**POSITION TITLE**
Sterile Services Assistant / Technician

**DIRECTORATE**
Surgical Directorate

**DEPARTMENT**
Sterile Services

**REPORTING TO** (operationally)
Sterile Services Manager

**REPORTING TO** (professionally)
Sterile Services Manager

**DIRECTORATE RESPONSIBILITIES & DIRECT REPORTS**
This role covers the Sterile Services in the Hawke’s Bay District Health Board (HBDHB)

Staff reporting - 0 Direct
- 0 Indirect

**PURPOSE OF THE POSITION**
- To assist in the efficient running of the Sterile Services Department
- To ensure and prioritise a focus on patient safety and quality relating to care and processes within Surgical Service.
- Delivery of organisational KPI’s including relevant MOH target, financial budgets and service plans.
- To recognise and support the delivery of the Hawkes Bay Health sector vision

**KEY DELIVERABLES**

**Preparation and Sterilization of Linen Packs, Instruments and Equipment**
- Linen packs, instruments and equipment are sterilized according to Unit policies and procedures
- Sterilizer cycles and operation are monitored to ensure the optimum standards for sterilization are achieved

**Maintenance of Facilities and Equipment**
- All equipment/machinery is operated following recognised safety procedures and according to the manufacturer’s written instructions
- All areas of the Unit are kept clean and tidy and cleaning programmes are carried out to the required standard

**Programme management**
- Establish and maintain agreements and contracts with strategic business partnerships to deliver programmes
- Work effectively with internal and external workforce development groups
- Identify revenue sources, apply for grants and administer any funds received to support Programme Incubator & internships

**Record and Documentation of Sterile Service Procedures**
- All information is recorded accurately and records are kept up to date

**Assist Shift Coordinator as Required**
Requests for special duties from the Shift Coordinator are actioned as required.

Shift Coordinator must be informed of:
- Any defective or substandard stock item
- Low level of stock requirements
- Problems with defective machinery or equipment failure within the work area
- All queries and concerns regarding the Perioperative Unit, Units/Departments and external clients
- Accidents/incidents occurring within the Unit must be reported immediately

**HEALTH & SAFETY RESPONSIBILITIES**
HBDHB is committed to maintaining and promoting the health & safety of all its staff, contractors, volunteers and patients. In this role, your duties are:
- 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

(You have the right to cease work if you believe that you, or others, are at risk of serious harm).

**INTERNAL**
- Sterile Services Manager - Training and guidance
- Sterile Services Shift Coordinator - Training and guidance
- Sterile Services Team - To liaise with and support

**EXTERNAL**
- Occupational Health and Safety Nurses and Advisor - Occupational health and safety issues/concerns
- Perioperative Unit Team - Communication regarding processing of instruments/equipment, utilization of MaQS Tracking System and training of staff.
- Wards/Department’s Personnel - Liaise regarding instruments/equipment
- External Customers - Liaise regarding processing of instruments/equipment
### Delegation and Decision
N/A

### Employment Agreement & Salary
In accordance with the PSA Multi / Single Employer Collective Agreement (MECA / SECA) $38,746 to $51,664 gross per annum according to qualifications and experience pro rata for hours worked.

### Date
February 2020

### Expenditure & Budget Accountability
N/A

### Scope & Complexity
Time management under stressful situations. Solving issues that arise with the help of the team leader.

### Essential Criteria

**Qualifications**
- Secondary education with completion of year 11 (or equivalent)

**Key Attributes**
- Have a genuine interest and enthusiasm for the job and a strong desire to succeed
- Positive attitude with problem solving focus
- Effective communication skills
- Time management skills
- Be a team player
- Be flexible and reliable
- Be prepared to undertake work related training

**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:**
- Agility - able to kneel and squat
- Fitness - able to walk up 2 flights of stairs without stopping
- Strength - able to do at least 3 half press ups (i.e. on knees)

**Vaccination status for role:**
Staff in clinical areas – vaccinations as per current employees immunisation policy including annual influenza vaccination

### Desirable Criteria

**Qualifications**
- Sterilising Technology Certificate Level 3/4

**Experience**
- Previous experience in the Sterile Services environment