





 <p>Te Whatu Ora Health New Zealand Te Matau a Māui Hawke's Bay</p>	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	<p>This role covers the Sterile Services in Te Whatu Ora - Health New Zealand, Te Matau a Māui, Hawke's Bay</p> <p>Staff reporting - 0 Direct - 0 Indirect</p>			
PURPOSE OF THE POSITION	<ul style="list-style-type: none"> 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	<p>Preparation and Sterilization of Linen Packs, Instruments and Equipment</p> <ul style="list-style-type: none"> 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 <p>Maintenance of Facilities and Equipment</p> <ul style="list-style-type: none"> 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 <p>Programme management</p> <ul style="list-style-type: none"> 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 <p>Record and Documentation of Sterile Service Procedures</p> <ul style="list-style-type: none"> All information is recorded accurately and records are kept up to date <p>Assist Shift Coordinator as Required</p> <p>Requests for special duties from the Shift Coordinator are actioned as required. Shift Coordinator must be informed of:</p> <ul style="list-style-type: none"> 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	<p>Te Whatu Ora ` Hawke's Bay 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	<p>INTERNAL</p> <ul style="list-style-type: none"> Sterile Services Manager - Training and guidance Sterile Services Shift Coordinator - Training and guidance Sterile Services Team - To liaise with and support 		<p>EXTERNAL</p> <ul style="list-style-type: none"> 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	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.

<p>ESSENTIAL CRITERIA</p> <p>Qualifications</p> <ul style="list-style-type: none"> ▪ <i>Secondary education with completion of year 11 (or equivalent)</i> <p>Experience</p> <ul style="list-style-type: none"> ▪ <i>Be of tidy and neat appearance</i> ▪ <i>Have proven time management skills</i> ▪ <i>Have a genuine interest and enthusiasm for the job and a strong desire to succeed</i> ▪ <i>Enjoy working as part of a team</i> ▪ <i>Be flexible and reliable</i> ▪ <i>Be prepared to undertake work related training</i> ▪ <i>Problem solving skills</i> <p>Key Attributes</p> <ul style="list-style-type: none"> ▪ <i>Positive attitude with problem solving focus</i> ▪ <i>Effective communication skills</i> <p>Effectively Engaging with Māori</p> <ul style="list-style-type: none"> ▪ 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 <p>Physical requirements for role:</p> <p>Physical:</p> <p>Agility</p> <ul style="list-style-type: none"> ▪ <i>Able to kneel</i> ▪ <i>Able to squat</i> <p>Fitness</p> <ul style="list-style-type: none"> ▪ <i>Able to walk up 2 flights of stairs without stopping</i> <p>Strength</p> <ul style="list-style-type: none"> ▪ <i>Able to do at least 3 half press ups (i.e. on knees)</i> <p>Vaccination status for role:</p> <ul style="list-style-type: none"> ▪ Vaccinations as per the current employee immunisation policy including annual influenza vaccination ▪ Hepatitis B vaccination required when starting 	<p>DESIRABLE CRITERIA</p> <p>Qualifications</p> <ul style="list-style-type: none"> ▪ <i>Sterilizing Technology Certificate Level 3/4</i> <div style="text-align: center;">  <p>OURHEALTH HAWKE'S BAY <i>Whakawhāteia</i></p> <p>Our Vision and Values</p> <p><i>Te hauora o te Matau-a-Māui: Healthy Hawke's Bay</i></p> <p>Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.</p> </div> <div style="text-align: center;">  <p>HE KAUANUANU RESPECT ĀKINA IMPROVEMENT RARANGATE TIRA PARTNERSHIP TAUWHIRO CARE</p> </div> <div style="text-align: center;">  <p>HE KAUANUANU RESPECT Showing respect for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.</p> </div> <div style="text-align: center;">  <p>ĀKINA IMPROVEMENT Continuous improvement in everything we do. This means that I actively seek to improve my service.</p> </div> <div style="text-align: center;">  <p>RARANGATE TIRA PARTNERSHIP Working together in partnership across the community. This means I will work with you and your whānau on what matters to you.</p> </div> <div style="text-align: center;">  <p>TAUWHIRO CARE Delivering high quality care to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.</p> </div>
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