

## Position Description

<b>Position title</b>	Instrument Technician
<b>Department / Division</b>	CSSD / Division of Surgery
<b>Classification</b>	Instrument Technician Grade 3
<b>Position reports to</b>	Nurse Unit Manager – CSSD
<b>No. of direct &amp; indirect reports</b>	N/A
<b>Location</b>	The Royal Children's Hospital, Flemington Road, Parkville
<b>Risk category</b>	Category A - works in a direct patient contact role and has or potential to have exposure to blood or body fluids.

<b>The Royal Children's Hospital</b>
<p>The Royal Children's Hospital's (RCH) vision is A world where all kids thrive.</p> <p>RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.</p> <p>RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria, Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.</p> <p>We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards <a href="https://www.rch.org.au/quality/child-safety/">https://www.rch.org.au/quality/child-safety/</a>.</p> <p>RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.</p> <p>Further information on RCH is available at <a href="http://www.rch.org.au">www.rch.org.au</a></p>

<b>ROLE PURPOSE</b>
<p>This position requires a qualified Instrument Technician who can work in all areas of Central Sterilizing Services Department (CSSD) without direct supervision. The purpose of this position is to provide all stages of reprocessing services for patient care equipment for all RCH departments and surgical instruments for use in surgery.</p>

#### KEY ACCOUNTABILITIES

- Performing all CSSD daily activities and duties, ensuring a timely delivery of services and products, while ensuring that all tasks are performed according to documented instructions and in accordance with current Australian Standards
- Monitoring the operation of all reprocessing equipment and reporting any failures of these according to through the internal reporting system for faults and repairs ensuring safety of all staff is maintained
- Assisting in the orientation of new staff members within CSSD to allow for appropriate and timely training of all new and trainee staff
- Using all the CSSD processing equipment in a safe manner
- Assisting with all stages of stock management as required to ensure appropriate levels of stock is available ensuring continuity of service
- Responding to enquiries and requests as required whilst providing excellent customer service
- Assisting Grade 2 Instrument Technicians and new starters with daily use of the TDOC tracking system enabling the process of tracking of all used semi critical and critical patient care items
- Maintaining a relationship with all CSSD staff and our customers to provide for appropriate communication regarding all matters related to reprocessing services.
- Participating in occupational health and Safety programs RCH wide and within CSSD

#### QUALIFICATIONS AND EXPERIENCE

##### Essential:

- Certificate III in Health – Sterilizing Practice for Technicians
- Knowledge of surgical instrumentation
- Knowledge of sterilization procedures and practices

##### Desirable:

- Certificate IV in Health – Sterilizing Practice for Technicians
- 12 months working experience in a CSSD department

#### KEY SELECTION CRITERIA

- Great manual dexterity
- Well-developed interpersonal skills including clear written and verbal communication skills and the ability to make decisions based on written information.
- Basic Computer literacy
- Ability to listen and take instructions
- Great attention to detail
- Ability to work independently and as a part of a team
- Demonstrated ability to work under pressure and to a timeline “Can do” and flexible approach
- Ability to balance competing and conflicting priorities
- Time management skills that allow for prioritising of tasks

#### OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment

- Employees are required to maintain a valid Working with Children Check throughout their employment
- A current, full driver's licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable)
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

### IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

### RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

### QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

**The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.**

Position description last updated

November 2024