

Position Description

Position Title:	Instrument Technician Grade 3
Reports to:	CSSD Manager
Department:	Central Sterilke Supply Department (CSSD)
Directorate:	Clinical Operations
Cost centre:	P0002
Code & classification:	Grade 3 (IN3)
Employment conditions:	Health and Allied Services, Manager and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 – 2025 and its successors, and GV Health Policies and Procedures (and as varied from time to time)

GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

POSITION SUMMARY

The Grade 3 Instrument Technician is responsible for the collection, packaging, tracking and sterilisation of re-usable medical equipment that is required to be sterile for patient care within the Hospital establishment and other areas including, outside agencies. The Grade 4 Instrument Technician must be able to work in all areas of the Central Sterile Supply Department (CSSD) under the immediate direction of a Grade 5 or above.

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to

- Understand the importance of and actively support the implementation of all standards relevant to the CSSD including GV Health's own policies and procedures and guidelines.
- Assist with the implementation of continuous and quality improvements with the CSSD area
- Participate in updating of Policies and Procedures and Audits
- Perform duties within established procedures and guidelines
- Understand and adhere to the confidentiality expectations of GV Health
- Act as a role model for all staff
- Understand the importance of and complete documentation as required
- Understand the safe and correct use of supplies/stock
- Maintain a good knowledge of relevant standards i.e. AS5369 and adhere to all requirements
- Assist the organisation in achieving clinical effectiveness by providing the appropriate system, information or services to clinical areas.
- Implementing infection prevention and control
- Cleaning, disinfecting, packaging and sterilisation of reusable medical equipment
- maintenance of quality requirements and monitoring of technical sterilisation functions

- Stock maintenance and materials management within the Dental sterilisation area

KEY SELECTION CRITERIA

Formal Qualification(s) and Required Registration(s):

Hold an Instrument Technician Qualification:

- Certificate III in Sterilisation Services (HLT37015 or
- Certificate IV in Sterilisation Services (HLT47015)

Essential:

Minimum of twelve (12) months post qualification experience (full-time equivalent) as an instrument technician

- Demonstrated experience working in a Sterilising area or CSSD
- Ability to work in the CSSD autonomously under the general direction of the Grade 5 Instrument Technician or above.
- Working knowledge of AS5369
- Ensure quality of service and standards of care outlined under the National Safety and Quality Health Service (NSQSH) Standards and all statutory requirements are adhered to.
- Ability to work independently and collaboratively in a team environment
- Well-developed oral and written communication skills
- Good computer and keyboarding skills
- A good understanding of patient confidentiality
- Demonstrated experience in providing instructions and guidance in infection control procedures and prevention of cross infection to all clinical operators.

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- Promoting and enabling of efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity.
- attendance and active participation at meetings as required
- 100% compliance with core competencies and training requirements as outlined in the GV Health Education Framework
- Active participation in the Performance and Development review process
- Ensure quality of service and standards of care outlined under the National Safety and Quality Health Service (NSQSH) Standards and in line with statutory requirements
- Accurately document all departmental activities in accordance with GV Health and Australian Standards and Infection Control Guidelines
- Assist with the supervision and development of staff where required.

AT GV HEALTH ALL STAFF ARE REQUIRED TO

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
 - Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
 - Development and maintaining of collaborative relationships with all other teams and professionals;
 - This role may from time to time deal with distress, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. GV Health staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment;
 - Maintain a safe working environment for yourself, your colleagues and members of the public;
 - Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
 - Contribute to organisational quality and safety initiatives;
 - Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
 - Complete the mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
 - Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
 - Seek internal customer or consumer feedback and respond accordingly to identify areas of needs;
 - Comply with requirement of National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
 - Comply with the principles of patient and family centred care;
 - Not smoke or vape on GV Health premises;
 - Comply with immunisation requirements as per the Department of Health Victoria;
 - Comply with all applicable to position pre-employment checks, which may include but is not limited to; police checks, working with children's check (WWCC), National Disability Insurance Scheme (NDIS), Aged Care screening requirements.
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ACCEPTANCE:

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that The GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

Clinical Operations	Instrument Technician Grade 3
Reviewed by:	Mark Newlan
Issue Date:	June 2025

ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)