

## POSITION DESCRIPTION

<b>Position Title</b>	<b>SSD Technician</b>
<b>Business area:</b>	<b>SSD</b>
<b>FTE:</b>	<b>As per Conditions of Employment</b>
<b>Reports to:</b>	<b>SSD Coordinator</b>
<b>Approved by:</b>	<b>Hospital Manager</b>



*Our Purpose*

### ***Our Mission :***

Excellence in health care within a culture of caring

### ***Our Vision :***

To be an innovative centre of excellence, where people choose to receive health care and people love to work.

### ***Our Values:***

Four core values:

- Do the Right Thing
- Aim for Excellence
- Caring for All
- Work Better Together

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### Position Objective

To contribute to excellent patient care by careful maintenance, preparation of instruments and other items that are effectively sterilised for Operating Theatre and other hospital areas.

### Functional Relationships

<b>Internal:</b>	<b>External:</b>
<ul style="list-style-type: none"><li>• Senior SSD Technician</li><li>• SSD Technicians</li><li>• Perioperative Nurse Educator</li><li>• Infection Prevention &amp; Control Co-ordinator</li><li>• Perioperative Services Manager</li><li>• Theatre Staff</li><li>• All other St George's staff</li></ul>	Local surgical hospitals SSD departments Various external clients - Clinician rooms

## Key Areas of Accountability

Area of Accountability	Expected Results
<p><b>Professional Practice</b> To undertake the sterilisation of surgical instruments, equipment and linen packs in accordance with relevant industry standards.</p>	<ul style="list-style-type: none"> <li>• Surgical instrumentation and linen packs are processed according to the relevant Australian and New Zealand sterile standards and in accordance with organisation policy and procedures.</li> <li>• Demonstrates knowledge of correct instrumentation and equipment management to allow safe reprocessing</li> <li>• Completes flexible endoscopy reprocessing to meet required industry and GENCA standards.</li> <li>• Works efficiently in reprocessing sets to avoid unnecessary mixing of contents with other trays.</li> <li>• Instrument tray contents accurately reflect the check list with any missing items promptly notified to the relevant surgical theatre team.</li> <li>• Demonstrates knowledge and skills to provide safe operating of all equipment in the department and ensures the necessary test protocols to verify equipment is working correctly are implemented. Escalates appropriately any concerns to SSD Coordinator, Senior Technician or Perioperative Services Manager.</li> <li>• Demonstrates knowledge of stock rotation and correct management of out-of-date products.</li> <li>• The instrument tracking system is followed in accordance with organisational procedural requirements.</li> <li>• Maintains a safe environment according to industry standards for handling and storage of sterile items.</li> </ul>
<p><b>Interpersonal Relationships and Teamwork</b> To ensure effective teamwork and contribute to the achievement of St George's vision and strategic plan</p>	<ul style="list-style-type: none"> <li>• Communicates effectively with the SSD team, theatre staff and company representatives.</li> <li>• Contributes positively to the goals of the team and the organisation.</li> <li>• Communicates respectfully and openly with other team members.</li> <li>• Fosters co-operation across clinical and administrative groups.</li> <li>• Provides encouragement and supports new staff</li> </ul>
<p><b>Professional Development</b> To maintain a high level of professional and personal competence</p>	<ul style="list-style-type: none"> <li>• Participates actively in performance review and planning In accordance with the hospital's strategic direction</li> <li>• Continues to seek opportunities to enhance knowledge and practice relevant to sterile service provision.</li> <li>• Progresses on CPP framework</li> <li>• Meets the organisation's core competency standards.</li> </ul>
<p><b>Quality &amp; Risk Management</b> To actively participate in the Quality Assurance programme</p>	<ul style="list-style-type: none"> <li>• Understands responsibilities and acts on all opportunities for quality improvement.</li> <li>• Participates in other appropriate quality improvement activities as required.</li> <li>• Participates in meeting certification standards</li> <li>• Follows infection control practices to ensure a safe environment for patients and staff.</li> <li>• Reports and participates in resolving issues that may result in harm.</li> </ul>

<p><b>Organisational Culture</b> To support a strong and positive image of St George’s within the community and with key internal and external stakeholders</p>	<ul style="list-style-type: none"> <li>• Fosters co-operation across the organisation.</li> <li>• Understands and promotes the concept of internal and external customers (e.g. patients, colleagues and clinicians) and the need for a “customer focus”.</li> <li>• Maintains confidentiality in respect to St George’s operations, business, employees, clients and patients.</li> <li>• Adheres to St George’s policies and procedures.</li> <li>• Respects diversity of cultural and religious beliefs amongst staff and patients.</li> </ul>
<p><b>Cultural safety and Te Tiriti o Waitangi</b> To promote cultural awareness within St George’s Hospital</p>	<ul style="list-style-type: none"> <li>• Understands and has knowledge of the Te Tiriti o Waitangi and its implications for health.</li> <li>• Collaborates with colleagues regarding the integration of Te Tiriti principles of partnership, protection and participation in practice</li> <li>• Displays a willingness to work positively with organisational strategies to improve outcomes for Māori</li> <li>• Promotes an awareness of cultural differences amongst staff and patients (e.g. beliefs, gender, sexual orientation or disability) and the impact that beliefs and values have on practice</li> </ul>
<p><b>Health &amp; Safety</b> To ensure a safe working environment</p>	<ul style="list-style-type: none"> <li>• Complies, as far as is reasonably able, with any reasonable instruction that is given to allow St George’s to comply with legislated Health and Safety at Work requirements</li> <li>• Cooperates with any reasonable policy or procedure relating to health or safety at the workplace</li> <li>• Ensures compliance with hospital security requirements and is vigilant in all matters of security</li> <li>• Participates in Health and Safety training as required by St George’s</li> </ul>
<p><b>Organisational effectiveness</b> To contributes to the cost effectiveness and changing needs of the hospital business</p>	<ul style="list-style-type: none"> <li>• Prioritises workload and manages time and resources in a cost-effective manner.</li> <li>• Models St George’s values and adheres to St George’s policies and procedures.</li> <li>• Looks for ways and means to actively and effectively promote cost effectiveness.</li> </ul>
<p><b>Other Duties</b> To undertake other duties as requested by the SSD Coordinator from time to time.</p>	<ul style="list-style-type: none"> <li>• Performs such duties in a timely, accurate manner and in accordance with St George’s Hospital policies and procedures.</li> </ul>

### Qualifications, Experience and Personal Qualities

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Completion of Certificate of Sterilising Technology. Member of the NZSSA (Sterile Services Association of New Zealand)</li> </ul>	

	<b>Essential</b>	<b>Desirable</b>
<b>Experience &amp; Knowledge</b>	Surgical instrumentation including orthopaedic and general surgical instruments.	Previous instrument tracking system experience
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Attention to detail</li> <li>• Accurate checking</li> <li>• Good communication</li> <li>• Good team membership skills</li> <li>• Able to function well and contribute in fast paced environment.</li> </ul>	

**Agreed by:**

Signed: \_\_\_\_\_  
**(Employee)**

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
**(Hospital Manager)**

Date: \_\_\_\_\_