



Capital & Coast District Health Board

ŪPOKO KI TE URU HAUORA

Role Description

Nau mai, haere mai ki Ūpoko ki te uru hauora

Position: Sterile Services Technician

Service / Directorate: Sterile Services

Responsible to: Team Leader, Sterile Services

Our Mission:

Together, Improve the Health and Independence of the People of the District

Our Vision

Keeping our community healthy and well.

Our Values:

- Innovation
- Action
- A focus on People and Patients
- Living the Treaty
- Professionalism through Leadership, Honesty, Integrity and Collaboration
- Excellence through Effectiveness and Efficiency

Context

Organisational perspective

Capital & Coast District Health Board receives funding to improve, promote and protect the health of the people within Wellington, Porirua and Kapiti region.

We're a tertiary facility operating Wellington Regional Hospital, Kenepuru Community Hospital, Kapiti Health Centre and Ratonga Rua-o- Porirua, a Forensic, Rehabilitation and Intellectual Disability Hospital. MHAIDS is the mental health, addictions and intellectual disability service for the Wairarapa, Hutt Valley and Capital & Coast District Health Boards. We have an annual budget of more than \$1 billion which we use to deliver health services directly as well as contracting external providers.

We provide local, sub-regional, regional and national health services as well as community-based health, rehabilitation and support services. Approximately 6,000 staff work at Capital & Coast District Health Board.

Position Purpose and Unit Perspective

To provide an efficient, safe and effective instrument service, in a timely and courteous manner, to the Operating Theatre Services, critical care departments and all other wards and Departments which make up the campus' of Wellington Regional Hospital, Kenepuru hospital and its surrounding external clinics.

To achieve efficient use of all resources and elimination of waste, risk and unnecessary costs.

To take responsibility for meeting training requirements, achieving quality standards, and implementing continual quality improvement processes with the team.

This is a practical sterile processing role with an emphasis on employment of reliable & positive staff who will provide a quality service and achieve quality outcomes for the customers.

Sterile Services are provided at Wellington and Kenepuru. Both units provide a sterilisation service for equipment and surgical instruments. They work to ASNZS4187 Standards, and staff are trained to meet these standards.

Wellington site has a sterile processing centre which services the whole of Wellington Regional Hospital. Approximately 75% of the work undertaken is for Operating theatres and the remainder for wards and departments within CCDHB. Some work is carried out for external agencies, and Wellington also provide Hydrogen Peroxide Gas Plasma sterilisation.

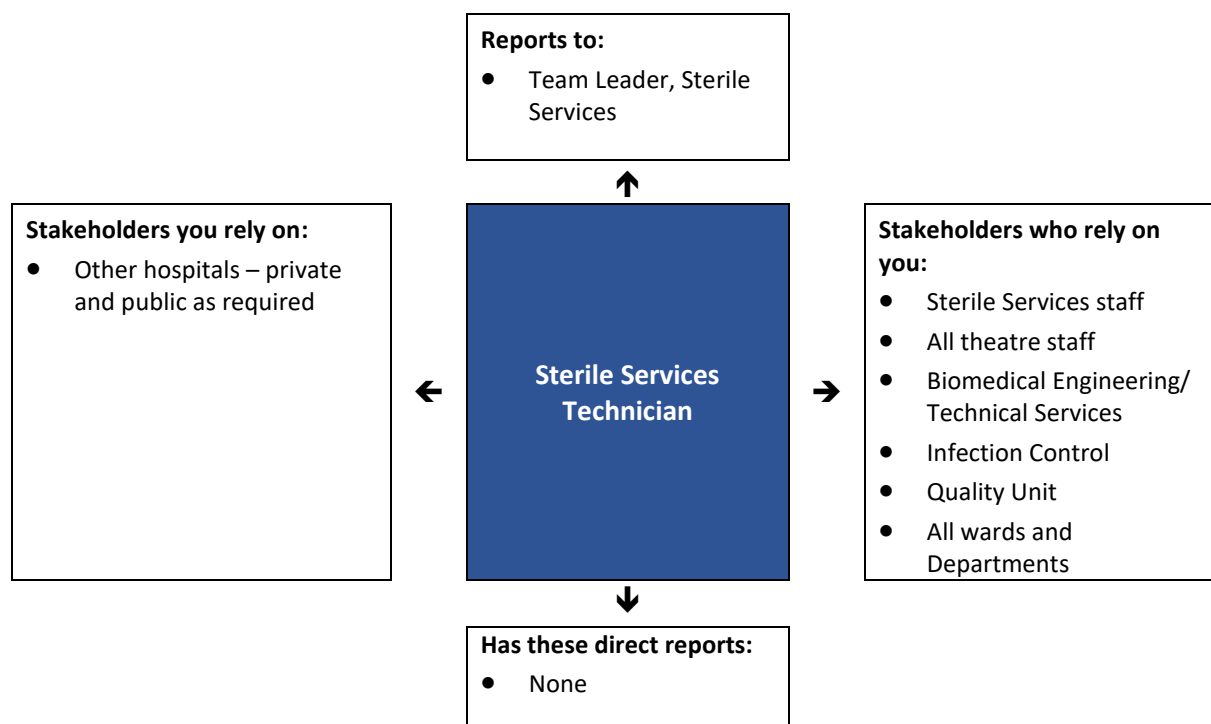
Kenepuru site works in collaboration with Wellington and provides 80% of its sterile services to Kenepuru's three operating theatres and advances procedure rooms. Other services are provided to the Kapiti Coast maternity and community services as well as internally to wards and departments.

Key Accountabilities

Key Accountability	Deliverables / Outcomes
1. Collection To collect contaminated or expired equipment from Wards and Departments as required	<ul style="list-style-type: none">Utilises safe handling skills in a controlled and timely mannerAlways follows documented policies and procedures
2. Preparation To sort, disassemble, clean and prepare instrumentation for sterilisation	<ul style="list-style-type: none">Selects and uses correct cleaning, packaging and processing methodsThe workload process is efficient and effective, within the required timeframe, for each product preparedAll resources are used efficiently and effectively, and plans to minimise waste are actioned
3. Maintenance To ensure function of instrumentation is maintained and regular inspection and maintenance procedures followed	<ul style="list-style-type: none">Demonstrates ability to recognise functional problems with instruments and componentsAccurately, consistently and promptly follows procedures to achieve repairsMaintains skills in instrument familiarisation
4. Sterilisation To ensure effective sterilisation processes are undertaken during testing, loading and unloading both steam and ethylene oxide sterilisers	<ul style="list-style-type: none">Demonstrates personal competence in all aspects of sterile production/processingFollows sterilising safety parameters utilising appropriate tests to ensure sterilising integrity
5. Dispatch To ensure appropriate storage and dispatch of sterile equipment to all user units	<ul style="list-style-type: none">All instruments and trays required for procedures and operations are available, maintained in a satisfactory condition and processed in accordance with customer specifications, service standards and KPIsConsistently uses the correct storage, handling and transportation guidelines to maintain pack integrity

<i>Key Accountability</i>	<i>Deliverables / Outcomes</i>
6. Record keeping Maintains information systems and accurate records pertaining to all facets of the sterilisation process	<ul style="list-style-type: none"> • Completes daily documentation, recording and monitoring all manufacturing process to meet international standards of sterilisation • Requests from customers for action on particular issues are addressed immediately, and action is fed back as appropriate to the situation
7. Communication To ensure that there is ongoing communication with all persons either working in or utilising sterile services	<ul style="list-style-type: none"> • Displays prompt and pleasant response to all communications whether by telephone or in person including the ability to be understood by the users
8. Teamwork Demonstrated ability to work as part of a team in association with colleagues within or associated with the department Work with a prioritization focus to meet the constantly changing needs of our customers.	<ul style="list-style-type: none"> • Demonstrates skills in daily tasks and communications, including the ability to relate well to all persons and to be seen as a good team player. • Show an ability to be able to think 'globally', to anticipate the ever changing needs of the daily workflow, and adjust work flow priorities accordingly.
9. Training Ensures that familiarity with instruments and procedural requirements is maintained Provides preceptorship for all team members	<ul style="list-style-type: none"> • Participates with the line manager in undertaking annual performance appraisal • Participates in planned training • Is supportive of team members during training
10. Quality Improvement Drive continuous quality improvement activities and initiatives within the service/s.	<ul style="list-style-type: none"> • Improvement opportunities are identified and communicated. • Improvement plans are implemented. • Quality standards are met.
11. Risk Minimisation Ensures that risk is minimised in the service/s.	<ul style="list-style-type: none"> • Risks are identified and communicated. • The reportable events policy and other policies and procedures are complied with.
12. Health and Safety Ensures that the service/s meet C&C DHB's health and safety and emergency management requirements.	<ul style="list-style-type: none"> • Hazards are identified • Attended core health and safety competencies for their area.

Key Relationships & Authorities



Capability Profile

Competencies

Solid performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

Competency	Behaviours
Commitment to Health and Independence Improvement Goals	<ul style="list-style-type: none">• Is committed to the values and goals of C&C DHB.• Is committed to continuous learning and performance development.
Teamwork	<ul style="list-style-type: none">• Develops and maintains positive relationships and works in partnership with other team members.• Develops rapport and builds networks of constructive working relationships with key people.• Effectively uses team dynamics and individual operating styles to build team processes and strengths.• Shares knowledge and works cohesively with the team.• Reliable
Innovation	<ul style="list-style-type: none">• Is innovative in the development of business initiatives and projects.• Is proactive and motivated and responds positively to new challenges and opportunities.• Develops new and/or more effective work processes and systems through lateral thinking and creativity.
Work Approach	<ul style="list-style-type: none">• Is results focused and committed to making a difference.• Plan and organise own workload, allocating time to priority issues, meeting deadlines and coping with the unexpected.• Adjusts work style and approach to fit in with requirements.• Show an ability to be able to think 'globally', to anticipate the ever changing needs of the daily workflow, and adjust workflow priorities accordingly.• Perseveres with tasks and achieves objectives despite obstacles.• Sound knowledge of all sterilisation processes, quality standards and process improvement activities• Ability to problem solve and remain calm under pressure• Able to act responsibly on instructions• Shows initiative, drive and commitment to work, with a willingness to learn new skills.• Willingness to perform the role of preceptor
Communication	<ul style="list-style-type: none">• Listens with a preparedness to understand.• Is confident and appropriately assertive in dealing with others.• Deals effectively with conflict.• Able to liaise and collaborate with the wider organisation to achieve improved results• Good written and oral skills
Partnership with Maori	<ul style="list-style-type: none">• Understands the Principles of Te Tiriti o Waitangi and how these apply within the context of health service provision.• Applies the notion of partnership and participation with Maori within the workplace and the wider community.• Promotes and participates in targeted Maori health initiatives by which Maori health gains can be achieved.• Implements strategies that are responsive to the health needs of Maori.

Essential Experience and Capability

a. Knowledge and Experience:

- Qualification in Sterile Processing or ability to learn and willingness to gain qualification
- Knowledge and skills appropriate to sterile processing services
- Working knowledge of basic hygiene practices

b. Someone well-suited to the role will place a high value on the following:

- Work experience preferably in a service industry where timeliness, quality, cleanliness are key components
- Physically able to undertake the job

Ma tini, ma mano, ka rapa te whai
By joining together we will succeed

Capital and Coast District Health Board (CCDHB) is committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.

CCDHB is committed to Te Tiriti o Waitangi principles of partnership, participation, protection equity and by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Maori cultural practices.