

KAWEKA

HEALTH

Position Description

Position Title:	Sterile Services Assistant / Technician
Department:	Sterile Services
Location:	Kaweka Health
Reporting To:	Sterile Services Team Leader

The Kaweka Way - Making It Better

The Kaweka Way is a summary of the values that are the foundation that will allow us to provide a world class facility and service to our patients, our local community and our teams.

Quality <i>Kounga</i>	By owning each patient's journey from start to finish, I will confidently ensure that they have a quality experience and the best possible health outcome.
Integrity <i>Ngākau tapatahi</i>	I am committed to doing the right thing by our patients, my colleagues and Kaweka Health. I will create an environment of trust that will set the standard for others to aspire to.
Teamwork <i>Mahi ngātahi</i>	I will remove barriers to create more efficient systems and processes and ensure that teamwork is at the heart of everything I do.
Kindness <i>Atawhai</i>	I will treat all of our patients and colleagues with kindness and genuine care so that they feel reassured and at ease from the moment they enter our hospital to the time when they leave it. I will be genuinely invested in making Kaweka Health a safe and welcoming place.
Fun <i>Pārekareka</i>	I will embrace the irresistible workplace ethos of Kaweka Health and be engaged in creating a relaxed and stress-free environment for both our patients and colleagues.
Constant improvement <i>Whakapainga pūmau</i>	I commit to continuously improve my knowledge and skills to ensure Kaweka Health is a leading surgical facility that continues to innovate healthcare in New Zealand.

Purpose of the position

Our Sterile Services team are an important part of Kaweka Health, working closely with the wider surgical teams to create a safe environment for every patient as well as colleagues. They are responsible for decontaminating, inspecting, packing, sterilising and storage of reusable medical devices for use in clinical areas. They work within their scope of practice as part of a multidisciplinary team. The Sterile Services team are professionals with a unique set of skills, vital to our surgical service.

Position Responsibilities

- Demonstrate practice that meets the Australian and New Zealand Sterilisation Standards (AS/NZ 4187:2014) for the processing of reusable medical devices.
- Ensure that professional, legal, ethical and cultural safety standards, are maintained.
- Demonstrate knowledge and judgement and be accountable for one's own actions and decisions, while promoting an environment that maximises patient safety, independence, quality of life and health.

- Disassemble, decontaminate and clean reusable medical devices.
- Competent in operating, loading and unloading the thermal disinfectant washers and sterilising machines.
- Inspect, reassemble, repackage and sterilise clean reusable medical devices ready for distribution to Kaweka Health areas as ordered.
- Able to identify the care, handling and sterilising specifications of complex and specialised reusable medical devices.
- Answer requests for information about the sterile service.
- Ensure all information is recorded accurately and all records are kept up to date.
- Work closely with the surgical teams to enable them to deliver the best possible care, and surgical results, for our patients.
- Provide professional communication and documentation with theatre staff.
- Ensures technical and clinical systems that require improvement are logged through appropriate channels.
- Contributes to the delivery of safe and effective services.
- Communicate and collaborate effectively with members of the team and other stakeholders.
- Maintain privacy and confidentiality of individuals and health information.

Your Commitment to Diversity and Reducing Inequities

- Supports a health workforce that reflects the Hawke's Bay community.
- Demonstrates knowledge and understanding of local tikanga and Māori culture and supports the use of Te Reo Māori.
- Is visible, welcoming and accessible to Māori, Pasifika patients and their whānau, and all other ethnicities without prejudice.
- Is committed to reducing inequities for Māori and Pasifika in accessing services.
- Is able to apply the Tiriti o Waitangi within the delivery of services on behalf of Kaweka Health.
- Actively engages in respectful relationships with all patients and their support networks to encourage participation in the delivery of care.
- Demonstrates the ability to engage with all patients and how they identify themselves.
- Provides an accessible service for the disabled community that recognises the individual needs of the patient.
- Promotes awareness of LGBTTQIA+ communities, the challenges they face and being an ally in the workplace.

Your Commitment to Health, Safety and Wellbeing

- You will be proactive in the use of appropriate mechanisms to identify all accidents, incidents and near misses.
- You will participate in multi-disciplinary meetings and systems.
- You will not do anything that puts your own, or others', health, safety or wellbeing at risk.
- You will follow all health, safety and wellbeing policies, procedures and instructions.
- You should understand your rights and responsibilities as a worker under the Health and Safety at Work Act 2015.

Kaweka Health Staff are People Who

- Lead by example and are self-confident but humble.
- Operate with a defined vision and a bias for action.
- Are self-directed, rapid learners.
- Aren't content with the status quo and are able to break down barriers to move the organisation forward.
- Exhibit passion and excitement regarding their work.
- Are tenacious and willing to put in extra effort to achieve their, and Kaweka's goals.

- Are collaborative by choice and don't make decisions in isolation.
- Are passionate about improving the responsiveness and quality of the solutions delivered.
- Have effective written and face-to-face communication skills.
- Are problem solvers by nature.
- Have superior customer service mindsets.
- Are able to influence others, work in a team environment, and also able to work independently.
- Are able to handle multiple, and sometimes conflicting, priorities.

All Hands on Deck Approach

At Kaweka Health we know the most successful teams are made up of people who are willing to “jump in and get the job done”, even if it's a task not specifically stated in your position description. From time-to-time we may ask this of you, however, we will always ensure that your safety, and that of our patients, is paramount so you will never be asked to do anything outside what is reasonable for your role.

Education and Experience

Education

Required

- NCEA Level 3 or equivalent

Desired

- New Zealand Certificate in Sterilising Technology (Level 3)
- Registration with the New Zealand Sterile Services Association

Experience

At least two years practical experience.

Competent in the use of computers and the instrument tracking system T-DOC.

Expectations and Scope

- Makes decisions within delegated responsibility to meet requirements within the team.

People Management

- No people management required however may provide technical support relating to the area of expertise to other staff both in and outside the theatre environment.

Physical Status

- Physically demanding role, high stress environment.
- Exposure to blood, body fluids and tissue, communicable diseases, chemicals, radiation and repetitive motions.
- Full range of body motion including handling and lifting patients.
- Manual and finger dexterity.
- Hand and eye coordination.
- Sitting, standing and walking for extensive periods of time.
- Lifting and carrying items weighing up to 20kgs.
- Corrected vision and hearing to within normal range.

Vaccination Status

Recommend vaccinations and those deemed mandatory and as required by the Ministry of Health. For the avoidance of any misunderstanding, all employees of Kaweka Health are required to be vaccinated against Covid-19 and Hepatitis B as required by the Ministry of Health. This will be reviewed frequently by the Senior Leadership Team following the requirements of the Ministry of Health.

Employment Agreement:	Individual Employment Agreement as agreed with the employee, commensurate with experience.
Position Description Prepared Date:	December 2021
Employee Name:	
Signed by Employee:	
Date of Signature:	

Small changes to your position may occur however anything of an ongoing nature will be reviewed, agreed and entered in writing as a variation.