

## Position Description

Position Title	Instrument Technician - Casual
Position Number	30028914
Division	Clinical Operations
Department	CSD
Enterprise Agreement	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Classification Description	Instrument Technician Grade 1
Classification Code	IN1
Reports to	Manager CSD
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>
Mandatory Requirements	<ul style="list-style-type: none"> <li>National Police Record Check</li> <li>Immunisation Requirements</li> </ul>

### Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

### Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

### Our Values

**PASSIONATE** – We are passionate about doing our best – for our patients, our colleagues and our community.

**ACCOUNTABLE** – We take ownership of our actions and outcomes, always striving for integrity and improvement.

**CARING** – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

## **The Position**

The Central Sterilising Department (CSD) provides reprocessing and sterilisation services for Bendigo Health as a whole, other regional hospitals and external customers. The service operates seven days per week.

### **Organisational Responsibilities**

- Participate in team/departmental meetings and other organisational meetings as required
- Participate in staff development and training as required
- Maintain accurate records, statistics and reports as needed
- Participate in service development as required

An Instrument Technician Grade 1 will be required to undergo a 3 month orientation program (full-time equivalent) consisting of training in all areas of reprocessing reusable medical devices within CSD. An automatic upgrade to an Instrument Technician Grade 2 will occur after the 3 month training period. An Instrument Technician Grade 1 will not be required to hold any qualifications. Instrument Technicians working in the Central Sterilising Department should be working towards completing the Certificate III in Sterilisation Services as a minimum.

## **Responsibilities and Accountabilities**

### **Key Responsibilities**

Instrument Technicians are responsible for the safe cleaning, decontamination, inspection, packaging and sterilising reusable medical and surgical instruments and equipment for the operating suite, other areas of Bendigo Health and external customers and to ensure adequate, safe and quality standards are maintained.

### **Specific Responsibilities;**

- Undertake the full range of cleaning, inspection, packaging and sterilising activities
- Ensure Infection Prevention and Control guidelines are adhered to at all times
- Ensure that work is attended in accordance with the Occupational Health and Safety Guidelines
- Participate in a rotating roster and ability to work across all shifts 7 days per week

Grade 1 Instrument Technicians should demonstrate good communication and interpersonal skills. It is essential for all Instrument Technicians working in CSD to have basic knowledge of infection prevention and control and be able to apply these principles to their job role.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

## Key Selection Criteria

### Essential

1. Demonstrated ability to gain the skills required with to work with specialised processing equipment
2. Demonstrated ability to gain knowledge of the required handling and care of specialised medical and surgical equipment
3. Ability to maintain and interpret required documentation
4. Ability to meet processing deadlines, schedules, set goals and objectives
5. Sound appreciation of the key concepts of Infection Prevention and Control and Occupational Health and Safety Guidelines
6. Demonstrated commitment to ongoing professional development
7. Excellent interpersonal and communication skills with all levels within the organisation
8. Ability to operate in an environment of change
9. Ability to work as part of a team as well as independently

## Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these

requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

*All Bendigo Health sites, workplaces and vehicles are smoke free.*

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.*