

## Position Description

Position Title	Instrument Technician Grade 3
Position Number	30026155
Division	Clinical Operations
Department	CSD
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Instrument Technician Grade 3
Classification Code	IN3
Reports to	Manager CSD
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>
Mandatory Requirements	<ul style="list-style-type: none"><li>• National Police Record Check</li><li>• Immunisation Requirements</li></ul>

## Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

## Our Vision

Excellent Care. Every Person. Every Time.

## Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

## The Position

The Central Sterilising Department (CSD) provides reprocessing and sterilisation services for Bendigo Health as a whole, other regional hospitals and external customers. The service operates seven days per week.

Organisational Responsibilities;

- Participate in team/departmental meetings and other organisational meetings as required • Participate in staff development and training as required
- Maintain accurate records, statistics and reports as needed
- Participate in service development as required

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

## **Responsibilities and Accountabilities**

Instrument Technicians are responsible for the safe cleaning, decontamination, inspection, packaging and sterilising reusable medical and surgical instruments and equipment for the operating suite, other areas of Bendigo Health and external customers and to ensure adequate, safe and quality standards are maintained.

### **Key Responsibilities**

- Undertake the full range of cleaning, inspection, packaging and sterilising activities
- Undertakes work of a more complex nature rotating through most areas of the department
- Ensure Infection Prevention and Control guidelines are adhered to at all times
- Ensure compliance with Australian Standard 5369 and associated standards and guidelines
- Ensure that work is attended in accordance with the Occupational Health and Safety Guidelines
- Participate in a rotating roster and ability to work across all shifts 7 days per week

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

## **Key Selection Criteria**

### **Essential**

1. Certificate III in Sterilisation Services
2. Minimum 12 months experience working as an Instrument Technician Demonstrated ability to gain the skills required with to work with specialised processing equipment
3. Demonstrated ability to gain knowledge of the required handling and care of specialised medical and surgical equipment
4. Ability to maintain and interpret required documentation
5. Ability to meet processing deadlines, schedules, set goals and objectives
6. Sound appreciation of the key concepts of Infection Prevention and Control and Occupational Health and Safety Guidelines
7. Demonstrated commitment to ongoing professional development
8. Excellent interpersonal and communication skills with all levels within the organisation
9. Ability to operate in an environment of change
10. Ability to work as part of a team as well as independently

## Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

*All Bendigo Health sites, workplaces and vehicles are smoke free.*

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.*