

## POSITION DESCRIPTION

<b>Position Title</b>	<b>Instrument Technician Grade 3</b>
<b>Reports to (Title)</b>	<b>Nurse Manager – CSSD (Malvern) Manager CSSD – (Brighton)</b>
<b>Executive Director</b>	<b>Executive Director of Nursing &amp; Cabrini Institute</b>
<b>Department</b>	<b>CSSD</b>
<b>Position Location</b>	<b>Malvern &amp; Brighton</b>
<b>Award/Agreement</b>	<b>Salary &amp; Conditions in accordance with Contract of Employment</b>
<b>Delegation of Authority Level</b>	

### Position Summary & Role Purpose

The Instrument Technician is responsible for the continuous supervision, training and direction of the less experienced staff and for participating in daily work activities and assisting in the overall organisation of a team approach to the service, ensuring that all processing and procedures are performed safely and effectively adhering to hospital policy and guidelines, and adhering to the State and National Standards, within the framework of the Mission, Values, Vision and the Behaviours that Matter of Cabrini.

### Key Result Areas

#### 1. Key Responsibilities, Outcomes and Activities

##### 1.1 Leadership and management

- Seeks to foster a work environment, which enhances partnership, teamwork and co-operation.
- Supervises and directs a team based on mutual respect and direct communication between team members.
- Delegates workplace activities to the team ensuring that clinical work is prioritised and completed meeting deadlines as established by the In-Charge/Department Manager.
- Undertakes to assist with policy and procedures reviews as directed by the Nurse Manager.
- Is committed to workplace change consistent with AS/NZS: 4187, promoting the implementation of new ideas and striving for best practice and continuous improvement.
- Participates in a minimum of two quality activities within the department each year that reflects AS/NZS: 4187.
- Utilises problem solving strategies to resolve workplace issues as they arise.
- Consults the In-Charge person and management team to resolve difficult situations.
- Maintains effective communication always to resolve issues in a professional and appropriate manner.

##### **Demonstrates a commitment to the personal and professional development of self and staff**

- Is responsible for ensuring a continued participation in activities that continue to build one's own skills and knowledge of AS/NZS: 4187 and other relevant standards, whilst

being cognisant of promoting and developing a learning environment to assist the development of other staff members.

- Promotes positive staff engagement by acknowledging the need to read notices, the communication book and relevant manuals and contribute to the review of policies and procedures.
- Participates in planning and conducting in-service education programs for other CSSD staff and acts as a resource person for all staff particularly the orientation of new and less experienced staff.
- Regularly attends in-service education programs, attends lectures and workshops aimed at improving and developing work related as well as personal skills.
- Complies with the organisation's requirement for personal protective equipment and other safety devices in the workplace by role modelling appropriate behaviours.
- Undertakes Performance Review in accordance with Cabrini Policy and contributes to the performance reviews of other team members and are undertaken annually.
- Performs their duties in accordance with Cabrini policies, AS/NZS: 4187, Occupational Health and Safety legislation and manufactures guidelines and standards and ensures compliance by other colleagues.
- Undertakes training provided in relation to Occupational Health and Safety, particularly manual handling.

### **1.2 Operational Responsibilities**

- Is responsible for the provision of compassionate, competent care in all areas
- Organises, priorities and supervises daily activities in CSSD: decontamination, assembly area, sterilising, despatching and surgical set-ups ensuring the delivery of a high quality customer service.
- Liaises with Perioperative staff in regard to sterilisation and service requirements.
- Acts as a resource person for all levels of staff.
- Informs the Department Manager/Nurse Manager of pertinent occurrences in the department.
- Is committed to continual improvement in workplace activities that reflects adherence to Cabrini Policy and procedure as well as State and National Standards.
- Adheres to strict confidentiality of personal and professional information relating to staff and hospital matters.
- Works with a high degree of autonomy, responsibility and accountability.
- Liaises with the Nurse Manager reviews systems and processes as they relate and actively implements changes as appropriate.

### **1.3 Resource Management**

- Adherence to the Cabrini codes of professional conduct, code of ethics, standards of practice and competencies, Mission, Values and Vision, and the Behaviours that Matter
- Acts responsibly in relation to rostering issues organises and supervises a team approach to workload, assessing the activity level and delegating human resources according to need ensuring a safe working environment with adequate staff skill mix.
- Leads, supervises and directs staff in the workplace and as directed by the Nurse Manager/Department Manager.
- Complies with employers' guidelines for all leave requirements.
- Acts responsibly when liaising with engineering with regards to all mechanical equipment ensuring that the service is not compromised.
- Considers cost and budget implications ensuring optimum efficiency is achieved when using consumables in relation to quality of patient care.

**1.4 Contributes to the achievement of professional expertise for self and direct reports through:**

- Maintenance of ongoing personal professional development / continuing education
- Personal application of the Cabrini management performance framework
- Identifying, encouraging and monitoring the continuing development of others within a learning culture.

**2. Safe Practice and the Environment**

**Contributes to ensuring a safe and hazard free environment for self and others by taking all appropriate steps to:**

- 2.1** Complies with Occupational Health and Safety policies and any subsequent procedures and instructions.
- 2.2** Ensures objectives of Occupational Health and Safety policies are integrated into work practices.
- 2.3** Consults staff on workplace health and safety matters which may affect them and ensure communication of Occupational Health and Safety issues are promoted as a normal component of work.
- 2.4** Ensures all plant, equipment, substances and work practices / systems are suitable for their intended purpose and meet safety requirements.
- 2.5** Arranges adequate training, information, instruction and supervision so that work is conducted safely.
- 2.6** Makes all contractors and visitors aware of safety procedures.
- 2.7** Takes immediate and appropriate steps to report, investigate and rectify any risks to health and safety and report promptly relevant health and safety issues.
- 2.8** Ensures all accidents and near misses are properly reported and recorded and investigations are carried out.
- 2.9** Maintains at all times safe access to and egress from the workplace.
- 2.10** Ensures all staff attends required emergency, evacuation and Occupational Health and Safety training.
- 2.11** Is familiar with emergency and evacuation procedures and co-operate with directions from emergency or evacuation wardens and professionals.
- 2.12** Ensures that neither you, other staff, contractors and visitors willfully place at risk the health, safety or well-being of yourself or others at the workplace.

**3. Safety and Quality**

It is the responsibility of all staff at Cabrini to ensure that they provide safe high quality care to our patients and residents. Safe care means accepting individual and shared responsibility as well as compliance with the Cabrini policies and protocols by all staff which are constructed to support our Accreditation to the National Standards.

**Organisational Relationships**

**The Instrument Technician Grade 3:**

- Reports directly to the Nurse Manager – CSSD(Malvern) or Manager – CSSD (Brighton)

**Committee Membership**

**The Instrument Technician Grade 3 will participate as a member of the following committees:**

- Relevant external committees as a representative of Cabrini
- Unit/Department/ Ward meetings
- As directed by the Nurse Manager

## Staff Development

The Instrument Technician Grade 3 will demonstrate a commitment to personal and professional development of self and staff by:

- Participating in professional development programs
- Maintaining own skills and knowledge
- Remaining up to date with contemporary human resources practices
- Contributing to the Cabrini professional development program as required
- Participating on performance reviews in accordance with Cabrini policy

## Key Competencies

The Instrument Technician Grade 3 must demonstrate the following requirements:

### **ESSENTIAL**

#### **Educational/Vocational**

- Cert 111 in Health – Sterilising Practice for Technicians or equivalent awarded by a registered training organisation that has been approved by the AIC

#### **Experience/Knowledge**

- Completed specialty training in areas such as, but not limited to setting up, loan instruments, inhalation equipment and sophisticated medical equipment.
- Excellent communication skills
- Excellent verbal and written English communication skills are desirable
- Ability and willingness to acquire computer skills
- An ability to undertake and fulfil all aspects of the job description
- An ability to work individually and with others
- Experience in a similar work environment desirable.

## Conditions of Employment

Salary and conditions in accordance with the Cabrini Contract of Employment / Employment Agreement

## Cabrini Mission, Values and Vision

### **Our mission**

#### **WHO WE ARE**

We are a Catholic healthcare service inspired by the spirit and vision of Mother Cabrini and the Missionary Sisters of the Sacred Heart of Jesus.

#### **WHAT WE BELIEVE**

We are a community of care, reaching out with compassion, integrity, courage and respect to all we serve.

#### **WHAT WE DO**

We provide excellence in all of our services and work to identify and meet unmet need.

### **Our values**

*Our values form the base of our mission, are built around what we believe and drive how we act. They are drawn from Mother Cabrini's life and reflect her heart, her spirit, her conviction and her approach.*

#### **Compassion**

Our drive to care is not just a professional duty to provide excellent quality care but is born of a heartfelt compassion for those in need, motivated by God's love for all people.

- We care deeply about each and every person we serve
- We respond willingly and positively to help meet the needs of those around us
- We put people first as we look to provide extra support and care, beyond our professional duties
- We promote a sense of belonging and community.



## **Integrity**

We believe in the power of hope to transform people's lives and remain faithful to the bold healing mission and legacy of Mother Cabrini.

- We remain true to our beliefs at all times – our mission and values are non-negotiable
- We are welcoming, hospitable and find comfort and motivation in the context of God's all-inclusive love
- We look for the good in each other and recognise each person's contribution as we work together to provide the best possible experience for our patients, residents and their families
- We are honest and reliable, making decisions that are consistent with our mission and taking responsibility for our own actions.

## **Courage**

We have the strength, determination, vision and conviction to continue the work of Mother Cabrini and the Missionary Sisters.

- We care for the whole person – spiritually, physically and emotionally – creating an environment of hope and healing
- We rise up to challenges and opportunities, meeting them with an open mind and a positive attitude
- We maintain the courage of our convictions and express our values through our actions
- We continually look beyond our current services to help support and engage with those who are marginalised.

## **Respect**

We believe that every person is worthy of the utmost respect and the best possible healthcare. We know that our resources are entrusted to us to use for the benefit of others.

- We uphold the worth and dignity of all people, regardless of gender, race, age, ability and social position and treat them with courtesy, respect, equality and justice
- We respect ourselves, our colleagues and the excellence of the services we deliver
- We identify and respond to emerging healthcare needs in our community
- We manage our resources wisely and actively seek to minimise our impact on the environment.

## **Behaviours that matter**

***Our values are displayed in the way in which we behave in every interaction – with each other, with our patients and residents, with their families and carers, and with visitors and other customers.***

The behaviours that matter have been identified through consultation with staff. They are the minimum standard expected for all who work at Cabrini (employees, volunteers and accredited staff). They describe the organisational culture that we think is fundamental to our mission to "provide excellence in all of our services" which is translated into our quality goals of 100% right care, 100% patient satisfaction and 100% staff engagement.

Unacceptable behaviours have also been identified and described as follows. These behaviours are inconsistent with our values, have a detrimental effect on others and prevent us from achieving our mission and quality goals. If you experience or witness these behaviours, please speak up. If you are unable to address the issue yourself, advise your manager, another senior member of staff or Human Resources

### **We are committed to safety and quality:**

<b>Behaviours that matter</b>	<b>Unacceptable behaviours</b>
We put patient/resident safety first	We are careless, impulsive or take unnecessary risks that may cause harm to patients/residents
We ask questions to understand the problem	We jump to conclusions and look for someone to blame
We admit when we make a mistake and seek a solution	We try to cover up or make excuses for mistakes
We look for opportunities to improve our care and services	We resist or sabotage change

We speak up when we see behaviour that is inconsistent with our values	We encourage or participate in poor behaviour
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**We are here to provide service:**

Behaviours that matter	Unacceptable behaviours
We greet everyone warmly	We are rude or discourteous
We are always kind and caring	We are arrogant or demeaning
We give our full attention to the person speaking to us	We are distracted, impatient or dismissive
We communicate openly, sensitively and in a timely manner	We are dominating, abrupt or sarcastic

**We work together to achieve the best outcome:**

Behaviours that matter	Unacceptable behaviours
We are quick to offer help without waiting to be asked	We refuse to help even when it is clearly required
We share information readily to promote the best care and services	We withhold information or are competitive to the detriment of others
We do as we say we will	We are unreliable or inconsistent
We encourage and support each other	We berate or humiliate others
We give praise for a job well done	We are excessively critical or devalue the contributions of others

**We exhibit a positive attitude:**

Behaviours that matter	Unacceptable behaviours
We approach our day with energy and enthusiasm	We are negative or apathetic
We look for the best in people	We are judgemental and put others down
We take pride in our personal appearance	We look dishevelled, dirty or have offensive personal odour

**We want to build a just and sustainable community:**

Behaviours that matter	Unacceptable behaviours
We treat each other fairly	We are hostile or abuse our power
We use our resources responsibly	We are wasteful or extravagant
We consider the environmental impact of all we do	We are thoughtless or careless

**Our vision**

***'Better not just bigger'***

The four pillars of Cabrini's 2013-2015 Strategic Plan are:

- Outstanding care and experience
- Effective, efficient and consumer-focused services
- Skilled and engaged people
- Sound stewardship of resources

**APPROVAL**

*The above statements are intended to describe the general nature and level of work being performed by the incumbent of this role. This document may be revised or updated at any time in line with role, and/or organisational changes. Any such changes will be communicated with the appointed person.*

**I certify that this position description is an accurate description of the responsibilities assigned to the role**

Authorised:  10/8/2015  
General Manager/ Director of Nursing Date

Authorised:  13/8/15  
Executive Director of Nursing & Cabrini Institute Date

Approved:  12/8/15  
Executive Director People & Culture Date