

POSITION DESCRIPTION

CSSD Manager

Supporting Everyone to be healthy and live well

PURPOSE OF THE ROLE

The **Manager** of our Central Sterilising and Supply Department (**CSSD**) is pivotal in providing expert operational and technical leadership, service management and direction to the central sterilisation team. The position is accountable for the smooth transition of instrumentation through all elements of the decontamination, packing and sterilization processes, which in turn supports the provision of safe, reliable healthcare. The role reports to the peri-op nurse unit manager and works closely with all peri-op and dental leaders and broader health teams to achieve compliance with relevant policies & standards to achieve excellent clinical outcomes.

Position Details	
Position Title:	CSSD Manager
Department	Peri-Operative Services
Reports to:	Peri-Op Nurse Unit Manager
Positions Reporting to this role:	CSSD Technicians
FTE:	1.0 = 0.4 / 0.6 split admin / tech time
Budget:	Peri-Op Services
Enterprise Agreement:	Health & Allied Services
Position Classification:	Manager & Admin Worker HS6
Position Description last reviewed:	NA

Selection Criteria
Essential
Technical experience in a relevant setting responsible for the reprocessing of reusable medical devices (RMD's)
Certificate IV in sterilisation of reusable medical devices
Working knowledge of AS 5369 (previously AS 4187)
Working knowledge of RMD validation, biological testing & process challenge testing
Excellent communication and interpersonal skills
Excellent time management skills and ability to prioritise
PLUS: Satisfactory evidence of; National police check and Vaccination status in line with policy and procedure at this time.
Desirable
Specialist knowledge of relevant infection control and NSQHS standards
Previous management experience, preferably in CSSD setting
Demonstrated experience leading a team through major change
Demonstrated ability to collaborate with the broader peri-op and dental teams
Experience working with a high degree of autonomy and accountability
ICT skills enabling administration of the Instrument Tracking System software

Key Accountabilities
Provide operational leadership to the Central Sterilisation & Supply team

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Responsible for day to day management of CSSD department including but not limited to; budgeting, recruiting, rostering, performance reviews and training
Responsible for developing and maintaining policies and procedures in accordance with relevant standards and equipment vendor IFU's
Accountable for leading the team in the safe practice of cleaning, washing, packing, wrapping and sterilizing of reusable instruments, equipment and consumables
Responsible for performing, interpreting, documenting and overseeing mechanical, chemical and biological quality assurance tests on instrument washers and sterilizers
Responsible for the management and maintenance of the electronic instrument tracking system including education of staff
Support the equipment nurse with the appropriate management of instrument 'loan sets' in a timely and safe manner

Organisational Responsibilities

Positively promote ERH within and externally to the organisation
Comply with the ERH and Victorian Public Sector Code (VPS) of Conduct
Each employee has a responsibility to comply and promote practices with all ERH policies and procedures and familiarise themselves with those relevant to their position
Comply with relevant registration bodies mandatory continuing professional development requirements
Carry out all work and interactions in alignment with the CARE values
Report all incidents and near misses as soon as possible after the event
Participate in risk management activities and assist with identification and control of risks within their department or area of work
Actively support compliance with the National Safety & Quality Health Service Standards and other professional standards and relevant regulatory requirements

CARE Values

All staff are expected to behave in a way that is in alignment with our corporate values:	
Collaboration 	Works with a team focus Cooperates with others and gains input and support to assist in achieving objectives We work with others to achieve shared goals
Accountability 	Monitors the impact of one's own behaviour on others Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them
Respect 	Treats people fairly and openly Treats people with dignity Demonstrates personal standards of consistency, tolerance and patience
Excellence 	Consistently supports and follows organisational policies and procedures Actively participates in identifying opportunities to improve what we do

Key Relationships

Internal	External
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Theatre NUM, ANUM, Nurses, Tech's, Clerks	Equipment maintenance service providers
Dental Manager, Dentists, Dental team	Relevant suppliers
VMO's surgeons	
ERH Engineering team	

Leadership Capabilities

The table below indicates the leadership capability levels required. This table will need to be read in conjunction with the ERH Leadership Capability Framework.

✓ **PLEASE USE A TICK ICON TO INDICATE REQUIRED LEVEL**

Category	Descriptors	Foundation	Proficient	Advanced	Highly Advanced
	Inspires direction & purpose	✓			
	Turns challenges into opportunities		✓		
	Communicates effectively			✓	
	Builds relationships		✓		
	Works collaboratively			✓	
	Acts with integrity			✓	
	Demonstrates accountability			✓	
	Drives accountability		✓		
	Manages self			✓	
	Promotes innovation	✓			
	Accessible communicator		✓		
	Values difference				
	Consistently articulates direction		✓		
	Empowers others		✓		
	Respectfully influences				
	Delivers results		✓		
	Plans and prioritises		✓		
	Thinks and solves problems		✓		
	Consumer focus		✓		
	Innovation change leader	✓			

TERMS & CONDITIONS OF EMPLOYMENT:

Terms and conditions are in accordance with the Letter of Offer and Contract of Employment.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Signed: _____ Date: / /

Print Name: _____

cc: Employee File

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