

Position Description

Position title	Instrument Technician
Department / Division	Central Sterilising Service Department, Surgery
Classification	Instrument Technician Grade 3 (IN3)
Position reports to	CSSD Nurse Unit Manager
No. of direct & indirect reports	Nil
Location	The Royal Children's Hospital, Flemington Road, Parkville
Risk category	Category A - works in a direct patient contact role and has or potential to have exposure to blood or body fluids.

The Royal Children's Hospital
The Royal Children's Hospital's (RCH) vision is A world where all kids thrive. 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. 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. 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 https://www.rch.org.au/quality/child-safety/. RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact. Further information on RCH is available at www.rch.org.au

ROLE PURPOSE

The primary purpose of this position is to ensure that surgical instruments and equipment are processed in compliance with current industry reprocessing standards of Reusable Medical Devices (RMDs), Infection Prevention and Control (IP&C) as well as RCH policy and procedures. This position shall provide essential support by carrying out decontamination, packaging, sterilisation and preparation of critical and semi-critical medical devices in alignment with RCH policy. Furthermore, this position will ensure the RCH Perioperative Suite and the Division of Surgery have safe, sterile, and functional instruments readily available for surgical procedures.

KEY ACCOUNTABILITIES

- Perform work of a complex nature in all areas of the CSSD under the immediate direction of a Grade 4 In Charge, Grade 5 or above
- Allocations of duties to be determined by the completion of RCH CSSD training and competencies.
- Assisting in the orientation of new staff members within CSSD
- Assisting all grade 2 and new staff with daily use of the T-DOC tracking system, this includes using T-DOC to track all used semi critical and critical patient care items within CSSD.
- Ensuring a timely delivery of services and products while following documented safe operating procedures and instructions.
- Monitoring the operation of all reprocessing equipment and reporting failures through the internal reporting system.
- Using all CSSD reprocessing equipment safely.
- Assisting with stock management to ensure continuity of service.
- Responding to enquiries and requests as required, providing good customer service.
- Maintaining communication with all CSSD staff and customers regarding reprocessing services.
- Participating in occupational health and safety programs at RCH and within CSSD.

QUALIFICATIONS AND EXPERIENCE

Essential:

- **Holds a Certificate III in Sterilisation Services** Has greater than twelve (12) months post qualification experience (full-time equivalent) as an Instrument Technician
- Knowledge of surgical instrumentation sterilization procedures and practices

Desirable:

- **Holds a Certificate IV in Sterilisation Services**

KEY SELECTION CRITERIA

- Fine motor dexterity
- Well-developed interpersonal skills, including clear written and verbal communication.
- Basic computer proficiency
- Great attention to detail and ability to listen and follow instructions
- Ability to work independently and as part of a team.
- Demonstrated ability to work under pressure and meet deadlines.
- Ability to balance competing priorities.
- Strong time management skills.

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

January 2025