

<b>Health New Zealand</b> Te Whatu Ora	<b>POSITION TITLE</b>	<b>Sterile Technician</b>		
	<b>DIRECTORATE</b>	Surgical Services	<b>DEPARTMENT</b>	Sterile Services
	<b>REPORTING TO (operationally)</b>	Manager Sterile Services	<b>REPORTING TO (professionally)</b>	Associate Director Allied Health, Scientific and Technical
<b>DIRECTORATE RESPONSIBILITIES &amp; DIRECT REPORTS</b>	<p>This role covers the Sterile Services Department in Health New Zealand - Te Whatu Ora Te Matau a Māui Hawke's Bay</p> <p>Staff reporting - Nil Direct - Nil Indirect</p> <p>SSD (Sterile Sciences Department) at Health NZ Hawke's Bay is a specialist service for the reprocessing of Reusable Medical Devices. SSD promotes high quality service delivery and patient care outcomes as a priority. Work undertaken adheres to the principles of the standard AS/NZS 4187:2014 and the normative references contained within.</p> <p>SSD provides a service to Health NZ Hawke's Bay Hospital perioperative department and all hospital wards and clinics. A service is also provided to local GPs, midwives and other external agencies e.g. police.</p>			
<b>PURPOSE OF THE POSITION</b>	<ul style="list-style-type: none"> <li>• The Sterile Sciences Technician reports to the Manager SSD.</li> <li>• The Sterile Sciences Technician is responsible for all aspects of reprocessing of reusable medical devices including decontamination and cleaning, inspection and packaging and sterilisation and storage in line with referred standards and Health NZ policy and guidelines.</li> <li>• Meets best practice standards for sterile Sciences as per AS/NZS4187:2014 and normative references in respect of the reprocessing of reusable medical devices.</li> <li>• To take responsibility for ensuring that they maintain and update their qualifications and scope of practice.</li> <li>• Contributes to the setting the quality standards, and implementing continual quality improvement processes within Sterile Sciences.</li> </ul>			
<b>KEY DELIVERABLES</b>	<p><b>Technical Practice</b></p> <ul style="list-style-type: none"> <li>• Demonstrate practice that meets the Australia and New Zealand Sterilisation Standards (AS/NZS 4187:2014) for the processing of reusable medical devices.</li> <li>• Deploys aseptic techniques in performing daily work tasks.</li> <li>• Demonstrate competent use of all machines and equipment within a SSD environment including operation and maintenance.</li> <li>• Records and documents all results pertaining to testing of machine functioning and all results relating to required biological testing.</li> <li>• Competent in the use of computers and the instrument tracking system.</li> <li>• Meets all requirements to safely work in the decontamination area sorting decontaminating and cleaning used reusable medical devices in conjunction with SSD, Infection Control and Health and Safety guidelines.</li> <li>• Demonstrates the required competence to inspect, sort and process clean reusable medical devices, including identifying the care and handling specifications of complex and specialised instruments.</li> <li>• Identifies the appropriate sterilisation container or wrap for all types of instrumentation.</li> <li>• Demonstrates competence in loading and unloading a steriliser and in monitoring and validation of sterilising processes.</li> <li>• Identifies factors that compromise sterility in relation to event related sterility.</li> <li>• Utilises sterility quality control procedures and documents all outcomes.</li> <li>• Completes all tasks as delegated by their line manager or shift coordinator.</li> <li>• Prioritise throughput of processing of reusable medical devices in workload planning to meet service user requirements.</li> <li>• Apply culturally safe / bicultural practice to support patient/clients, whānau and colleagues.</li> </ul> <p><b>Teaching &amp; Learning</b></p> <ul style="list-style-type: none"> <li>• Maintains required competencies to practice as a sterile technician.</li> <li>• Develops and keeps a current professional registration portfolio.</li> <li>• Participates in training and education services provided.</li> <li>• Promotes awareness of current developments in the service area.</li> <li>• Supports inter-professional education where offered.</li> <li>• Presents at regional or national conferences /forums/study days or similar.</li> <li>• Demonstrates application of technical knowledge in practice.</li> <li>• Set and achieve own learning objectives as required for annual performance review.</li> <li>• Participates in an annual performance review and associated clinical assurance activities.</li> <li>• Provides mentoring and clinical support to junior staff.</li> <li>• Undertakes professional supervision where required.</li> </ul>			

	<ul style="list-style-type: none"> <li>• Completes all mandatory / core training as applicable to the role.</li> </ul> <p><b>Leadership &amp; Management</b></p> <ul style="list-style-type: none"> <li>• Ensures maintenance and operation of sterile sciences equipment.</li> <li>• Establishes and maintains active working partnerships with operating theatres, wards, departments and external customers to promote integrated working that improves the outcomes and experience of patient/clients.</li> <li>• Carries out or supports others with assessment and management of risks.</li> <li>• Demonstrates negotiation and conflict management skills within the workplace.</li> <li>• Fosters and develops an environment of team work with positive working relationships and dynamics.</li> <li>• Demonstrates professional and effective communication and sharing of information and technical expertise.</li> </ul> <p><b>Service Improvement &amp; Research</b></p> <ul style="list-style-type: none"> <li>• Sources and uses evidenced based learning to improve practice.</li> <li>• Promotes practice based upon Sterile Science standards and supports organisational strategic aims.</li> <li>• Participates in the development of quality improvement activities for service delivery. This may include protocols and standard operating procedures etc.</li> <li>• Participates in shared learning across services, where shared learning and standardisation in systems / processes would be beneficial for patients / clients.</li> <li>• Actively participates in working groups / clinical networks within the team, to identify and implement service improvements as appropriate.</li> <li>• Contributes to Sterile Sciences, Theatre and wider Health NZ annual planning process (strategic and operational) including identifying gaps in service, and participates in work / projects that may result from the planning process.</li> <li>• Practises in a way that utilises resources in the most sustainable and cost-effective manner.</li> <li>• Awareness of and complies with all legislative, contractual and employment requirements as applicable to the role (e.g. Privacy Act 1993, Children’s Act 2014, Health &amp; Safety at Work Act 2015)</li> </ul> <p>Works in all areas of SSD as identified or following a reasonable request in order to support the organisation in maintaining service delivery.</p>	
<p><b>HEALTH &amp; SAFETY RESPONSIBILITIES</b></p>	<p>Health New Zealand - Te Whatu Ora Te Matau a Māui 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:</p> <ul style="list-style-type: none"> <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</li> </ul> <p>(You have the right to cease work if you believe that you, or others, are at risk of serious harm)</p>	
<p><b>KEY WORKING RELATIONSHIPS</b></p>	<p><b>INTERNAL</b></p> <ul style="list-style-type: none"> <li>• SSD Coordinators</li> <li>• Technicians</li> <li>• All theatre staff</li> <li>• CNM Inpatient Wards</li> <li>• CNM Outpatient Services</li> <li>• Biomedical Engineering</li> <li>• Technical Services</li> <li>• External Customers</li> <li>• IT Services</li> </ul>	<p><b>EXTERNAL</b></p> <ul style="list-style-type: none"> <li>• Nil</li> </ul>
<p><b>DELEGATION AND DECISION</b></p>	<p>Nil</p>	
<p><b>HOURS OF WORK</b></p>	<p>64 hours per fortnight</p>	
<p><b>EMPLOYMENT AGREEMENT &amp; SALARY</b></p>	<p>In accordance with Health NZ and Allied, Public Health, Scientific and Technical Collective Agreement (SECA) Core Salary Scale Group B steps 3 - 7 according to qualifications and experience, pro rated for hours worked.</p>	
<p><b>DATE</b></p>	<p>February 2025</p>	
<p><b>EXPENDITURE &amp; BUDGET ACCOUNTABILITY</b></p>	<p>N/A</p>	
<p><b>SCOPE &amp; COMPLEXITY</b></p>	<p>N/A</p>	

## ESSENTIAL CRITERIA

### Qualifications

- Qualified Technician
- Achieved the New Zealand Sterilising Technology Certificate Level 4 (Level 3 prior to 2019) or approved equivalent.
- Be a member of the professional body “The New Zealand Sterile Sciences Association”
- Hold a current registration certificate issued by the NZSSA.

### Experience

- Expectation of at least one-year sterile sciences experience.
- Demonstrated experience in service, quality or process improvements.

### Key Attributes

- Focused on delivering high quality care for the patient/client/whānau.
- Continual improvement focus.
- Coordinated, effective, efficient and planned service provision
- Health Equity
- Proficiency in using technology within the workplace.
- A high standard of written and spoken English.

### Effectively Engaging with Māori

- Demonstrates the ability to engage effectively with Māori staff and patients.
- Demonstrates ability to apply the Treaty of Waitangi within the Service.
- Shows commitment to, and demonstrates the behaviours of the health sector.

### Physical requirements for role:

Health NZ - Hawke’s Bay is a fair and equitable employer. As per Health NZ - Hawke’s Bay commitment to the National Disability Strategy it will ensure the ongoing support, guidance and tools are provided to support people with disabilities within the workplace.

Due to the physical nature of this role the following physical requirements are essential:

Agility	Able to kneel Able to get 1 knee up on bed Able to squat Able to raise arms above head Able to reach arms out in front
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

## DESIRABLE CRITERIA

- Level 4 Sterilizing Technology certificate



## Our Vision and Values

*Te hauora o te Matau-ā-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.