



Position Description

Position title:	Instrument Technician Grade 5
Department:	Sterile Processing Service
Classification:	Instrument Technician Grade 5 (IN5)
Agreement:	Health and Allied Services, Managers and Administrative Workers Single Interest Enterprise Agreement 2021 – 2025
Reporting to:	Manager of Sterile Processing Service

About us

Located in Melbourne on the traditional lands of the Wurundjeri people of the Kulin Nation. The Royal Women's Hospital is Australia's first and leading specialist hospital for women and newborns. We offer expertise in maternity services, neonatal care, gynaecology, assisted reproduction, women's health and cancer services. We advocate for women's health in areas that have long been overlooked or stigmatised, including abortion, endometriosis, family violence, female genital mutilation, menopause, women's mental health, sexual assault and substance use in pregnancy.

Our vision, values and declaration

The Women's vision, values and declaration reflect our promise to our patients and consumers and articulate our culture and commitment to our community and each other.

Our vision is '**Creating healthier futures for women and babies**'. Our values are:



Courage



Passion



Discovery



Respect

The Women's declaration reflects the principles and philosophies fundamental to our hospital, our people and our culture.

- **We are committed to the social model of health**
- **We care for women from all walks of life**
- **We recognise that sex and gender affect health and healthcare**
- **We are a voice for women's health**
- **We seek to achieve health equity**

Our commitment to inclusion

The Women's is committed to creating and maintaining a diverse and inclusive environment which enhances staff and consumer wellbeing and nurtures a sense of belonging. We strongly encourage anyone identifying as Aboriginal and/or Torres Strait Islander to join us. We offer a range of programs and services to support First Nations employees. We invite people with disability to work with us, and we welcome anyone who identifies as linguistically, culturally and/or gender diverse, people from the LGBTQIA+ community and people of any age.

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About the department/unit

The Sterile Processing Services (SPS) department provides comprehensive decontamination, sterilisation, and reprocessing services for reusable medical and surgical equipment used throughout the Women's Hospital and by external customers.

Our primary responsibility is to ensure that all medical and surgical instruments and equipment are safely cleaned, inspected, assembled, packaged, sterilised, and distributed to support patient care across all clinical areas. SPS works closely with nursing, medical, and paramedical staff to ensure that all required materials and apparatus are processed, maintained, and dispensed efficiently and accurately for patient diagnosis, treatment, and care.

The department is committed to maintaining the highest standards of practice in cleaning, disinfecting, and sterilising reusable medical and surgical instruments and associated equipment. All procedures and techniques are conducted in accordance with AS/NZS 5369: Cleaning, disinfecting and sterilising reusable medical and surgical instruments and equipment, and maintenance of associated environments in health care facilities.

Our aim is to consistently provide safe, high-quality sterile equipment that contributes to improved patient outcomes and supports effective infection prevention and control throughout the hospital.

Position purpose

The Grade 5 Instrument Technician is a technical and supervisory resource to the SPS Manager and undertakes administrative and supervisory responsibilities, including rostering, allocations, personal development and the supervision and training of staff.

Key responsibilities

The Grade 5 Instrument Technician is responsible for.

- The efficient processing of all reusable medical services within the policy and guidelines of the Sterile Processing Service (SPS) and the Australian Standards.
- Assisting in the implementation of continuous and quality improvements within the SPS.
- The continuous supervision and direction of staff at all times is essential and must be performed safely and effectively ensuring all Hospital policies and Australian Standards are met.
- Supporting and assisting the SPS Manager in achieving specific KPI's as developed for the SPS.
- Being part of the multi-disciplinary SPS team. In this role they are accountable for performing all assigned tasks providing both excellence in patient care and ensuring that the role is performed to facilitate effective functioning of the SPS.

Ensure the delivery of high-quality customer service

- Actively seeks out higher level management duties to support Manager SPS
- Accurately documents all departmental activities in accordance with the Hospitals and Australian Standards and Infection Control Guidelines.
- Adheres to all aspects of confidentiality in regard to hospital staff.
- Actively participates in ongoing in-service education and has a clinical tutor role
- Is responsible for own professional development
- Communicates with all hospital staff to ensure excellence in customer service.
- Liaises with the Operating Suite in regard to sterilization and service issues
- Is able to work with a high degree of autonomy and accountability
- In liaison with SPS Manager review systems and processes as they relate to activity and implement changes as appropriate.

Participates in rostering (including sick leave replacement) and ensures a safe working environment with an adequate staff skill mix. Complies with Occupations Health & Safety regulations by identifying risks and alerting under direction of the SPS Manager.

- Actively participates in the orientation of all new technician staff
- Supervises and directs staff as supported by SPS Manager

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- Comply with hospital directives in relation to uniform and punctuality
- Uses problem solving strategies to resolve workplace issues as they arise
- Acts as a role model and resource person for all levels of staff
- Identifies staff development and educational needs and collaborates with the SPS Manager to address these needs
- Collaborates with Unit Manger to resolve a difficult issues
- Always seeks the resolution of issues in a professional and appropriate manner.
- Ensure that all new appointees to the department receive a comprehensive Orientation
- Must comply with all Hospital policies in relation to the treatment of all Hospital staff
- Uses problem-solving strategies to resolve workplace issues as they arise
- Always seeks resolution of issues in a professional and appropriate manner.

Ensures product quality and standards are in accordance with Australian Standards and Infection Control Policies

- Ensures personal skill levels are maintained and enhanced
- Participates in quality activities according to the Sterile Processing Services Quality Plan
- Understands the EQUIP accreditation concepts.
- Oversee the testing and documentation of all equipment within the department
- Assists in the education of staff in regard to Quality Improvement programs

Understands and adheres to emergency procedures as detailed in the Emergency Procedures Manual

- Demonstrates annual attendance at Fire and Safety Training
- Adheres to Infection Control policies
- Adheres to OHS guidelines as set by the Hospital and State legislation
- Ensures the maintenance of a safe and clean environment for all staff and notifies SPS Manager of insufficiencies.
- Acts as an area warden as allocated

Demonstrate commitment to organisational change

- Plans, prioritizes and time manage the daily workload to achieve departmental goals
- Efficient and effective utilization of staff and equipment
- Adopts flexible work practices to achieve team outcomes
- Commitment to specific portfolios as agreed with the SPS Manager
- Supervises staff ensuring all practices are within Hospital and Australian Guidelines
- Delegates specific responsibilities and tasks to Instrument Technicians
- Communicates problems and issues that arise within the Sterile Processing Service to the SPS Manager
- Ensures all surgical equipment is processed within 24 hours or as prioritized by Operating Staff within the 2-hour time frame

Key Performance Indicators

KPI's are how you will be measured as meeting the responsibilities of the position. These will be set with you as part of your Performance Development Plan within the first six months of your appointment to the position.

Key Selection Criteria

Experience/Qualifications

- Has the ability to work in all areas of the Unit
- Friendly and approachable
- Excellent communication skills
- Ability to manage staff

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- Have a sound knowledge of the AS4187 and National Standards as it pertains to this role
- Advanced IT skills (systems used all word package, instacount an advantage)
- Ability to be flexible and demonstrate initiative
- Completed speciality training in areas such as setting up, loans instruments, sterrad or the sophisticated medical equipment
- Work within a values-based organisation and enforce adherence of those values with in your team

Essential Criteria

- Certificate IV in Sterilisation Services or equivalent
- Minimum 12 months as Grade 4 instrument technician or other senior role
- Previous experience as a senior instrument technician leading a team

Internal relationships

- Peri operative staff and medical teams.
- Allied health care team members.
- Other department staff members.

External relationships

- Other health care providers.
- Company representatives

Inherent requirements

Inherent requirements are the essential tasks and activities that must be carried out in order to perform this role, including with adjustments. The Women's is committed to providing workplace adjustments that support all people to work with us. We welcome you to discuss any adjustments with the manager of this role during the recruitment process or at any time during your employment, as we acknowledge and understand circumstances can change. You can also request a copy of our workplace adjustments procedure for more information.

Physical demands	Frequency
Shift work – rotation of shifts – day, afternoon and night	Prolonged
Sitting – remaining in a seated position to complete tasks	Rare
Standing - remaining standing without moving about to perform tasks	Prolonged
Walking – floor type even, vinyl, carpet,	Frequent
Lean forward/forward flexion from waist to complete tasks	Frequent
Trunk twisting – turning from the waist to complete tasks	Frequent
Kneeling – remaining in a kneeling position to complete tasks	Occasional
Squatting/crouching – adopting these postures to complete tasks	Occasional
Leg/foot movement to operate equipment	Rare
Climbing stairs/ladders – ascending and descending stairs, ladders, steps	Rare
Lifting/carrying – light lifting and carrying less than 5 kilos	Frequent
– Moderate lifting and carrying 5 – 10 kilos	Frequent
– Heavy lifting and carrying – 10 – 20 kilos.	Rare
Push/pull of equipment/furniture – light push/pull forces less than 10 kg	Frequent
– moderate push / pull forces 10 – 20 kg	Frequent
– heavy push / pull forces over 20 kg	Frequent
Reaching – arm fully extended forward or raised above shoulder	Frequent
Head/neck postures – holding head in a position other than neutral (facing forward)	Rare
Sequential repetitive actions in short period of time	
– Repetitive flexion and extension of hands wrists and arms	Occasional
– Gripping, holding, twisting, clasping with fingers/hands	Occasional
Driving – operating any motor-powered vehicle with a valid Victorian driver's license.	N/A
Sensory demands	Frequency

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Sight – use of sight is integral to most tasks completed each shift	Prolonged
Hearing – use of hearing is an integral part of work performance	Prolonged
Touch – use of touch is integral to most tasks completed each shift	Prolonged
Psychosocial demands	Frequency
Observation skills – assessing/reviewing patients in/outpatients	Prolonged
Problem solving issues associated with clinical and non-clinical care	Prolonged
Working with distressed people and families	N/A
Dealing with aggressive and uncooperative people	N/A
Dealing with unpredictable behavior	N/A
Job demands – high workload, tight deadlines, and competing priorities	Occasional
Exposure to traumatic or distressing content or situations – including handling sensitive information arising from patient records, patient care activities, incident reports, adverse events, or investigations of adverse events.	N/A
Role specific considerations Support is available for staff exposed to psychological risks. Any adjustments that may be required can be discussed with your manager.	N/A
Definitions used to quantify frequency of tasks/demands as above	
Prolonged/constant	70 – 100 % of time in the position
Frequent	31 – 69 % of time in the position
Occasional	16 – 30% of time in the position
Rare	1 – 15% of time in the position
Not applicable	0% of time in the position

Employee awareness and responsibilities

- Employees are required to be aware of, and work in accordance with, hospital policies and procedures.
- Employees are required to identify and report incidents, potential for error and near misses, to improve knowledge systems and processes and create a safe environment for staff and patients.
- Employees agree to provide evidence of a valid employment Working with Children Check and provide complete details for the Women's to undertake a Nationally Coordinated Criminal History Check (NCCHC).
- Our vision is a future free from violence and discrimination in which healthy, respectful relationships are the norm. The Women's expects all staff to contribute to a culture that promotes and supports diversity, equity, respect and inclusion.
- The Women's provides pregnancy termination services as part of its public health responsibility to provide safe health care to women.
- We are committed to the safety, wellbeing and empowerment of all children and young people. We prioritise an environment where children are protected and heard. We commit to safeguarding the social and emotional wellbeing of First Nations children, understanding that their connection to country, culture, kin and community is critical to their safety.

Vaccination requirements

As this role has direct physical contact with patients and clinical environments, employees are required to be vaccinated against or demonstrate immunity to influenza, COVID-19, whooping cough (pertussis), hepatitis B, chicken pox, MMR (measles, mumps, rubella) and may include hepatitis A, and complete screening for tuberculosis.

Employment with the Women's is conditional upon the provision of satisfactory evidence of vaccination and/or screening, and we may withdraw an offer of employment if the required evidence is not provided at least five business days prior to the intended start date.

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Declaration

By accepting this position description electronically, I confirm I have read, understood and agreed to abide by the responsibilities and accountabilities outlined.

Developed date: 13/05/26

Developed by: Vivien Wight

Date of next review: (12 months from now)

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