	POSITION TITLE Sterile Services Assistant / Technician			
Te Whatu Ora Health New Zealand	DIRECTORATE	Surgical Directorate	DEPARTMENT	Sterile Services
Te Matau a Māui Hawke's Bay	<b>REPORTING TO</b> (operationally)	Sterile Services Manager	REPORTING TO (professionally)	Sterile Services Manager
DIRECTORATE RESPONSIBILITIES & DIRECT REPORTS	This role covers the Sterile Services in Te Whatu Ora - Health New Zealand, Te Matau a Māui, Hawke's Staff reporting - 0 Direct - 0 Indirect			
PURPOSE OF THE POSITION	<ul> <li>To assist in the efficient running of the Sterile Services Department</li> <li>To ensure and prioritise a focus on patient safety and quality relating to care and processes within Surgical Service.</li> <li>Delivery of organisational KPI's including relevant MOH target, financial budgets and service plans.</li> <li>To recognise and support the delivery of the Hawkes Bay Health sector vision</li> </ul>			
KEY DELIVERABLES	<ul> <li>Preparation and Sterilization of Linen Packs, Instruments and Equipment         <ul> <li>Linen packs, instruments and equipment are sterilized according to Unit policies and procedures</li> <li>Sterilizer cycles and operation are monitored to ensure the optimum standards for sterilization are achieved</li> </ul> </li> <li>Maintenance of Facilities and Equipment         <ul> <li>All equipment/machinery is operated following recognised safety procedures and according to the manufacturer's written instructions</li> <li>All areas of the Unit are kept clean and tidy and cleaning programmes are carried out to the required standard</li> </ul> </li> <li>Programme management         <ul> <li>Establish and maintain agreements and contracts with strategic business partnerships to deliver programmes</li> <li>Work effectively with internal and external workforce development groups</li> <li>Identify revenue sources, apply for grants and administer any funds received to support Programme Incubator &amp; internships</li> </ul> </li> <li>Record and Documentation of Sterile Service Procedures         <ul> <li>All information is recorded accurately and records are kept up to date</li> </ul> </li> <li>Assist Shift Coordinator as Required</li> <li>Requests for special duties from the Shift Coordinator are actioned as required.</li> <li>Shift Coordinator must be informed of:             <ul> <li>Any defective or substandard stock item</li> <li>Low level of stock requirements</li> <li>Problems with defective machinery or equipment failure within the work area</li> <li>All queries and concerns regarding the Perioperative Unit, Units/Departments and external clients</li> <li>Accidents/incidents occurring within the Unit must be reported immediately</li> </ul> </li> </ul>			
HEALTH & SAFETY RESPONSIBILITIES	<ul> <li>Te Whatu Ora `Hawke's Bay is committed to maintaining and promoting the health &amp; safety of all its staff, contractors, volunteers and patients. In this role, your duties are: <ul> <li>Not to do anything that puts your own H&amp;S at risk</li> <li>Not to do anything that puts others H&amp;S at risk</li> <li>To follow all health and safety policies and procedures</li> <li>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).</li> </ul> </li> </ul>			
KEY WORKING RELATIONSHIPS	guidance Sterile Service Sterile Service Sterile Service Sterile Service Sterile Service Sterile	vices Manager - Training and vices Shift Coordinator - nd guidance vices Team - To liaise with rt	Advisor - Oc issues/conce Perioperativ regarding pu instruments Tracking Sys Wards/Depa regarding in External Cus	e Unit Team - Communication

DELEGATION AND DECISION	Nil		
HOURS OF WORK	72 hours per fortnight (0.9 FTE) Flexible hours between 7.00am – 11.00pm, including weekends. Overtime may be required from time to time.		
EMPLOYMENT AGREEMENT & SALARY	In accordance with Public, Allied and Technical Health Employee's Multi Employer Collective Agreement (MECA) Step 1 - Step 6 according to qualifications and relevant experience pro-rated for hours worked.		
DATE	April 2023		
EXPENDITURE & BUDGET ACCOUNTABILITY	Nil		
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)

#### Experience

- Be of tidy and neat appearance
- Have proven time management skills
- Have a genuine interest and enthusiasm for the job and a strong desire to succeed
- Enjoy working as part of a team
- Be flexible and reliable
- Be prepared to undertake work related training
- Problem solving skills

### **Key Attributes**

- Positive attitude with problem solving focus
- Effective communication skills

### 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:

Physical:

### Agility

- Able to kneel
- Able to 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:

- Vaccinations as per the current employee immunisation policy including annual influenza vaccination
- Hepatitis B vaccination required when starting

### DESIRABLE CRITERIA

### Qualifications

Sterilizing Technology Certificate Level 3/4

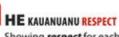


## **Our Vision and Values**

Te hauora o te Matau-a-Māul: 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 Äkina improvement Rarangatetira partnership Tauwhiro care



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

## **AKINA 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.