



Position Description

Position title:	Sterile Services Technician	Date:	October 2025
Reports to:	Sterile Services Team Leader / Manager	Department:	Sterile Services Department
Number of reports:	Direct:0 Total (include indirect):0	Location:	Gillies Hospital
Delegated financial authority:	NA	Budget ownership:	No
Level of influence:	Leading self		

Our Organisation

At Southern Cross Healthcare, our vision is to help people live their best lives by reimagining healthcare.

Across our nationwide network, we combine the skills of more than 4,000 people including nurses and anaesthetic technicians, working with specialists, surgeons, anaesthetists, and allied health practitioners.

As New Zealand's largest private provider of healthcare, our strong "for purpose ethos" and through being recognised as one of New Zealand's leading and most trusted brands, we are poised to amplify the delivery of healthcare services like no other.

Vision	Purpose
Our vision is for what we aspire.	Our purpose is why we exist.
To help people live their best lives by reimagining healthcare.	To advance the provision of quality healthcare in Aotearoa New Zealand.

Values and Behaviours

Care First: Care is at our heart. It's the foundation of who we are and how we approach our mahi. Through genuine manaakitanga, we deliver a quality of care that makes healthcare more human.

Better Together: Our strength comes from connection and collaboration – we bring together our diverse skills, perspectives, and experiences in the spirit of partnership and kotahitanga. We all play our part creating better outcomes for everyone.

Pursue Excellence: Every day brings a new opportunity to improve, innovate, and excel. We don't settle for 'good enough'. We're here to do our best work, delivering our best care for the people and communities we serve.

Role Purpose

To provide, as part of the theatre team, a high standard of all levels of sterilising services consisting of the decontamination, inspection, testing, assembly, packing and sterilisation of reusable medical devices including reprocessing of endoscopes using an Automated Endoscope Reprocessor (AER) in accordance with AS5369:2023 and GESA /GENCA Guidelines (where applicable).

Key Relationships

Internal

- General Manager
- SSD Manager/ Team Leader
- Team Members
- Theatre Services Manager
- Theatre Team
- CNS IPC (Hospital)
- CNS/CNL operating theatres
- Health & Safety Lead (Hospital)
- Hospital Support Staff
- Facilities Manager
- National Sterile Services Adviser

External

- External customers
- Loan equipment suppliers

Key Accountabilities

Clinical Practice

- Safe and appropriate handling of contaminated instruments and equipment including collection, sorting, (for manual or mechanical cleaning) disassembly, inspection, pre-clean (if required) and appropriate loading of washer/disinfector in accordance with established procedures
- Reprocessing (cleaning, drying, tracking and tracing) of endoscopes (where applicable) following the manufacturer's Instruction for use (IFU), AS 5369:2023 and GESA/GENCA guidelines
- Inspects, tests and appropriately packages instruments prior to sterilisation (Wraps, pack, label, seals)
- Identifies appropriate methods of sterilisation and documents load contents
- Participates in formulating local procedures and demonstrating current, new, or revised procedures to other sterilising technicians
- Operates sterilisers and processing equipment in accordance with established procedure and IFU verifies steriliser parameters and other criteria before releasing the load

- Responsible for safe distribution of sterilised instruments and equipment's in the sterile store
- Responsible for critical and specific documentation i.e. recording load sheets, release criteria, and unplanned breakdown records, recall of sterile supplies, and repair of instruments
- Acknowledges own limitations and seeks assistance when necessary

Business & Professional Practice

- Works as part of a team and demonstrates positive working relationships with colleagues
- Maintain high skill level sterilisation techniques, aseptic techniques, and infection prevention and control
- Adheres to quality assurance policies/procedures for Sterile Supplies and instruments
- Responds appropriately and competently to all internal and external key relationships
- Working towards completing the PDRP within 12 months of appointment
- Membership to New Zealand Sterile Science Association (NZSSA)

Quality & Risk Management

- Complies with audit requirements
- Contributes to information systems, processes and documents that support effective service delivery
- Practices in accordance with AS 5369:2023 Reprocessing of reusable medical devices and other devices in health and non health related facilities, and GESA/GENCA Guidelines
- Practices in accordance with Southern Cross Hospitals Infection Prevention and Control policies and guidelines
- Meets requirements for documentation and best practice sterilising quality standards
- Maintains ongoing involvement and commitment to continuous quality improvement

Health, Safety and Wellbeing

- All employees are responsible for complying with health and safety policies and procedures.
- You are responsible for your own health and safety while at work and ensuring that your actions or inactions do not put others at risk.
- Identify, report and self-manage hazards where appropriate.
- Ensure to complete early and accurate reporting of incidents at work.
- Participate and co-operate for shared health and safety responsibilities
- Participates in Hepatitis B, influenza and other vaccination provided by SCHL
- Actively participate where improvements to health and safety at SCHL can be made

Commitment to the principles of Te Tiriti o Waitangi

- Demonstrate awareness and understanding of Te Tiriti o Waitangi obligations through manaakitanga (respect) and kawa whakaruruhau (cultural safety) as evidenced in interpersonal relationships.

Commitment to Diversity, Equity and Inclusion (DEI)

- Honour diversity by acknowledging and respecting others' spiritual beliefs, cultural practices and lifestyle choices as evidenced in interpersonal relationships.
- Seek opportunities to include diversity, equity and inclusion practices in everyday work.

Commitment to Environment, Social and Governance (ESG)

- Engage in sustainable practices whenever possible. Try to reduce the environmental impact of your work and take an active role to initiate change to meet Southern Cross' ESG (Environmental, Social and Governance) commitments.
- Actively engage to improve your knowledge regarding sustainable practices whenever possible.

Role Requirements

Experience and skills required:

- Excellent communication and teamwork skills
- Competent computer skills specifically in MS Windows

Experience and skills desirable:

- Experience working in a Sterilising Department
- Knowledge of sterile services instrumentation and reprocessing.
- Skilled in functional areas of Sterile Supply Services
- Knowledge of mechanical operation of various types of reprocessing equipment (including endoscopy)

Education and qualifications required:

- NZ Certificate in Sterilisation Level 4 or equivalent (or willing to complete within 12 months of appointment)

Education and qualifications desirable:

- Knowledge of infection prevention and control standards and practices.
- Knowledge of AS 5369:2023
- Quality assurance/control knowledge

Leadership Attributes

Human Centred Leadership

- Empathy
- Adaptability
- Connection

Performance Coach

- Accountability
- Engagement
- Collaboration

Change Enabler

- Execution
- Energy
- Contribution