

ALLIED HEALTH SCIENTIFIC AND TECHNICAL PROFESSIONAL POSITION DESCRIPTION

Role Title: Technician – Sterile Services
Reports To: Manager – Sterile Services
Directorate: Surgical Directorate
Direct Reports: Nil
Location: Southland Hospital

Role of the District Health Board

Our Vision:

- Better Health, Better Lives, Whanau Ora.

Our Mission:

- We work in partnership with people and communities to achieve their optimum health and wellbeing.
- We seek excellence through a culture of learning, enquiry, service and caring.

Our Values:

Kind Manaakitanga	<p><i>Looking after our people:</i> we respect and support each other. Our hospitality and kindness foster better care.</p>
Open Pono	<p><i>Being sincere:</i> we listen, hear and communicate openly and honestly. Treat people how they would like to be treated.</p>
Positive Whaiwhakaaro	<p><i>Best action:</i> we are thoughtful, bring a positive attitude and are always looking to do things better.</p>
Community Whanaungatanga	<p><i>As family:</i> we are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.</p>

Our Statutory Purpose:

- To improve, promote and protect the health of our population.
- Promote the integration of health services across primary and secondary care services.
- Seek the optimum arrangement for the most effective and efficient delivery of health services.
- Promote effective care or support for those in need of personal health or disability support services.
- Promote the inclusion and participation in society and the independence of people with disabilities.
- Reduce health disparities by improving health outcomes for Maori and other population groups.
- Foster community participation in health improvement, and in planning for the provision of, and changes to the provision of services.
- Uphold the ethical and quality standards expected of us and to exhibit a sense of social and environmental responsibility.

Purpose of the Role	
<p>Allied Health, Scientific and Technical professionals work in health care teams providing a range of diagnostic, technical, therapeutic and direct patient care and support services that are critical to the other health professionals they work with and the communities they serve.</p> <p>This role will work collaboratively with all health professionals as well as the wider multi-disciplinary team throughout the SDHB in a way that is consistent with the Organisation's vision and values. This way of working will ultimately benefit all our patients and communities.</p>	
Organisational Competencies	
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect
Integrity and Trust	Is widely trusted; is seen as a direct, truthful individual; can present the truth in an appropriate and helpful manner; keeps confidences; admits mistakes
Drive For Results	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; pushes self and others to achieve results
Managing Diversity	Manages all kinds and classes of people equitably; deals effectively with all races, nationalities, cultures, disabilities irrespective of age and gender; supports equal and fair treatment and opportunity for all
Role Specific Competencies	
Priority Setting	Spends own time and the time of others on what is important; can quickly sense what will help or hinder when seeking to accomplish goals; eliminates roadblocks; creates focus
Problem Solving	Uses logic and established processes to solve difficult problems and achieve effective solutions; can see hidden problems; Is excellent at honest analysis; looks beyond the obvious ; doesn't stop at the first answers
Key Relationships	
Internal AHS&T Professional Leaders (PLs) Multi-disciplinary colleagues Operational Manager AHS&T Professional Development Facilitator Administration staff	External Clients, patients, families, whanau and caregivers Services from the community, funding bodies, student or intern clinical liaison staff Primary care - GPs, other medical staff Relevant professional organisations Other service providers

Knowledge, Experience and Skills Required		
<p>Essential criteria</p> <ul style="list-style-type: none"> • Must be an AHS&T professional (see profession specific role descriptor for details) and/or be committed to completing appropriate training to become an AHS&T professional • A high level of interpersonal and communication skills <p>Experience/knowledge</p> <ul style="list-style-type: none"> • Ability to work in a supportive and honest manner • Ability to motivate • Able to gain peer credibility and respect • Accept responsibility for own actions • Possess the ability to problem solve and demonstrate initiative 		
KEY ACCOUNTABILITIES	DELIVERABLES	EXAMPLE MEASURES
Clinical Practice		
Legislative requirements	<ul style="list-style-type: none"> • Practise in accordance with relevant legislation, codes, policies etc. and upholds consumer rights • Uphold professional code of ethics 	<ul style="list-style-type: none"> • Adheres to professional and legislative standards of practice • Works according to the scope of Annual Practising Certificate
Assessments and interventions	<ul style="list-style-type: none"> • Undertake accurate and comprehensive assessments and evaluations • Plan and implement appropriate interventions • Provide relevant education - including any relevant alternative options - in a format that can be clearly understood • Collaborate with patients to set realistic, patient-centred outcomes 	<ul style="list-style-type: none"> • Interventions are realistic and based on best practice • Uses standard measurement tools and equipment as set down by departmental or professional protocols
Documentation	<ul style="list-style-type: none"> • Maintain confidentiality of patient information and documentation • Adhere to SDHB's documentation standards 	<ul style="list-style-type: none"> • Documentation is timely, clear, concise and accurate
Culturally Sensitive Practice	<ul style="list-style-type: none"> • Practices in a culturally safe manner 	<ul style="list-style-type: none"> • Assists patients to gain appropriate support and representation which reflects their cultural needs and preferences.
Professional Responsibilities		
Working in a collegial manner	<ul style="list-style-type: none"> • Contribute to the support and education of colleagues and students to enhance development of the profession • Participate in and contribute to the functioning of the team • Establish and maintain an effective working relationship with other staff 	<ul style="list-style-type: none"> • Formal and informal systems in place for supporting colleagues • Supervision records for students • Participate as a team member to ensure the best outcomes for patients/ people

KEY ACCOUNTABILITIES	DELIVERABLES	EXAMPLE MEASURES
Evidence-based practice and research	<ul style="list-style-type: none"> Consistently refer to and relate practice to literature and research Critique, discuss and disseminate evidence based best practice Reflect on and evaluate the effectiveness of own practice 	<ul style="list-style-type: none"> Implementation of evidence-based best practice procedures and guidelines Updates knowledge related to best practice guidelines and area of practice Professional portfolio or participation in an approved CPD programme (as per professional requirements)
Time management	<ul style="list-style-type: none"> Manage own time adopting a disciplined approach to establishing and following identified role-related priorities 	<ul style="list-style-type: none"> Tasks are scheduled and completed in a timely manner
Professional development	<ul style="list-style-type: none"> Develop and maintain professional competency Appraisal, peer review, observed practice or other professional audits as applicable Develop both personally and professionally to meet the changing needs of your career and profession 	<ul style="list-style-type: none"> Holds current registration where applicable or as required Maintains an up-to-date professional development plan
Organisational competencies		
Occupational Health and Safety	<ul style="list-style-type: none"> Support and foster commitment to achieving the highest level of Health and Safety practice 	<ul style="list-style-type: none"> Identifies and reports hazards Assists with resolving issues that may cause harm to patients or staff Works safely at all times
Quality and Performance	<ul style="list-style-type: none"> Maintain professional and Organisational quality standards Continually seek to identify quality improvement opportunities in order to perform role in an effective and efficient manner 	<ul style="list-style-type: none"> Performance aligns with appropriate quality audit standards, Organisational requirements and professional standards
Treaty of Waitangi Te Tiriti o Waitangi	<ul style="list-style-type: none"> The Southern District Health Board is committed to its obligations under the Treaty of Waitangi. Employees are required to adhere to the principles of the Treaty of Waitangi - Partnership, Participation and Protection 	<ul style="list-style-type: none"> Participate in appropriate training Maintain cultural competence

Note: The above example measures are provided as a guide only. The precise performance measures for this position will require further discussion and development as required to meet the needs of the Service

AHST PROFESSIONAL ROLE DESCRIPTOR:

TECHNICIAN – STERILE SERVICES

PROFESSIONAL REQUIREMENTS AND ROLE SPECIFIC REQUIREMENTS

The Sterile Services Technician is responsible for maintaining a high quality standard for the cleaning and sterilisation of instruments and medical devices used at Southern District Health Board facilities, following established department procedures, best practice and compliance standards.

Professional requirements

- Undertake to successfully complete the Sterilising Technology Certificate Level 3 to qualify as a Technician after the first year's employment.
- Attains the Sterilising Technology Certificate Level 3 within two years of commencing employment.
- Maintains an up to date evidence folder of education and learning.
- Takes responsibility for own professional development.
- Member of professional association.

Role specific requirements

Daily Practice

- Develops and maintains a comprehensive knowledge of instruments and equipment
- Seeks opportunities to process new equipment and willingness to learn and teach.
- Maintains a low error rate for equipment/instrument sets.
- Uses documentation for information and keeps up to date with changes
- Understands the importance of documenting at all stages of the work.
- Pays close attention to detail and is able to deal with disruptions effectively.
- Demonstrates literacy and computer skills necessary to record, enter, store and retrieve data.
- Maintains own work area and restocks consumables daily or as necessary.
- Cleans work area according to documented regime and completes work at scheduled times.
- Is logical and methodical and completes one task before starting another
- Works effectively under pressure and follows up issues promptly.
- Accurately assesses priorities and is able to reprioritise work throughout a shift.
- Demonstrates flexibility and willingness to help in other areas without being asked.
- Uses downtime to complete non routine work or help others.
- Shares knowledge and takes responsibility for own part in any team effort.

Clinical Practice

- Demonstrates knowledge of the standard of work required.
- Practices in accordance with the departmental policies and procedures.
- Accepts responsibility for actions, decisions and errors.
- Can apply theoretical knowledge to practical work.
- All instruments and medical devices are maintained in good working order and defective equipment is identified, repaired and tested before returning to operational status.

Quality /Infection Control and Safety

- Operates machinery safely and follows up on faults.
- Reports hazards to OH&S Rep or Manager.
- Keeps dirty and clean separate.
- Ensures infection control processes are maintained and followed.
- Demonstrates awareness of quality integration in every process and the importance of completeness of tasks.
- Recognises non-conformance in all stages of work and reacts appropriately.

Essential Criteria

- Ability to communicate clearly verbally and in writing.
- Ability to carry out basic manual tasks and follow written instructions.
- Be able to work in a standing position for most of the working day.
- Be able to organise own work methodically.
- Ability to use initiative in response to changed situations.
- Be able to cope under pressure.
- Be able to pay close attention to detail.
- Have a positive attitude to authority.
- Good interpersonal skills including honesty and integrity.

Fitness

- A reasonable level of fitness is required to cope with the demanding physical requirements of the job.

The following denote the key physical requirements for the position: standing, walking, bending, sitting, stairs, simple grasping, fine manipulation, operating machinery / equipment, lifting, overhead reaching, carrying, pushing / pulling, twisting, climbing / balancing and crouching / squatting.

I have read and understand the above position description and role descriptor:

Name: _____ (Please Print)

Signed: _____

Date: _____