterile stock cupboard.
- Processing and redistribution of ward supplies, via a clearly defined clean/dirty protocol.
- All instruments are to be inspected for integrity of joints, sharpness, freedom of movement and surface quality. Required maintenance, sharpening or replacements to be discussed with Nursing Unit Manager.
- Review instrument sets, bowl sets, linen bundles and special instrument set-ups periodically with Nursing Unit Manager and OR staff.

- In consultation with Nursing Unit Manager be actively involved with the purchase of new instruments and CSSD equipment.
- Be involved in quality activities and OH&S as designated by the Nursing Unit Manager.
- Compliance with infection control policies and procedures
- Maintain strict Confidentiality of the workplace at all times

**WEARING AT ALL TIMES THE APPROPRIATE THEATRE SUITE ATTIRE:**

- On entering the department, change into OR Theatre attire as supplied. Approved OR footwear must be worn.
- Wash hands on entering and leaving the department.
- No jewellery is to be worn on duty, with the exception of a wedding ring.

**PREPARING CSSD FOR DAILY ACTIVITIES:**

- Perform monitoring and performance tests on Pre Vac Sterilizer as per written instructions in Record books.
- Monitor and record performance tests on Getting Decontaminator and Hot Air Drying cupboard - Daily.
- Turn on heat sealer.
- Damp dust C.S.S.D.
- Assess linen needs and order accordingly for Wednesday delivery.
- Assess any special needs for current and following day's surgery and prepare as required.
- Clean Pre Vac Sterilizer each Wednesday with warm water and detergent

**CLEANING UP AFTER EACH SURGICAL PROCEDURE:**

- Ensure PPE is donned.
- Dismantle instrument trolleys after ensuring theatre Nurse has disposed of all sharps, and dispose of liquids into slop hopper.
- Dispose of rubbish
  - general waste, green bag,
  - blood stained waste, yellow bag.
- Instruments should be opened and placed into appropriate trays in the Instrument Washer paying particular attention to serrations and box joints.
- Special care should be taken for thorough cleaning of cannulated instruments and equipment. Heavily soiled instruments should be cleaned with a brush in the sink in warm water and Enzymatic cleaner prior to being placed in the washer.
- Hollow instruments, fine instruments and most endoscopic instruments are to be placed in Ultra Sonic cleaner for 15 minutes after initial cleaning, then placed in instrument washer.
- Kidney dishes and bowls are to be placed in special trays in Instrument Washer.
- At completion of non-drying washer cycle, instruments and bowls are placed in Hot Air Drying Cabinet until dry - removed, checked and repackaged according to AS4187 guidelines.
- Remove PPE and wash hands.
- Wipe instrument trolley, including wheels down thoroughly in infection control alcove with hot water and detergent, and return trolley to the set-up room.

- Operating cameras, fibre optic leads and telescopes are to be cleaned with extreme care in water and enzymatic cleaner, rinsed in warm water, dried and sterilized in the Prevac.
- Ophthalmology instruments are carefully and meticulously hand cleaned and inspected prior to re sterilisation.

#### **GENERAL CLEANING OF ENVIRONMENT:**

- Bags of dirty linen and rubbish, which accumulate during operating lists, are removed from the department and placed in the appropriate area.
- Yellow clinical waste bags are tied firmly and placed in appropriate receptacle in area. Stainless steel buckets are washed, rinsed and put through instrument washer at the end of operating list each Thursday.
- Work in association and in conjunction with the PSA responsible for OR cleaning. Offer assistance guidance in the use of cleaning chemicals, cleaning techniques and rubbish and waste disposal - including infectious waste.
- Cleaning is attended as per cleaning policy in rotation, checking dates of sterile stock
- Stock rotation is adhered to as per policy.

#### **MAINTAINANCE OF LINEN SUPPLIES:**

- Linen is ordered weekly in accordance with the needs of the Theatres.
- Linen supplies are unpacked into appropriate places.
- Linen requiring folding is folded as time allows.  
Careful monitoring of linen usage is required with excess usage reported to Nursing Unit Manager.

#### **SAFETY MANAGEMENT SYSTEMS**

In accordance with the current Victorian OH&S legislation and infection control standards, each employee has the responsibility to take reasonable care of their own health and safety by:

- Adhering to Benalla Health's OH&S policies and procedures
- Reporting hazards and injuries
- Participate in OH&S consultation and OHS training
- Cooperate with managers and supervisors to ensure that OH&S responsibilities are met by all
- Not wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk.
- Each Employee is responsible for ensuring that they are fit to perform their duties without risk to the safety, health and well-being of themselves and others within the workplace. This responsibility includes compliance with reasonable measures put in place by the Employer and any related occupational health and safety requirements.

Each employee has the responsibility to minimise exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.

Please refer to Benalla Health's Occupational Health & Safety Responsibilities Guideline.

## **QUALITY & RISK**

Benalla Health is accredited by an independent Accreditation Agency. All staff are required to actively participate in quality improvement activities.

## **POLICY & PROCEDURES**

It is every employee's responsibility to access and have knowledge of relevant policies and procedures that relate to their employment. All organisational-wide policies and procedures can be accessed on the BH Intranet site.

## **CONFIDENTIALITY**

Any information obtained in the course of employment is confidential and should not be used for any purpose other than in the performance of duties for which the person is employed. The employee is bound by the Information Privacy Act 2000, Aged Care Act 1997 and the Health Records Act 2001.

## **MANDATORY ORGANISATIONAL COMPETENCIES**

In accordance with current legislative requirements, all employees have a responsibility to ensure they successfully complete the following competencies as prescribed (on commencement, annually, every two years or as otherwise stated):

- Attend orientation on commencement
- Emergency Response and Fire Extinguisher Training (both theory and practical sessions)
- Manual Handling
- Human Rights, Equal Opportunity Prevention of Workplace Bullying and Managing Diversity in-service.
- Hand Hygiene Training.
- Reporting Elder Abuse.
- Person & Family Centred Care

Refer to the organisations mandatory training policy for full details.

## **CONSUMER ENGAGEMENT**

Benalla Health employees are responsible for meaningful consumer participation so that consumers, carers and community members are active participants in the planning, improvement and evaluation of health services.

This will be demonstrated by:

- New staff attending staff induction forum where the value of partnering with consumers/carers and community members is discussed.
- Evidence that consumers and their significant others are involved in the development of their own care plans and
- Completion of annual competencies that includes the importance of partnering with consumers/carers and community members.

## **PREVENTION AND RESPONSE TO FAMILY VIOLENCE**

It is a basic human right to be respected as an individual. Benalla Health supports this fundamental right through advocacy for the prevention and awareness raising of family violence. Benalla Health is committed to the elimination of Violence.

Each employee at BH will be expected to demonstrate their commitment by:

- Gaining knowledge and the ability to implement a brief intervention to identify and respond to family violence, underpinned by principles of sensitive practice.
- Actively participate in education and events supporting 'the prevention and response to family violence in our organisation and the community.
- Positively contribute to workplace safety and moral.
- Be able to confidently address issues that arise regarding Family Violence for clients and colleagues.

### **PERFORMANCE REVIEW & DEVELOPMENT**

A performance review & development plan will be carried out three months post appointment and thereafter at least once a year. The position description will form the basis for the review. If performance does not meet expectations or additional staff development/guidance is required, performance reviews will be carried out more frequently. The employee can request additional performance reviews at any time in writing.

*This document provides a summary of the role and duties of the position and forms the basis for periodic review of departmental and individual performance.*

*As an occupant of this position, I have noted this statement of duties and agree to perform the duties indicated and observe all requirements of the organisation's Policies and Procedures.*

|                              |                   |
|------------------------------|-------------------|
| <b>EMPLOYEE'S NAME:</b>      | _____             |
| <b>EMPLOYEE'S SIGNATURE:</b> | _____             |
| <b>DATE:</b>                 | ...../...../..... |

|                             |                   |
|-----------------------------|-------------------|
| <b>MANAGER'S NAME:</b>      | _____             |
| <b>MANAGER'S SIGNATURE:</b> | _____             |
| <b>DATE:</b>                | ...../...../..... |

**CREATED:** November 2013  
**REVISED:** Theatre NUM & HRC July 2017

# Benalla Health

## Aligning behaviours to our Values and Code of Conduct

Compassion

Empathy

Accountability

Respect

Excellence

### In our team we ...

|  |  |   |  |   |
|--|--|---|--|---|
| <p>are kind to each other</p> <p>are forgiving</p> <p>respect personal space</p> <p>seek clarity where there is uncertainty</p> <p>maintain confidentiality for those in our care and those we work with</p> <p>encourage and support each other to discuss issues</p> <p>ensure open consultation and two-way communication</p> <p>use eye contact and our tone of voice to demonstrate we are actively listening to the others perspectives</p> <p>we see the person as being separate from any unacceptable behaviour</p> | <p>ask others 'how can we help'</p> <p>act to include each other</p> <p>seek to understand the facts</p> <p>will support those who admit errors</p> <p>pull together especially in tough times</p> <p>have patience for those who are learning</p> <p>are safe to question and be inquisitive</p> <p>report incidents and mistakes recognising we work in a 'just' culture</p> <p>promote a culture of continuous improvement</p> <p>summarise what we have heard to demonstrate our understanding</p> <p>have fun</p> | <p>are honest and reliable</p> <p>do what we say we will do</p> <p>are honest with each other</p> <p>call below the line behaviour</p> <p>reflect on our own behaviour</p> <p>acknowledge problems and seek and/or offer a solution</p> <p>have the courage to speak up and use our voice</p> <p>will comply with reasonable directives</p> <p>follow policies and procedures including rostering rules</p> | <p>acknowledge the views, opinions, beliefs and ideas of others</p> <p>say thank you</p> <p>manage each other up</p> <p>encourage robust discussion</p> <p>smile and greet each other</p> <p>acknowledge people from culturally diverse backgrounds</p> <p>turn up on time</p> <p>apologise when we have hurt others and/or have been below the line in our behaviour</p> <p>model and demonstrate polite behaviour</p> <p>use AIDET when we communicate</p> <p>follow our organisation's dress code and dress appropriately</p> | <p>have a 'can do' attitude</p> <p>work hard</p> <p>choose our attitude</p> <p>encourage innovation</p> <p>lead by positive example</p> <p>work as a team</p> <p>acknowledge when we are wrong</p> <p>encourage each other to be the best we can be and celebrate each other's achievements</p> |
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### In our team we do not ...

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|--|---|--|---|--|
| <p>accept negative comments about others efforts</p> <p>withhold or deliberately make information inaccessible</p> <p>use or threaten to use violence - even in jest</p> | <p>say this is the way we have always done it</p> <p>judge a book by its cover</p> <p>tolerate angry, aggressive behaviour</p> <p>negatively criticise and judge another's performance</p> <p>actively avoid the reporting of events, incidents or issues</p> <p>actively or passively resist change</p> <p>misrepresent or selectively interpret facts</p> | <p>waste time</p> <p>turn a blind eye to poor practice</p> <p>expect other people to clean up our mess</p> <p>openly complain to everyone else except the most appropriate person who could fix the problem or issue</p> | <p>participate in, contribute to or encourage the rumor mill and gossip</p> <p>dismiss other people's opinions and contributions or put down their ideas</p> <p>manage each other down</p> <p>tolerate sexist behaviour or language</p> <p>use unprofessional or inflammatory language such as swearing</p> <p>raise our voices in patient care areas</p> <p>see ourselves as being more important than someone else</p> <p>respond with negative body language such as rolling eyes, huffing/puffing, negative tone of voice, crossing arms or shrugging shoulders</p> <p>talk down and be condescending to others</p> | <p>watch the clock</p> <p>ignore call bells or ringing phones regardless of who is allocated what duties</p> <p>blame others for our actions</p> <p>put our personal likes or dislikes above the needs of the team and our professional responsibility</p> |
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*Our standard is what we choose to walk past ...*

