

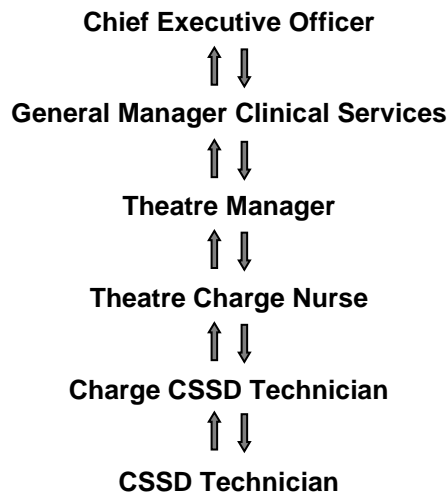


**Job Description**  
**Position Title: CSSD Technician**

**Responsible to:** Charge CSSD Technician

**Prepared/Reviewed:** May 2020

**Place in Organisation**



**Position Holder's Name :** \_\_\_\_\_

**Position Holder's Signature :** \_\_\_\_\_

**Manager's Name :** \_\_\_\_\_

**Manager's Signature :** \_\_\_\_\_

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

**Purpose of the Position**

To provide a timely, efficient and effective service to internal and external customers in accordance with Central Sterile Services Department (CSSD) policies, procedures and recognised standards. (AS NZ 4187: 2014 Sterilisation Standard)

**Summary of the Position**

To provide a level of service that meets the goals and objectives of Braemar Hospital.

To demonstrate the Braemar Hospital Values.

**Nature & Scope of Responsibilities**

<b>Accountabilities</b>	<b>Performance Measures</b>
Decontamination of instruments and equipment	<ul style="list-style-type: none"> <li>• All instruments and equipment have had all soil and contaminants completely removed through the use of the appropriate cleaning agents and tools</li> <li>• The Decontamination area is kept clean and tidy and fully restocked for each shift</li> <li>• All decontamination equipment is used in accordance with manufacturer’s guidelines and CSSD policies</li> <li>• A standard policy for processing equipment is followed at all times.</li> <li>• All instruments and equipment are checked to ensure proper cleaning has taken place and all items function in the manner for which they are designed</li> <li>• Equipment is not lost or damaged while being processed, incidents and discrepancies are reported as soon as identified</li> <li>• All documentation requirements are fulfilled</li> <li>• All machinery faults are reported immediately</li> <li>• All relevant tests and monitoring requirements are carried out as and when required, all results are documented. All discrepancies are reported to Charge CSSD Technician.</li> <li>• Report all incidents online.</li> </ul>
Packaging of individual instruments and instrument sets post decontamination	<ul style="list-style-type: none"> <li>• All packs and individual instruments and other pieces of equipment are packed to end user specifications</li> <li>• All instruments and equipment are checked to ensure proper cleaning has taken place and all items function in the manner for which they are designed</li> <li>• CSSD policies for packing and checking are followed at all times</li> <li>• Equipment is not lost or damaged while being processed, incidents and discrepancies are reported as soon as identified</li> <li>• All equipment is labelled correctly and a checklist is included</li> <li>• All documentation requirements are fulfilled</li> </ul>

<b>Nature &amp; Scope of Responsibilities</b>	
<b>Accountabilities</b>	<b>Performance Measures</b>
To carry out sterilisation processes correctly	<ul style="list-style-type: none"> <li>• Ensure that all items are sterilised using the most appropriate sterilisation method</li> <li>• Complete documentation is maintained for all items sterilised</li> <li>• Equipment is not lost or damaged while being processed, incidents and discrepancies are reported as soon as identified</li> <li>• Complete documented record of all steriliser tests is maintained</li> <li>• All faults with sterilising equipment and machinery are reported immediately</li> <li>• All relevant tests and monitoring requirements are carried out as and when required, all results are documented. All discrepancies are reported to CSSD Management.</li> </ul>
Delivery and storage of sterile items	<ul style="list-style-type: none"> <li>• All sterile packs are distributed to the correct storage room</li> <li>• All documentation is completed</li> </ul>
Education and development	<ul style="list-style-type: none"> <li>• Appointee must be successful in achieving the Sterilising Technology Level 3 Course Certificate within 3 years of joining the department</li> <li>• All in-services and training programmes must be attended as required</li> </ul>
Health and Safety Manual Handling	<ul style="list-style-type: none"> <li>• Manual Handling practices are maintained to the required standard</li> </ul>
To participate in and comply with the requirements of the Health & Safety in Employment Act 1992 and associated Braemar policies	<ul style="list-style-type: none"> <li>• Work practices ensure safety for self and others</li> <li>• Advice or assistance is sought before commencing an unfamiliar work practice</li> <li>• Hazards are identified, control plans documented, and hazards eliminated, minimised or isolated</li> <li>• Complies with Braemar incident reporting policy</li> <li>• Emergency management procedures and compulsory / compliance education and training completed.</li> </ul>
To actively contribute to risk management activities within the service	<p>Contributes to the service's risk management activities by:</p> <ul style="list-style-type: none"> <li>• Identifying risks</li> <li>• Notifying the manager of these risks</li> <li>• Participating in the service's risk minimisation activities</li> <li>• Complying with Braemar Hospital policies, procedures, protocols and guidelines</li> <li>• Participating in internal and external audits</li> </ul>
To actively contribute to Continuous Quality Improvement activities within the service	<p>Contributes to the service's Continuous Quality Improvement by:</p> <ul style="list-style-type: none"> <li>• Identifying improvement opportunities</li> <li>• Notifying the manager of these</li> <li>• Participating in the service's quality improvement activities</li> <li>• Providing good customer service</li> <li>• Complying with standards</li> <li>• Being responsive to customer requests or complaints</li> <li>• Working to improve quality of service and customer satisfaction</li> </ul>

<b>Nature &amp; Scope of Responsibilities</b>	
<b>Accountabilities</b>	<b>Performance Measures</b>
Individual responsibilities, actions and contributions enhance the success of the area/service/team and division	<ul style="list-style-type: none"> <li>• Maintains a current knowledge of relevant issues, trends and practices</li> <li>• Behaviour demonstrates cultural appropriateness and sensitivity</li> <li>• Builds and maintains productive working relationships</li> <li>• Participates as a member of designated group(s)</li> <li>• Values individual effort, innovation and creativity</li> <li>• Contributes to the service, division and organisation</li> </ul>
Assumes responsibility for personal and professional / work education and development	<ul style="list-style-type: none"> <li>• Maintains and/or extends knowledge and skill base required for effective performance</li> <li>• Identifies any learning needs</li> <li>• Negotiates with management to attend appropriate education and training</li> <li>• Completes all mandatory and relevant online courses</li> <li>• Feedback from peers, senior management, clinical staff and support staff confirms contributions are positive and participation is effective.</li> <li>• Participates in own performance review annually.</li> </ul>
Perform such other duties as reasonably required by the manager in accordance with the conditions of the position	<ul style="list-style-type: none"> <li>• All other additional duties are performed in an efficient manner, to the required standard and within a negotiated timeframe.</li> </ul>

**Problem Complexity**

Problems will generally be of a routine nature. Solutions beyond his / her scope should be referred to the CSSD Team Leader or Theatre Manager. Failure to resolve problems promptly could lead to delays in the processing of equipment.

**Scope for Action**

The appointee must carry out duties and responsibilities in accordance with policies, standards and procedures in place for CSSD. Departure from these can only occur with the CSSD Team Leader or Theatre Manager approval.

<b>Relationships</b>	
<b>Accountabilities</b>	<b>Performance Measures</b>
Internal	<ul style="list-style-type: none"> <li>• All Braemar staff</li> </ul>
External	<ul style="list-style-type: none"> <li>• Specialist Surgeons</li> <li>• Anaesthetist</li> </ul>

<b>Person Specifications</b>	
<b>Credentials / Qualifications / Training</b>	
Essential	<ul style="list-style-type: none"> <li>• NZSSA Sterilising Technology Course Certificate or equivalent (or in the process of achieving)</li> <li>• Maintains yearly membership of the New Zealand Sterile Services Association</li> <li>• Achieves Registration under the NZSSA once the Sterilising Technology Course Certificate has been completed and maintains that registration status every two years thereafter</li> </ul>
<b>Experience</b>	
Desirable	<ul style="list-style-type: none"> <li>• Previous experience in a Sterilising Unit</li> <li>• Basic Computer Skills</li> </ul>
Essential	<ul style="list-style-type: none"> <li>• Positive customer servicing skills</li> <li>• Written and oral communication skills</li> </ul>
<b>Competencies (Knowledge, Skills &amp; Attributes)</b>	
<ul style="list-style-type: none"> <li>• Maintain a professional attitude and environment at all time while on duty</li> <li>• Good interpersonal and communication skills</li> <li>• Commitment to providing a consistently high quality of service</li> <li>• Time management and self-motivation</li> <li>• Adaptable to change</li> <li>• Positive attitude</li> <li>• Consistently maintain high work standards</li> </ul>	
<b>Scope of Practice</b>	
<p>The Scope of Practice for CSSD Technicians is defined but not limited to the following Professional, Organisational, Service Specific and National documentation, legislation and regulations:</p> <ul style="list-style-type: none"> <li>• New Zealand Sterile Services Association</li> <li>• AS / NZS 4187: 2014 Sterilisation Standard</li> <li>• Braemar Policies and Procedures and other relevant documentation</li> <li>• Braemar Credentialing Process and Policy</li> </ul>	