

# Position Description

<b>Position Title:</b>	Instrument Technician - Grade 4
<b>Reports to:</b>	CSSD Manager
<b>Department:</b>	Central Sterile Supply Department (CSSD)
<b>Directorate:</b>	Clinical Operations
<b>Cost centre:</b>	P0002
<b>Code &amp; classification:</b>	Grade 4 (IN4)
<b>Employment conditions:</b>	Health and Allied Services, Managers 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).

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**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).

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## POSITION SUMMARY

The Grade 4 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) with a high degree of autonomy and accountability.

Where required the Grade 4 Instrument Technician will provide appropriate supervision to Grade 1, Grade 2 and Grade 3 Instrument Technicians as well as new employees. A 3-month orientation under the immediate supervision of a Grade 5 Instrument Technician or above will occur for new staff commencing at GV Health.

This position amongst other is responsible for promoting GV Health as a quality regional health service provider.

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## RESPONSIBILITIES AND DUTIES

**The following duties are inclusive of but not limited to**

- Be able to work in all areas of the CSSD Department with a high degree of autonomy and accountability, without supervision.
- Understand the importance and actively support the implementation of all standards relevant to CSSD including GV Health's own policies, procedures and guidelines.
- Assisting in the implementation of continuous and quality improvements within the CSSD.
- Participate in updating of Policies and Procedures, CPG's and unit Audits.

- Perform duties within established procedures and guidelines.
- Carry out duties as per the relevant duty allocations.
- Understands and adhere to confidentiality expectations of GV Health.
- Act as a role model for all staff.
- Participate as an effective member of the multi-disciplinary team within the Perioperative area through effective communication with all staff members.
- Assist with the orientation and mentoring of new staff.
- Understand the importance of prioritised equipment.
- Understand the importance of and complete documentation as required.
- Understand the safe and correct use of supplies/stock.
- Provide appropriate supervision to Grade 1, Grade 2 and Grade 3 Instrument Technicians as well as new employees, where required.
- Provide a high-quality service to internal customers and consumers that reflects best practice and adds value to GV Health
- Assist the organisation in achieving clinical effectiveness by providing the appropriate systems, information or services to clinical areas

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## KEY SELECTION CRITERIA

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

#### Essential:

- Commitment to the GV Health Values of *Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour*.
- Certificate IV in Health – Sterilising Practice for Technicians (or equivalent).
- Minimum 3 years (full time equivalent) experience working as an Instrument Technician.
- Be able to work in all areas of the CSSD autonomously
- Flexibility and capacity to adjust to changing work environment
- Ability to work collaboratively in a team environment
- Ability to follow directions from senior staff
- Well-developed oral and written communication skills
- Good computer and keyboarding skills
- Satisfactory National History Criminal Check prior to commencement of employment
- Satisfactory Victorian 'Employee' Working with Children Check prior to commencement of employment
- Completion of a Commonwealth of Australia Statutory Declaration prior to commencement of employment.

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## KEY PERFORMANCE INDICATORS

### Your performance will be measured through your successful:

- Work within scope of practice as a Grade 4 Instrument Technician.
- 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 and infection control are maintained through the continuous quality improvement process and outlined under the National Safety and Quality Health Service (NSQSH) Standards and in line with statutory requirements.
- Ensure practices comply with Australian regulations and standards to ensure delivery of best practice.

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#### **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.

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Clinical Operations	Instrument Technician Grade 4
Reviewed by:	Mark
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](#)