

Position Description

Position title	Instrument Technician
Department / Division	Central Sterilising Service Department
Classification	Instrument Technician Grade 5 (IN5)
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
<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 https://www.rch.org.au/quality/child-safety/.</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 www.rch.org.au</p>

ROLE PURPOSE
The 'supervisor' position requires an advanced technician who is able to work in all areas of CSSD with a high degree of autonomy and accountability and is responsible for the management of daily CSSD services, ensuring that surgical

instruments and equipment are processed in compliance with current industry standards of Re-usable Medical Devices (RMDs), Infection Prevention and Control (IP&C) protocols and RCH Policy and procedures. They will also oversee the education and assessment of CSSD Instrument Technicians while driving quality improvements to maintain an efficient, high-quality, and patient-focused service. Additionally, the 'supervisor' role acts as a key contact for the Perioperative Suite and Division of Surgery, ensuring the availability of safe, sterile, and functional instruments for surgical procedures.

KEY ACCOUNTABILITIES

- Assists in the management of day-to-day activities in CSSD
- Provide supervision and guidance of all CSSD staff, ensuring quality assurance across all areas of the CSSD.
- Supervise new staff and recently graduated Instrument Technicians
- Active involvement in the education and development of all Instrument Technicians
- Conduct competency assessments for Grade 1, Grade 2, Grade 3, and Grade 4 Instrument Technicians.
- Coordinate with company representatives to facilitate and assist in educational in-service and training sessions.
- Actively participates in the RCH performance development appraisal process (PDAP)
- Assist in CSSD Rostering, ensuring staff skill align with department requirements i.e. casual, part-time employees
- Work in all areas of CSSD with a high degree of autonomy and accountability
- Serve as an advanced technical resource for troubleshooting CSSD systems and equipment, including T-doc, RMD batch washers, RMD sterilising programs, and loan equipment processing.
- Serve as an advanced resource of IP&C, providing expert knowledge and information regarding the prevention and control of infectious disease, whilst ensuring the department complies with current RCH Policy and Procedures.
- Responsible for maintaining adequate and appropriate stock levels
- Participate in clinical risk management and continuous quality improvement activities as part of day to-day activity
- Maintains safe working practices and a safe working environment
- Participates in recruitment and selection process
- Will be required to perform Higher Duties where the Instrument Technician Assistant Manager and/or NUM is on leave

QUALIFICATIONS AND EXPERIENCE

Essential:

- Holds a Certificate IV in Sterilisation Services or equivalent qualification awarded by a registered training organisation
- Greater than four (4) years' experience (fulltime equivalent) as an Instrument and Extensive knowledge of surgical instrumentation.
- Extensive knowledge of sterilisation procedures and practices

Desirable:

- Certificate IV Training and Assessment

KEY SELECTION CRITERIA

- Strong leadership qualities.
- Well-developed interpersonal skills, including clear written and verbal communication.
- Demonstrated ability to efficiently coordinate CSSD services.
- Demonstrated ability to assess, design, and implement educational resources and assessments.
- Basic computer proficiency
- Fine motor dexterity
- Well-developed interpersonal skills, including clear written and verbal communication.
- 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 LGBTIQI community and people with disability.

Position description last updated

January 2025