

POSITION DESCRIPTION

Instrument Technician - CSSD

Supporting Everyone to be healthy and live well

PURPOSE OF THE ROLE

An Instrument Technician in the Central Sterilisation and Supply Department (CSSD) is responsible for the end to end process of decontaminating, packing, sterilising, tracking and distributing reusable medical devices (RMD's) to ensure they are safe for patient use according to Australian Standard 5369.

Position Details	
Position Title:	Instrument Technician Grade 1 to 4
Department	Peri Operative Unit
Reports to:	CSSD Manager
Positions Reporting to this role:	Nil
FTE:	Full time or part time
Budget:	NA
Enterprise Agreement:	Health and Allied Services Agreement 2021-26
Position Classification:	IN1
Position Description last reviewed:	September 2025

Key Accountabilities
Decontamination of reusable medical devices according to ERH policy and AS 5369
Inspect, dismantle and maintain equipment according to Instruction for Use (IFU's)
Packaging and sterilisation of reusable medical devices according to ERH policy & AS 5369
Correct assignment of instruments to trays and packs according to ERH procedures
Monitor, record and report sterilisation practices according to ERH policy
Maintain computer records and adhere to instrument tracking system procedures
Ensure that OH&S and infection control principles are adhered to in all work practices.
Provide supervision & training to newer members of the team appropriate to classification.
Be a flexible member of the multidisciplinary team by supporting all specialist work areas.
Use problem solving strategies to resolve workplace issues as they arise.
Practice according to ERH clinical policies and procedures
Actively participate in unit activities including education, team meetings and planning.
Ensure knowledge and skills remain current through attendance at regular education and training sessions and through reference to changes in policy, practice and guidelines.

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
Each employee has a responsibility to comply with and promote relevant legislation and professional standards in relation to safety, quality and risk relevant to their position





POSITION DESCRIPTION

Instrument Technician - CSSD

Each employee has a responsibility to comply with and promote compliance with the National Safety & Quality Health Service Standards and other industry 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 Respect 	Treats people fairly and openly Treats people with dignity Demonstrates personal standards of consistency, tolerance and patience
Excellence Excellence 	Consistently supports and follows organisational policies and procedures Actively participates in identifying opportunities to improve what we do

Key Relationships

Internal	External
Theatre Technicians	Facilities Management team
CSSD Technicians	
Peri-op Nursing and Medical staff	

Selection Criteria

Essential:

Willing to work towards or hold a Certificate III – Instrument Technician

Behavioral qualities that reflect ERH Values

Demonstrated experience in patient or customer service

Developed interpersonal and communication skills suited to a professional environment

Demonstrated ability to set goals and objectives and meet deadlines as required

Demonstrated understanding of computers and programs relevant to the role

Demonstrated ability to work collaboratively within a multidisciplinary team.

Commitment to ongoing professional development.

Satisfactory evidence of; National police check, Working with Children's and Vaccination status in line with policy and procedure at this time.

Desirable:

Willing to work towards or hold a Certificate III in Operating Theatre Technician

POSITION DESCRIPTION



Instrument Technician - CSSD

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