



	POSITION TITLE	Educator / Sterile Services Technician		
	DIRECTORATE	Surgical	DEPARTMENT	Sterile Services
	REPORTING TO (operationally)	Sterile Services Manager	REPORTING TO (professionally)	Sterile Services Manager
DIRECTORATE RESPONSIBILITIES & DIRECT REPORTS	<p>This role covers the Sterile Services Unit in the Hawke's Bay District Health Board (HBDHB)</p> <p>Staff reporting - Nil Direct - Nil Indirect</p>			
PURPOSE OF THE POSITION	<ul style="list-style-type: none"> • Accountable for promoting and maintaining high standards of decontamination, assembly, inspecting, wrapping, and sterilisation of surgical instruments used in the operating theatre and other hospital departments. • Responsible for the training and education of new staff members following the educational guidelines of the NZSSA and ANZS4187 and HBDHB • Promote in service training and education for all Sterile Technicians/Assistants, while maintaining their own level of knowledge and skill • To ensure and prioritise a focus on patient safety and quality relating to care and processes within the Surgical Service. • Promote membership and registration with relevant professional body. 			
KEY DELIVERABLES	<p>Sterile Processing</p> <p>To ensure that reusable medical/surgical devices are processed in a safe and appropriate manner and to a consistently high standard</p> <ul style="list-style-type: none"> ▪ Familiar with policies and guidelines in reprocessing. ▪ Utilises monitoring and auditing systems to ensure products are cleaned, sterilised and dispatched to customer specification and service standards. ▪ All instruments and trays required for a procedure are available and maintained in a satisfactory condition as per specifications and service standards. ▪ Maintain all reprocessing documentation according to department policies and standards. ▪ The workload process time is efficient and effective and within required timeframe. ▪ Damaged instruments are identified and promptly sent for repair. ▪ Demonstrate and maintain efficient sterile processing & distribution standards ▪ Able to monitor and enforce controls necessary to prevent cross-infection according to Infection Control policies. ▪ Demonstrate personal competence in all aspects of sterile processing technology <p>Education</p> <p>Educate, mentor and coach others to improve performance, enhance skills and develop career options.</p> <ul style="list-style-type: none"> • Coordinate orientation of new CSSD staff members and review programme based on feedback and current trends • Facilitate and maintain records for: <ol style="list-style-type: none"> 1. Ongoing education programmes that maintain excellence and professional competence. 2. Department in-service training programmes 3. Development and training plans for Sterile Technicians 4. Orientation of CSSD and Nursing staff and Students • Promote and increase staff participation in professional development and registration programmes • Facilitate between staff and external and internal training providers. • Assist Manager CSSD in working with staff who have been identified as having a performance deficit through: <ol style="list-style-type: none"> 1. Identification of objectives and strategies for evaluation. 2. Provision of specific constructive feedback 3. Working with the staff member 4. Maintaining full written documentation. 			

	<ul style="list-style-type: none"> • Share information and knowledge with team members for enhanced team performance and to encourage others in self-development. • Active listener who demonstrates commitment to open communication. <p>Professional accountability</p> <ul style="list-style-type: none"> ▪ Demonstrate a sound knowledge of sterilisation practice ▪ Hold Certificate of Sterilisation Technology. ▪ Registered with relevant professional body NZSSA. ▪ Develops own awareness by reading and resourcing information, mentoring, teaching, attendance to in-services, STEAM Meeting and conferences ▪ Set and achieve own learning objectives in relation to developing and maintaining skills as set down by the Performance Management System ▪ Is aware of own limitation and consults peers and Manager & seeks advise when appropriate 		
HEALTH & SAFETY RESPONSIBILITIES	<p>HBDHB is committed to maintaining and promoting the health & safety of all its staff, contractors, volunteers and patients. In this role, your duties are:</p> <ul style="list-style-type: none"> • Not to do anything that puts your own H&S at risk • Not to do anything that puts others H&S at risk • To follow all health and safety policies and procedures • To follow all reasonable health and safety instructions <p>(You have the right to cease work if you believe that you, or others, are at risk of serious harm).</p>		
KEY WORKING RELATIONSHIPS	<table border="0"> <tr> <td style="vertical-align: top;"> <p>INTERNAL</p> <ul style="list-style-type: none"> ▪ Sterile Services Manager – Training and guidance ▪ Sterile Services Team – Training, Education and support ▪ Theatre ACNM – Support and guidance ▪ MaQs Tracking Coordinator – Support </td> <td style="vertical-align: top;"> <p>EXTERNAL</p> <ul style="list-style-type: none"> ▪ Occupational Health and Safety Nurses and Advisor - Occupational health and safety issues/concerns ▪ Wards/Department's Personnel - Liaise regarding instruments/equipment ▪ External Customers - Liaise regarding processing of instruments/equipment </td> </tr> </table>	<p>INTERNAL</p> <ul style="list-style-type: none"> ▪ Sterile Services Manager – Training and guidance ▪ Sterile Services Team – Training, Education and support ▪ Theatre ACNM – Support and guidance ▪ MaQs Tracking Coordinator – Support 	<p>EXTERNAL</p> <ul style="list-style-type: none"> ▪ Occupational Health and Safety Nurses and Advisor - Occupational health and safety issues/concerns ▪ Wards/Department's Personnel - Liaise regarding instruments/equipment ▪ External Customers - Liaise regarding processing of instruments/equipment
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DELEGATION AND DECISION	<ul style="list-style-type: none"> ▪ Makes decisions within scope of practice and competence level ▪ Makes decisions within the HBDHB policies ▪ Works autonomously with a high degree of independence within the unit to achieve the education of all Sterile Services staff members 		
HOURS OF WORK	40 per fortnight		
EMPLOYMENT AGREEMENT & SALARY	<p>As per the Individual Employment Agreement (IEA) negotiated with the appointee.</p> <p>In accordance with the Apex Employer Collective Agreement (SECA) Designated Position \$53,069 gross per annum</p>		
DATE	May 2019		
EXPENDITURE & BUDGET ACCOUNTABILITY	Nil		
SCOPE & COMPLEXITY	<ul style="list-style-type: none"> ▪ Effectively manages own time and prioritising work load to ensure work is completed within the agreed time ▪ Provides education to all CSSD staff ▪ Liase with internal and external clients 		

ESSENTIAL CRITERIA

Qualifications

- Certificate in Sterilizing Technology Level 3
- Certificate in Sterilizing Technology Level 5 (desirable)

Experience

- Minimum of 4 years' experience

Business / Technical Skills

- An understanding of sterilizing practise
- Understanding of Infection Control
- Demonstrates an understanding of continuous quality improvement

Key Attributes

- Effective communication skills
- Positive attitude with problem solving focus

Effectively Engaging with Māori –

- Demonstrates knowledge and understanding of local tikanga and Māori culture sufficiently to be able to respond appropriately to Māori
- Is visible, welcoming and accessible to Māori consumers and their whānau
- Actively engages in respectful relationships with Māori consumers and whānau and the Māori community
- Actively seeks ways to work with Māori consumers and whānau to maximise Māori experience
- Actively facilitates the participation of whānau in the care and support of their whānau member

Physical requirements for role: -

- Some manual handling involved
- General level of fitness required

Vaccination status for role:

- Hep B immunisation required
- Flu vaccination desirable

DESIRABLE CRITERIA

Experience

- Sterile Services experience essential
- Computer skills desirable

Business / Technical Skills

- Understanding of sterile practice



Our Vision and Values

Te hauora o te Matau-a-Māui: Healthy Hawke's Bay

Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.



HE KAUANUANU RESPECT
Showing **respect** for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.

ĀKINA IMPROVEMENT
Continuous **improvement** in everything we do. This means that I actively seek to improve my service.

RARANGA TE TIRA PARTNERSHIP
Working together in **partnership** across the community. This means I will work with you and your whānau on what matters to you.

TAUWHIRO CARE
Delivering high quality **care** to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.