

POSITION DESCRIPTION

POSITION: Sterile Services/Theatre Technician - Wairau

RESPONSIBLE TO: Nurse Manager - Operating Theatre Services

Health New Zealand | Te Whatu Ora (Nelson Marlborough)

Our vision: All people live well, get well, stay well. Kaiao te tini, ka ora te mano, ka noho ora te nuinga.

Our mission: Working with the people of our community to promote, encourage and enable their health, wellbeing and independence

Our Values – Ā Mātou Uara:

Respect: We care about, and will be responsive to, the needs of our diverse people, communities and staff.

Innovation: We will provide an environment where people can challenge current processes and generate new ways of working and learning.

Teamwork: We create an environment where teams flourish and connect across the organisation for the best possible outcome.

Integrity: We support an environment which expects openness and honesty in all our dealings and maintains the highest integrity at all times.

PURPOSE OF POSITION

To assist with the day-to-day operation of the Theatre and Sterile Services Department

RESPONSIBILITIES	EXPECTED OUTCOMES
Reception and Decontamination <ul style="list-style-type: none"> • To receive, sort, disassemble, decontaminate and clean used instruments, from Operating theatre, wards and departments • To keep work area tidy and clean • To prepare, assemble, check and wrap instruments and equipment for sterilisation according to dept. protocols • To distribute reprocessed instruments and equipment as required • To transport patients to theatre and back to the ward • Provide technician services to Operating Theatre including cleaning and assisting with setting up equipment • Unpacking and putting away of supplies. Impresting of linen supplies. 	<ul style="list-style-type: none"> • Work is completed as scheduled • All equipment is cleaned and ready as soon as possible • The mechanical aids for disinfection, cleaning and drying are used according to manufacturer's recommendations • All protocols, principles and procedures for sterile procedures are observed • Work area is kept tidy and clean, and documentation is completed as per dept protocols • Equipment is prepared for the sterilization process and related and necessary documentation is completed, wastage of materials is avoided • Ward instruments are placed in correct bins • Theatre sets are put away on correct shelves • Equipment is setup in time for theatre lists • Patients are delivered to theatre in a timely manner for efficient functioning of the list.
Sterilising <ul style="list-style-type: none"> • To perform the procedures related to the operating and maintenance of department Sterilising units. Sterilise instruments in accordance with established principles and procedures • To be aware of maintaining the current standards in sterilizing techniques. 	<ul style="list-style-type: none"> • All equipment consistently meets the required sterilization standards of ASNZ 4187 • The sterilizers in the department are operated effectively as per manufacturer's recommendations, and appropriate records kept • Maintain and update of skills/competence to meet changing service needs.
Internal & External Networks <ul style="list-style-type: none"> • Role provides integration of Theatre and Sterile services tasks • Pro-actively develop effective interpersonal relationships with relevant staff and departments to enhance service outcomes. 	<ul style="list-style-type: none"> • Enables multi-skilling and flexibility in roles to maximize an efficient service.
Quality Improvement	<ul style="list-style-type: none"> • A quality, customer-focused service is provided at all times, which follows best practice • Participates in quality improvement processes in your area of work.

<p>Professional & Organisational Development</p> <ul style="list-style-type: none"> • Contribute to the development and implementation of quality improvement activities within the department and the wider hospital environment. 	<ul style="list-style-type: none"> • Demonstrate a commitment to quality principles and continuous improvement • Professional development that meets current and future needs • Maintenance and updating of skills/ competence to meet service needs. • Participates in annual performance review process including review of performance goals and identification of areas for professional development.
<p>General</p>	<ul style="list-style-type: none"> • Obligations contained in Appendices 1 & 2 are met • Other duties as negotiated with your Manager.

PERSON SPECIFICATION

QUALIFICATIONS

- NZSSA qualification equivalent or prepared to commence the NZSSA Sterilising Technology Course within one year of commencing work (for all permanent staff).

EXPERIENCE AND KNOWLEDGE

- Experience in Sterile Services would be an advantage
- Best practices within sterilising quality standards is required
- Quality control and quality assurance is essential
- Experience and understanding of principles of continuous quality improvement
- Basic knowledge of Microsoft Office applications i.e.: Word, Excel, PowerPoint and Outlook
- Keeps up to date with available information technology relevant to position
- Understands and complies with Health NZ Information Technology policies

SKILLS AND ABILITIES

- Must have a knowledge and empathy for bi-culturalism and practices in a manner which is culturally safe
- Proven ability to create effective working relationships
- The ability to work as an integral part of the team and maintain professional and positive relationships with other service providers
- Able to prioritise work and ability to meet expected time frames
- Commitment to a customer focus and able to communicate well with others
- Willingness and ability to learn and improve sterilising techniques
- Ability to recognise the importance of correct techniques
- Must be capable of bending, stretching and heavy lifting with good manual dexterity
- Must be free from chronic infections, especially of skin and hands
- High standard of Personal Hygiene is essential

PERSONAL ATTRIBUTES

- Motivated to provide a high quality, customer focused service and be tactful and sensitive in dealing with people and able to maintain confidentiality
- Adapts to change with a willingness to learn new procedures, technologies and systems
- Good skills at balancing competing priorities
- Demonstrates initiative and addresses priorities in an unsupervised manner
- Excellent time management skills and the ability to work under pressure
- Good interpersonal skills and teamwork
- High standards of personal and professional integrity

APPENDIX 1

General Responsibilities of an Employee of Health NZ (Nelson Marlborough)

1. Professional Responsibilities

As an employee of Health NZ, you are required to:

- Maintain any qualifications, including registrations and practising certificates, required for legal and safe practice.
- Keep yourself up to date on knowledge, best practices and legislation relating to your work.
- Make a personal contribution towards effective and efficient working relationships within your team and with other Health NZ departments.
- Ensure you carry out your work in a way that is customer-focused and meets professional standards.
- In conjunction with your manager, identify your own training needs and plan to meet these needs.
- Manage your own time and prioritise your work effectively.

2. Health, Safety and Wellbeing

- Compliance with all health and safety legislative requirements.
- Compliance with the ACC Partnership Programme requirements.
- Compliance with all organisation-wide health and safety policies and procedures.
- Compliance with the Health and Safety Manual, any relevant chemical information and the emergency plan.
- Work is carried out in a healthy and safe manner and others are encouraged and assisted to work in the same way.
- Unsafe workplace conditions/practices (hazards) are identified, reported and mitigated/rectified early.
- Knowledge of identified hazards is kept up to date.
- Reportable event form is completed (via *Safety First*) for any accident or injury which has taken place at work, ensuring, in the case of injury, that your supervisor or manager is notified within 24 hours.
- Co-operation, support and promotion of occupational health and safety actions and initiatives in the workplace.

3. Right to Raise Concerns

- All employees of Health NZ are expected and encouraged to immediately ask questions and raise any concerns/issues with their colleagues at their place of work, particularly if the care of a patient could potentially be compromised.
- All staff are expected to act professionally and to actively listen to the concerns or opinions of others being raised at the time.

4. Child Wellbeing and Protection

Health NZ is committed to identifying, supporting and protecting vulnerable children. The prevention of abuse and enhancing the wellbeing of children and their families aims to keep vulnerable children safe before they come to harm so they can thrive, achieve and belong. As an employee you are required to comply with all relevant legislation e.g. the Vulnerable Children Act 2014 and the Children, Young Persons and their Families Act 1989. You are also required to:

- Contribute to and support the organisation's strong commitment to a child centred approach to protect children across the region.
- Act at all times in the best interest of the children and young people, putting their interests first.
- Ensure collaborative working practices and recording and sharing of information to address abuse, suspected abuse or disclosure of abuse in a timely and appropriate fashion.

5. Legislation, Regulations and Board Policies

You are required to be familiar with and adhere to the provisions of:

- All relevant acts and regulations
- All Board, hospital and department policies
- All relevant procedure manuals
- The “Employee Obligations” within Health NZ’s Disciplinary Policy.

6. Confidentiality

You are required to:

- Adhere to the Privacy Act 1993, the Health Information Privacy Code 1994 and subsequent amendments in regard to the non-disclosure of information.
- Maintain strict confidentiality of patient, applicant and employee information at all times.

7. Risk Management

You are required to:

- Support and promote actions and initiatives in your work area which enable risks to be identified and eliminated or reduced.
- Be especially aware of those risks which have high cost or safety implications.
- Complete an accident/incident report for any accident, incident or near miss which has taken place at work.
- Respond to complaints according to appropriate policies.

8. Security

You are required to:

- Wear your identification badge at all times when on site or when carrying out official duties.
- Notify Human Resources of any changes required for your ID badge.
- Report any suspicious or unusual occurrence to the security officer, orderly or telephone operator.
- Complete an incident report for any incident which has or might have compromised the safety of staff, patients and visitors.

9. Treaty of Waitangi

Health NZ is committed to its obligations under the Treaty of Waitangi. As an employee you are required to give effect to the principles of the Treaty of Waitangi: Partnership, Participation and Protection.

10. Smokefree

Health NZ is a Smokefree Organisation. This applies to all staff and contractors working within Health NZ buildings, grounds and vehicles. Staff are required to comply with the policy and ensure all visitors, patients and others are informed of the policy. This also applies to Health NZ staff employed on Board business in the community.

APPENDIX 2

The preferred candidate is required to complete a Pre-Employment Health Questionnaire. The table below outlines the tests to be carried out - depending on the nature of the position applied for.

Condition	Information to include in Position Description
TB Active	No person with active pulmonary or laryngeal tuberculosis (TB) is allowed to be at work in Health NZ
TB Latent	Staff who expect to have contact with patients or infectious materials must have assessment of previous TB exposure at the time of employment
BBV	No person who is susceptible to hepatitis B is allowed to have contact with patients or human materials (e.g., blood) unless they have taken part or agree to take part in a blood-borne virus education, prevention and vaccination program
MRSA	No person colonised or infected with methicillin-resistant <i>Staphylococcus aureus</i> (MRSA) is allowed to work in clinical areas ¹ New staff who will be working in clinical areas should be screened for MRSA if they have: <ul style="list-style-type: none">• a chronic skin condition• been working in an overseas healthcare facility in the last year• been MRSA-positive in the last year
Skin	No person with a skin condition that by virtue of its site and type could be an infection risk is allowed to have contact with patients, food, microbiology samples or sterile items
Measles/Rubella	No person who is susceptible to measles or rubella is allowed to have contact with pregnant women.
VZV	No person susceptible to varicella-zoster virus (chickenpox) is allowed to have contact with newborn babies or pregnant women
EPP	No person who has detectable hepatitis B e antigen or high levels of hepatitis B virus DNA in their serum is allowed to undertake or assist with exposure-prone surgical procedures ²

¹Clinical areas include inpatient medical and surgical wards (includes Medical Units, AT&R Units, Surgical Wards, Paediatrics, Day Stay, Neonates and Women's Health). Screening does not apply to staff working in outpatient areas (e.g., clinics, Radiology, Respiratory Function lab) or in DSS, Mental Health or Drug and Alcohol services (transmission of MRSA is less likely and infection is rare in these sites.)

²Exposure-prone surgical procedure = a procedure where there is the potential for direct contact between the skin (usually finger or thumb) of the health care worker and sharp surgical instruments, needles, or sharp tissues (spicules of bone or teeth) in a blind or highly confined anatomic site such as a body cavity or in poorly visualised and/or confined body sites. Such sites include body cavities encountered during emergency and trauma procedures, abdominal, cardiothoracic, obstetric/gynaecological, orthopaedic and oral surgery.