

Position Description | Te whakaturanga ō mahi Health New Zealand | Te Whatu Ora

Title	Sterile Services/Theatre Technician		
Reports to	Nurse Manager - Operating Theatre Services		
Location	Wairau		
Department	Operating Theatre Services		
Direct Reports	Nil	Total FTE	NA
Budget Size	Opex	Nil	Capex
Delegated Authority	HR	Nil	Finance
Date	April 2026		
Job band (indicative)	Allied Health MECA PSA Core Scale Group A		

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations.
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well.
3. Everyone will have equal access to high quality emergency and specialist care when they need it.
4. Digital services will provide more people the care they need in their homes and communities.
5. Health and care workers will be valued and well-trained for the future health system.

Te Mauri o Rongo – The New Zealand Health Charter

The foundation for how we ensure our people are empowered, safe and supported while working to deliver a successful healthcare system, is Te Mauri o Rongo – the New Zealand Health Charter. It guides all of us as we work towards a healthcare system that is more responsive to the needs of, and accessible to all people in Aotearoa New Zealand.

It applies to everyone in our organisation and sits alongside our code of conduct as our guiding document.

Te Mauri o Rongo consists of four pou (pillars) within it, including:

Wairuatanga – working with heart, the strong sense of purpose and commitment to service that health workers bring to their mahi.

Rangatiratanga – as organisations we support our people to lead. We will know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all.

Whanaungatanga – we are a team, and together a team of teams. Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe.

Te Korowai Āhuru – a cloak which seeks to provide safety and comfort to the workforce.

These values underpin how we relate to each other as we serve our whānau and communities.

Together we will do this by:

- caring for the people
- recognising, supporting and valuing our people and the work we all do
- working together to design and deliver services, and
- defining the competencies and behaviours we expect from everyone.

About the role

The primary purpose of the role is to:

Assist with the day-to-day operation of the Theatre and Sterile Services Department.

Key Result Area	Expected Outcomes / Performance Indicators
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. • 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.

	<ul style="list-style-type: none"> • 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. • 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. • 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.
Professional & Organisational Development	<ul style="list-style-type: none"> • Contribute to the development and implementation of quality improvement activities within the department and the wider hospital environment. • 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.
General	<ul style="list-style-type: none"> • Other duties as negotiated with your Manager.

<p>Te Tiriti o Waitangi</p>	<ul style="list-style-type: none"> • Remains focused on the pursuit of Māori health gain as well as achieving equitable health outcomes for Māori. • Supports tangata whenua- and mana whenua-led change to deliver mana motuhake and Māori self-determination in the design, delivery and monitoring of health care. • Actively supports kaimahi Māori by improving attraction, recruitment, retention, development, and leadership.
<p>Equity</p>	<ul style="list-style-type: none"> • Commits to helping all people achieve equitable health outcomes. • Shows a willingness to personally take a stand for equity. • Supports Māori-led and Pacific-led responses.
<p>Innovation & Improvement</p>	<ul style="list-style-type: none"> • Is open to new ideas and create a culture where individuals at all levels bring their ideas on how to 'do it better' to the table. • Models an agile approach – tries new approaches, learns quickly, adapts fast. • Develops and maintains appropriate external networks to support current knowledge of leading practices.
<p>Collaboration and Relationship Management</p>	<ul style="list-style-type: none"> • Models good team player behaviour, working with colleagues to not allow silo thinking and behaviour at decision making level to get in the way of doing our best and collegially supports others to do the same. • Works with peers in Hauora Māori Service and Pacific Health Business Unit to ensure the voice of and direct aspirations of Māori and Pacific People are reflected in planning and delivery of services.
<p>Health & safety</p>	<ul style="list-style-type: none"> • Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives. • Takes all reasonably practicable steps to eliminate and mitigate risks and hazards in the workplace that could cause harm, placing employee, contractor and others' health, safety, and wellbeing centrally, alongside high-quality patient outcomes. • Leads, champions, and promotes continual improvement in health and wellbeing to create a healthy and safe culture.
<p>Compliance and Risk</p>	<ul style="list-style-type: none"> • Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place/ followed. • Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit. • Understands, and operates within, the financial & operational delegations of their role, ensuring peers and team members are also similarly aware.

Matters which must be referred to the NURSE MANAGER - OPERATING THEATRE SERVICES

- **Patient Safety Concerns**
 - Any actual or potential harm to a patient
 - Near misses or adverse events
 - Breaches in sterile technique or infection control
- **Staffing Issues**
 - Unsafe staffing levels impacting patient care
 - Staff fatigue or inability to perform duties safely
- **Equipment or Supply Failures**
 - Critical equipment malfunction or unavailability
 - Missing essential surgical instruments
 - Repeated stock shortages impacting procedures

Relationships

External	Internal
<ul style="list-style-type: none"> • Nil 	<ul style="list-style-type: none"> • All other departments

About you – to succeed in this role

You will have

Essential:

- A relevant graduate and post-graduate qualification.
- Experience in implementing Te Tiriti o Waitangi in action.
- NZSSA qualification equivalent or prepared to commence the NZSSA Sterilising Technology Course within one year of commencing work (for all permanent staff).
- Best practices within sterilising quality standards is required.
- Quality control and quality assurance.
- 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.
- 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.
- 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.

Desired:

- Experience in Sterile Services would be an advantage.

You will be able to

Essential:

- Demonstrate an understanding of the significance of and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way in your role.
- Take care of own physical and mental wellbeing, and have the stamina needed to go the distance.
- Maximise the quality and contributions of individuals and teams to achieve the organisation's vision, purpose and goals.
- Establish and maintain positive working relationships with people at all levels within the public and private sectors, related industry and community interest groups and the wider national and international communities.
- Demonstrate a strong drive to deliver and take personal responsibility.
- Demonstrate self-awareness of your impact on people and invests in your own leadership practice to continuously grow and improve.

- Demonstrate the highest standards of personal, professional and institutional behaviour through commitment, loyalty and integrity.

Desired:

- 1. Knowledge of Sterilization Processes**
 - Understanding of autoclaves, washer-disinfectors, and sterilization cycles.
 - Familiarity with different sterilization methods (steam, low-temp, chemical).
- 2. Instrument Identification**
 - Ability to recognize surgical instruments and assemble trays accurately.
 - Understanding of specialty sets for various procedures.
- 3. Decontamination Techniques**
 - Safe handling of contaminated instruments.
 - Correct use of detergents and disinfectants.
- 4. Quality Assurance**
 - Competence in checking indicators (chemical, biological) for sterilization validation.
 - Adherence to infection control standards and hospital policies.

This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.

**The reference to salary band in this position description is for internal benchmarking and role sizing purposes only. The salary band designation does not form a term or condition of employment and may be changed by the employer at any time. In accepting a Health NZ employment agreement you acknowledge and accept this. Changes to the salary band will not affect an employee's current salary or remuneration.*