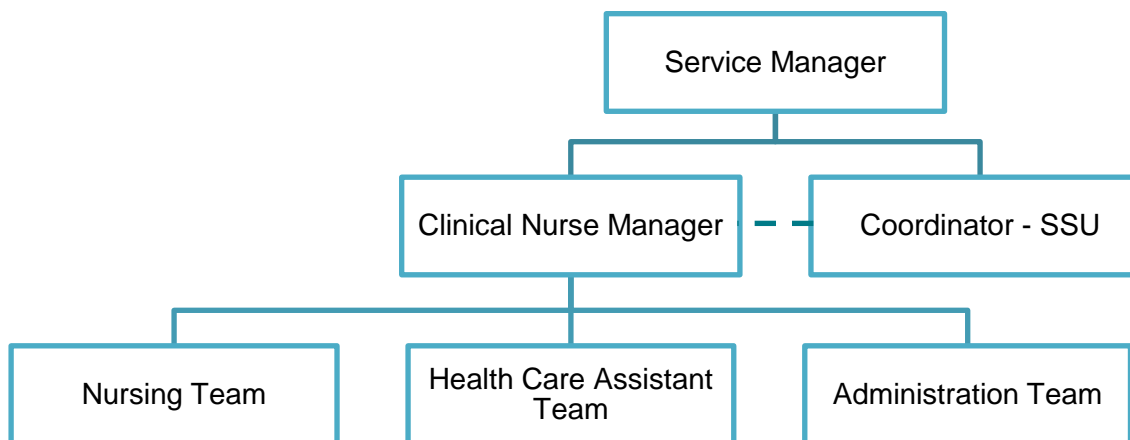


POSITION DESCRIPTION

Position	Sterile Supply Unit - Technician	Direct Reports	Nil
Responsible To	SSU - Coordinator	Location	Rotorua and Taupō
Financial Delegations	Nil	Date	September 2024
Relationships Internal	Administration Staff Allied Health Staff Anaesthetic Technicians Attendants Clinical Nurse Educator Theatre Delivery Suite Facilities Maori Health Team Medical Staff Nursing Staff Wards Other Departments	Relationships External	District Nursing Taupo Hospital Independent Midwives Mobile Surgical Bus Southern Cross Hospital Queen Elizabeth Hospital



1. Primary Purpose(s) of the Position

To provide reprocessing of reusable medical devices in Health New Zealand, Te Whatu Ora Lakes, to ensure all quality assurance procedures and administration requirements are carried out to a high quality service to internal and external customers in accordance with sterile supply service policies, procedures and recognised standards (ASNZ 4187:2014) Sterilisation Standards.

To provide hospital operating rooms, wards and departments with the sterile equipment and materials required for the care of the patient.

To prevent infection passing between patients by decontaminating and sterilising all equipment after use

The sterile services unit is a specialised area of the hospital and the staff who work in the department are expected to have appropriate skills and knowledge.

Key Objectives

Expected Outcomes

Technician Practice

The sterile service technician promotes and complies to the principles and best practices of medical device reprocessing service standards AS 5369:2023.

- Adheres to best practice in decontamination, sterilization, packaging, and distribution of instrumentation and supplies
- Operate the following equipment:
 - 1) Washers
 - 2) Work Station
 - 3) Steam Sterilisers
 - 4) Endoscopy processing machines
 - 5) HMTS-142 (Plasma Sterilising System)
 - 6) Heat Sealers
 - 7) HIPOT
- Monitor efficiency of washers and sterilizers recording results in record log books.
- Perform and document biological testing in record log books
- Identification of surgical instrumentation by proper name and appropriate sterilization method
- Preparation of surgical equipment and instrumentation for sterilization including loan equipment
- Maintains appropriate rotation of sterile supplies
- Appropriately identify each sterilizer load and maintain record of each
- Relief in Endoscopy processing room
- Maintain a high standard of cleanliness in the department
- Care with handling fragile items
- Practice safe handling of patient care items that have been exposed to blood and/or body fluid
- Report broken or malfunctioning equipment to SSU coordinator and Clinical Nurse Coordinator

Key Objectives**Expected Outcomes**

	<ul style="list-style-type: none">• Observe safe working habits• Participate in in-service education and department meetings• Abide by hospital and unit policies and procedures• Maintain patient confidentiality• Perform other duties as assigned• Check in and out Loan instruments and implants.
Contribution to Service Delivery Member of the Sterile Supply team, contributing to collaborative team work, and individual responsibility for generating and maintaining accurate reprocessing service standards AS 5369:2023.	<ul style="list-style-type: none">• Is responsible for a portfolio within the unit i.e. infection control, health and safety, as agreed with the SSU Coordinator• Provides support to SSU coordinator and colleagues to meet reprocessing of reusable medical devices and service needs.• Adaptable with workload allocation within the team, to respond to operating theatre demand and resource availability.• May be required to work in other area of Perioperative Area eg. Endoscopy and/or Supplies to meet service demand.• May take the leadership role by coordinating the shift in the absence of the SSU coordinator• Is mindful of and responsible for the appropriate and cost effective use of resources.• Lakes is required to provide 24 hour surgical services which at times may require you to change shifts or work over your hours.• This position description is not exhaustive and you may be requested to perform other reasonable tasks within your scope of practice
Decontamination	<ul style="list-style-type: none">• Collection of used equipment after hours when attendant is unavailable• Sorting and disassembly of used instruments /equipment ready for cleaning.• Documentation of items processed.• Methods of cleaning system• Follow manufacturer's instructions• Ensure that the correct dosages of cleaning agents are adhered to.• Avoid contamination of already processed items and clean and consumable items ready for sterilisation• Clean used instruments as soon as possible.• Open all jointed instruments prior to the cleaning process.• Do not overload washer carts
To ensure that the sterilisation process that is used is validated	<ul style="list-style-type: none">• Correct loading of a steam sterilizer

Key Objectives

Expected Outcomes

to ensure that an item is free from all forms of micro-organisms.

- Ensure correct monitoring and testing of sterilisers
Correct loading, monitoring, unloading, and documentation of HMTS – 142 (Plasma Sterilizer System)

Key Objectives

Description

Expected Outcomes

Communication and Personal Interaction

Te Ringa Hora



the open hand (denoting someone who is sociable)

Openly communicates and cooperates with all levels of Health New Zealand Lakes employees, patients and visitors.

- Builds and maintains open respectful relationships.
- Openly and constructively participates in conversations with multidisciplinary team, patients, managers and visitors.
- Accepts differences of opinion can occur but these happen respectfully.

Strategy & Performance

Te Ringa Raupā

Te Ringa Raupā



the roughened hand (symbolising a hard worker)

Spends energy on delivering role requirements and meeting objectives.

Organises own time to deliver on required tasks and duties.

- Has an energetic approach to work and is self-motivated.
- Accepts direction and instruction of manager but is able to work effectively without direct guidance.
- Maintains expected productivity in line with assigned duties.

Key Objectives

Description

Expected Outcomes

Development and Change
Te Ringa Ahuahu



the hand that shapes or fashions something (refers to someone who is innovative)

Accepts change in day to day practices and contributes to decision making of the team.

Makes suggestions to increase efficiency of the unit.

- Constructively makes suggestions to improve process or practices and gain efficiencies.
- Demonstrates positive attitude and responsiveness to opportunities for improvement.
- Is solution focused.
- Undertakes and manages a specific portfolio of responsibilities as agreed with the SSU Coordinator and CNM.

Personal Accountability

Te Ringa Tōmau



the hand that is trustworthy

Is open with manager and colleagues and open to accepting feedback and critique to improve upon practice.

Looks for and undertakes development activities appropriate for role and career development.

- Offers and receives constructive critique of practice and self.
- Shows respect and establishes rapport when responding to the different needs of people and practice situations.
- Advises manager whenever issues may be impacting on performance.
- Recognises areas that could be improved in own practice and takes action to address those needs.

Culture and Values

Te Ringa Taurima



the hand that nurtures, encourages, supports

Operates in line with Lakes values and expectations and professional codes of conduct.

- Demonstrates manaakitanga, respect, integrity and accountability in every day performance.
- Incorporates the Lakes Way into day to day business activities.
- Demonstrates the culture and the agreed behaviours of Te iti Kahurangi.
- Shows respect for patients, colleagues, managers, Multi-disciplinary team and others.

Compulsory Requirements

Expected Outcomes

Māori Health

Māori philosophies and values of health are demonstrated in work practice.

- Meaningful relationships are established with Te Aka Matua (Rotorua and Taupo Hospitals) and Lakes Maori Health division in the planning and delivery of services.
- Practices are consistent with Te Tiriti o Waitangi /The Treaty of Waitangi when working with Māori.
- Delivery of safe services for Māori are facilitated by ensuring they can access treatment options and are involved in the planning and delivery of their care.
- Māori are enabled to access and participate in cultural activities provided by the Lakes.
- A commitment to improving the wellbeing of Māori by increasing cultural knowledge in the Lakes is shown.

Te Iti Kahurangi

The Lakes Way, Our Place Our Culture.

- Works within the Te Iti Kahurangi framework and supporting guide document.

Record Keeping

- Complies with the Lakes Corporate Records Management policy to create and maintain full and accurate records.

Quality & Risk

Patient safety is paramount to the service we deliver at Lakes. This is to be achieved in a clinical governance framework that is culturally responsive and identifies and manages risk and opportunities to improve.

- Employees are supported to lead by example and implement a culture of continuous quality improvement.
- Risks that may prevent Lakes from achieving their goals are identified, reported, and managed.
- Māori patients are provided patient-centred care to achieve positive Māori health outcomes.
- Needs of Māori are reviewed and reported in the further development of practice, process and or policy.
- Evidence-based methodologies are used to support improvements, e.g. Kaupapa, Māori methodology.
- Quality care is provided to certification standards.

Health & Safety

Each individual is responsible for ensuring the safety of themselves, their colleagues, patients and their visitors and to comply with all organisational health and safety policies, procedures and guidelines.

- Implementation and reinforcement of a proactive healthy work place culture which reflects relevant Lakes policy and legislative requirements.
- Healthy lifestyles are actively promoted and participated in, within the work area.
- Employees participate in Health and Safety within areas of work.
- Health and Safety activities are appropriately documented within specified timeframes.
- Health and Safety policies have been read and understood and are applied in the workplace.
- Health and Safety policies are appropriately documented within specified timeframes and incidents are reported immediately.
- Any opportunities for improving Health and Safety are reported and acted upon in a timely manner.
- All near misses/incident/accidents are reported to the appropriate line manager within 24 hours.

Signatures:

Line Manager:

Position Description Approved: _____

Employee:

Acceptance of Position Description: _____

(Please also initial all other pages to show acceptance of position description.)

Person Specification	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none">▪ High School Leaving Cert or equivalent▪ Qualifications: NZSSA New Zealand Technology Course Certificate or equivalent (or in the process of achieving▪ Submit NZSSA registered technician portfolio (or in the process of achieving) two yearly.▪ Maintains yearly membership of the NZ Sterile Services Association▪ Ability to follow verbal and/or written instructions▪ Ability to communicate effectively and pleasantly	<ul style="list-style-type: none">• Qualification relating to area of work•
Experience	<ul style="list-style-type: none">• Ability and willingness to learn	<ul style="list-style-type: none">• SSU experience an advantage
Knowledge	<ul style="list-style-type: none">• Te Tiriti O Waitangi in the provision of health care services and support to Māori.• Te Tiriti O Waitangi in practice, process, policy development and decision making.• Health and Disability Code of Consumer Rights 1996• Health Information Privacy Code 1994• NZSSA New Zealand Technology Course Certificate or equivalent• Treaty of Waitangi Act 1975 and its application to the health setting.	<ul style="list-style-type: none">• Have an awareness of Iwi and Hapu within the boundaries of region.
Skills	<ul style="list-style-type: none">• Pronunciation of Te Reo Māori words and names.	<ul style="list-style-type: none">• Proficiency in tikanga and te reo.
Personal Attributes	<ul style="list-style-type: none">• Caring and compassionate attitude towards clients, whanau and co-workers.• Motivated and self-directed.	<ul style="list-style-type: none">• Non-smoker preferred.

Person Specification

Essential

Desirable

- Excellent interpersonal skills.
- Adaptability and flexibility.
- Prioritisation, time and workload management skills.
- Works well within team to achieve collective outcome.
- Flexible and lateral thinker



2. About Te Whatu Ora – Lakes

At Lakes we place the highest value on the health and wellbeing of everyone in our community. As such all healthcare workers are expected to play a part in the creation and promotion of an environment which lives the following vision, mission and values:

Vision

Healthy Communities – Mauriora! In this vision Mauriora refers to the Mauri - being the life essence and the source of well-being, and ora - describing the state of wellness.

Strategic Mission

- Achieve equity in Māori health.
- Build an integrated health system.
- Strengthen people, whanau and community wellbeing.

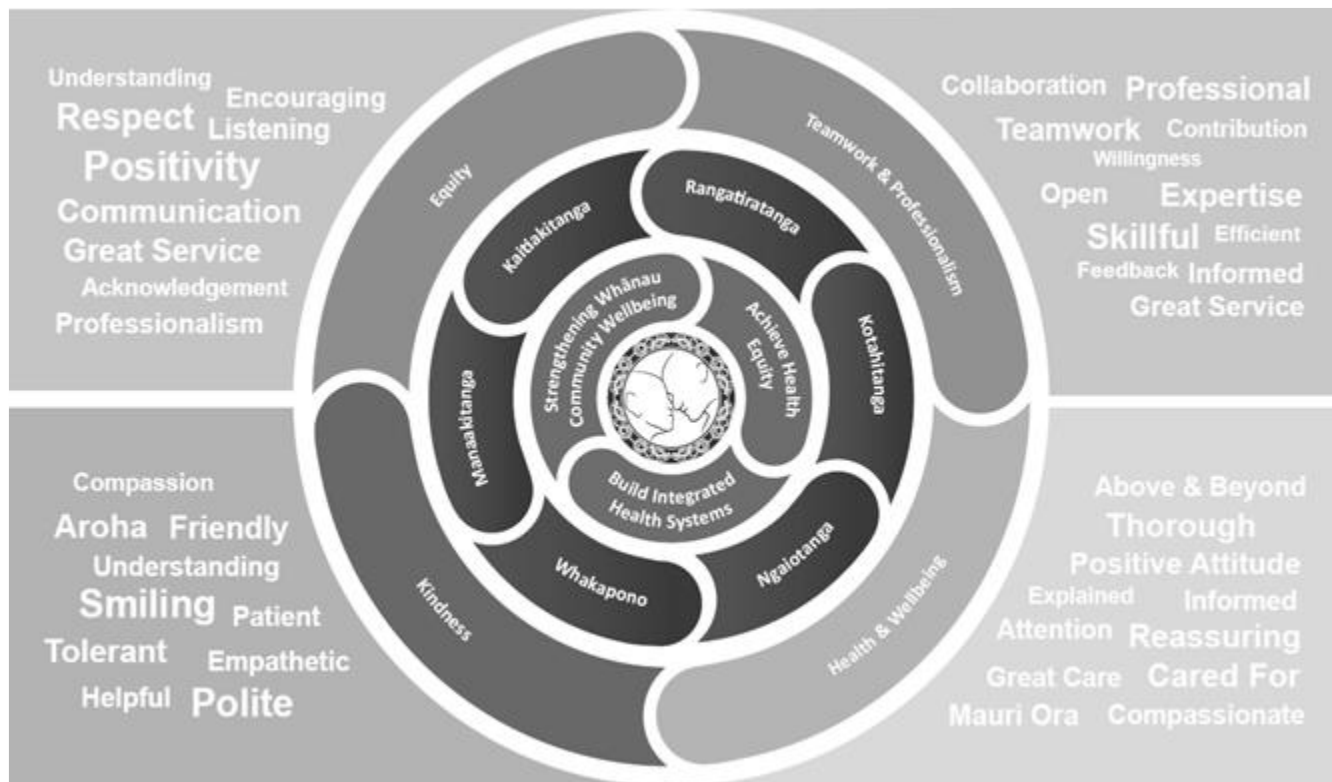
Three Core Values

Manaakitanga Respect and acknowledgment of each other’s intrinsic value and contribution.

Integrity Truthfully and consistently acting collectively for the common good.

Accountability Collective and individual ownership for clinical and financial outcomes and sustainability.

3. Te Iti Kahurangi – The Lakes Way, Our Place, Our Culture – We Will



4. Te Tiriti O Waitangi

Our expression of Te Tiriti o Waitangi

The text of Te Tiriti, including the preamble and the three articles, along with the Ritenga Māori declaration, are the enduring foundation of our approach to achieving health and independence. Based on these foundations, we will strive to achieve the following four goals, each expressed in terms of mana.

Mana whakahaere

Effective and appropriate kaitiakitanga and stewardship over the health and disability system. Mana whakahaere is the exercise of control in accordance with tikanga, kaupapa and kawa Māori. This goes beyond the management of assets and resources and towards enabling Māori aspirations for health and independence.

Mana motuhake

Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives and to live on Māori terms and according to Māori philosophies, values and practices, including tikanga Māori.

Mana tangata

Achieving equity in health and disability outcomes for Māori, enhancing the mana of people across their life course and contributing to the overall health and wellbeing of Māori.

Mana Māori

Enabling Ritenga Māori (Māori customary rituals), which are framed by te ao Māori (the Māori world), enacted through tikanga Māori (Māori philosophy and customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

Lakes is committed within the framework of the New Zealand Public Health and Disability Act (2000) to supporting the Crown's commitment to upholding its Tiriti promises.

5. Organisation Structure

