



**West Wimmera Health Service**

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<b>Position</b>	<b>Central Sterile Services Assistant</b>		
<b>Location</b>	West Wimmera Health Service	<b>Reports to</b>	Nurse Unit Manager Operating Room
<b>Award</b>	Victorian Public Health Sector ( <b>Health Professionals</b> , Health and Allied Services, Managers & Administrative Officers) Multiple Enterprise Agreement 2016-2020	<b>Level</b>	
<b>Effective Date</b>	2019	<b>Next Review</b>	2021
<b>Organisational Information</b>	<p><b>Our Vision</b> Great health and wellbeing.</p> <p><b>Our Mission</b> To provide positive health experiences for people within our communities.</p> <p><b>Organisational Environment</b> West Wimmera Health Service provides a comprehensive range of high quality acute, sub-acute, palliative care, and residential care and community health services to people and communities that are diverse in culture, age and socio-economic status. These services are provided both on an inpatient and outpatient basis. These services and programs are supported by staff who possess an unparalleled commitment to patient care. The strategic goals are fully detailed in the West Wimmera Health Service orientation.</p> <p><b>Our Values</b> West Wimmera Health Service values reflect who we are as individuals and as an organisation, they include the concepts of Excellence, Accountability, Compassion, Team Work, Integrity, Respect and Collaboration. The West Wimmera Health Service Values are fully detailed in the Code of Conduct which is covered in the West Wimmera Health Service orientation.</p>		
<b>Position Overview</b>	<ul style="list-style-type: none"> <li>• Works as a team member of the CSSD/Operating Room.</li> <li>• Responsible for cleaning and packing of all instruments and equipment required for use by operating suite and wards and maintaining such instrumentation and equipment according to manufacturer recommendations / guidelines and sterilisation of instrumentation and validation of autoclaves when assessed as competent</li> <li>• Keeps accurate and up to date records of all sterilising and sterilisers according to AS4187 and Department of Health and Human Services - Victoria requirements.</li> <li>• Maintains a clean and safe environment in CSSD and works according to OHS practice.</li> <li>• Keeps CSSD Technician/NUM Operating Room informed of activities in the area and asks for guidance as necessary.</li> <li>• In conjunction with NUM Operating Room participate in staff meetings.</li> <li>• Takes on appropriate additional responsibility as designated by the CSSD Technician or NUM Operating Room.</li> </ul>		

<b>Professional Practice and Skills Management</b>	<ul style="list-style-type: none"> <li>• Monitors, maintains and develops own standards of sterilising practice.</li> <li>• Participate in/attends education sessions and unit meetings.</li> <li>• Functions in accordance with hospital policy.</li> <li>• Organise delegated tasks in conjunction with CSSD Technician.</li> <li>• Manages time and resources effectively.</li> <li>• Promotes the organisation's mission.</li> </ul>
<b>Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>• Demonstrates effective communication skills.</li> <li>• Is responsible for own interpersonal relationship and seeks to negotiate and diffuse interpersonal friction.</li> <li>• Is flexible in relation to roster and needs of unit.</li> </ul>
<b>Quality Improvements</b>	<ul style="list-style-type: none"> <li>• Promotes customer service standards.</li> <li>• Demonstrates effective adherence to customer service standards.</li> <li>• Promotes and participates in quality programmes within the unit and the hospital as appropriate.</li> </ul>
<b>Sterilising Responsibilities</b>	<ul style="list-style-type: none"> <li>• Works in consultation with CSSD Technician.</li> <li>• Ensures daily parametric read outs are within Australian Standard AS4187</li> <li>• Reports all discrepancies of results</li> </ul>
<b>Department Responsibilities</b>	<ul style="list-style-type: none"> <li>• Liaises with NUM Operating Room when instruments are in need of repair.</li> <li>• Works in consultation with CSSD Technician re. equipment and products.</li> <li>• Monitors staffing requirements.</li> <li>• Assists in updating procedure manuals.</li> <li>• Maintains a register of all instruments and equipment.</li> </ul>
<b>Safe Practice and Environment</b>	<p><b>Responsibilities and Accountabilities</b></p> <p>All employees share responsibility for OH&amp;S with specific responsibilities and accountabilities allocated to positions within the organisational structure.</p> <p>Employees also have a responsibility to the National Safety and Quality Standards (NSQHS) in ensuring the effective and safe delivery of healthcare services.</p> <p>Any employee who fails to meet his/her obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including, dismissal.</p> <p><b>Employees</b> have a responsibility to comply with all relevant WWHS OH&amp;S management system Policies, Procedures and programs. This includes the WWHS Injury Management.</p> <p>Employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace.</p> <p>Employees are expected to learn and follow approved standards and Procedures that apply to their activities and check with their Manager when they have any doubts concerning potential hazards.</p> <p>Employees have a responsibility for:</p> <ul style="list-style-type: none"> <li>• Looking after own health and safety and those of others in the workplace;</li> <li>• Follow safe work practices, use personal protective equipment as required;</li> <li>• Participate in OH&amp;S consultation and OH&amp;S training initiatives;</li> <li>• Report any accidents, incidents, injuries “near misses”, safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions;</li> <li>• Cooperate with managers/supervisors so they can meet their OH&amp;S responsibilities;</li> <li>• Don't wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk;</li> <li>• Performing only those tasks for which they have received appropriate training and instruction;</li> <li>• Ensuring that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace;</li> <li>• Participate in emergency evacuation exercises.</li> </ul>

<b>Equal Employment Opportunity</b>	<ul style="list-style-type: none"> <li>You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service.</li> <li>Discriminatory practices, including sexual harassment, are unlawful.</li> <li>The West Wimmera Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.</li> </ul>
<b>Performance Development</b>	<ul style="list-style-type: none"> <li>A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description.</li> <li>This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement.</li> <li>Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor.</li> <li>The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work</li> </ul>
<b>Liaises with</b>	<p><b>Internal:</b> All staff and Visiting Medical Officers</p> <p><b>External:</b> Community, organisation staff, external consultants, customers</p>

### POSITION RELATIONSHIPS:

*Responsible To*

Executive Director of Clinical Services



*Responsible To*

Clinical Operations Manager



*Responsible To*

Nurse Unit Manager – Operating Room



*This Position*

CSSD Assistant

### KEY SELECTION CRITERIA

#### Essential:

- Ability to communicate effectively
- Ability to be an effective team member
- Willingness to undertake training as necessary

#### Desirable:

- Previous experience in CSSD.
- Recognised Sterilisation Course Certificate.
- Member of Professional Organisation.

#### Personal Attributes:

- Must be able to demonstrate good communication skills and a customer - patient focus.
- Personal and professional standards must be demonstrably high.
- Demonstrate commitment to the overall efficiency and functioning of their workplace.
- Demonstrate a desire to learn and to teach others.
- Must possess good self-evaluative skills.
- Must be innovative and interested in new ideas.
- Must show commitment to patient care.
- Must lead with knowledge and by example.
- Must be prepared to embrace change and willing to participate in change processes.

**OTHER RELEVANT INFORMATION**

- Appointment is subject to a satisfactory Staff Immunization clearance and a satisfactory current Police Record Check.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

**CERTIFICATION:**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

<p><b><u>Signature:</u></b></p> <p>.....</p> <p><i>CSSD Assistant</i></p> <p><b>Date:</b></p>
<p><b><u>Signature:</u></b></p> <p>.....</p> <p><i>NUM Operating Room</i></p> <p><b>Date:</b></p>
<p><b><u>Signature:</u></b></p> <p>.....</p> <p><i>Executive Director of Clinical Services/Clinical Operations Manager</i></p> <p><b>Date:</b></p>

**PRE-EXISTING INJURY/DISEASE DECLARATION:**

West Wimmera Health Service is committed to protecting the health, safety and well-being of all employees. To achieve this, the hospital strives to ensure that employees are not required or permitted to undertake work for which they are not suited and to take appropriate measures to allow work to be done in a manner which will not put any person at risk to their health and safety.

To assist the Health Service in achieving this objective, the following information on key activities is provided about the job for which you have applied. Information is requested from you as to any pre-existing injury, illness, disease, or condition, which may be affected by the nature of the key activities. This form is to only be completed by new employees to West Wimmera Health Service.

**This position involves the following key activities:**

<b>Element</b>	<b>Key Activity</b>	<b>Frequency</b>
<b>Work Environment</b>	Manage demanding and changing workloads and competing priorities.	Continual
	Work in a team environment and at time independently.	Regularly
<b>Work Activity</b>	Undertake administrative tasks including intensive computer/keyboarding work, filing, writing, participating in meetings, concentrating for long periods of time.	Continual
	Use technology including computers, photocopier, telephones, including mobiles, fax, and televisions.	Regularly
<b>Work Relationships</b>	Work within a team environment.	Continual
	Professional interaction with Medical, Nursing and Allied Health staff is expected.	Continual
	Interaction with: <ul style="list-style-type: none"> <li>▪ Colleagues and other staff hospital staff</li> <li>▪ Patients, clients and relatives, general public</li> </ul>	Continual or at times unexpected behaviour is exhibited

**A CODE OF BEHAVIOUR FOR STAFF AT WEST WIMMERA HEALTH SERVICE:****Maintain Professional Behaviour**

- Use your knowledge and skills to perform your duties to the best of your ability
- Exercise openness and fairness in your dealings with others
- Treat people equally
- Honour confidentiality and respect the rights of others

**Develop a Collaborative Working Relationship**

- Recognise and tolerate individual differences in others, including gender, spiritual values, sexual preferences, age, disability and culture.
- Seek to resolve conflict rapidly and constructively
- Work towards a safe, healthy and creative environment

**Communicate with Respect and Tolerance**

- Communicate courteously in an atmosphere of friendship and trust
- Acknowledge your limitations and be willing to seek advice
- Be open to receive feedback from others
- Value sincere and open discussion of views and opinions
- Discuss differences in a clear and calm manner. Refrain from using behaviours that are abusive, intimidating or patronising.

As an occupant of this position I have noted the Statement of Duties, responsibilities and other requirements as detailed in this document.

<b>Name</b>	<b>Signature</b>	<b>Date Appointed</b>	<b>Date</b>