



Position Description

Position title:	Sterile Services Technician	Date:	May 2025
Reports to:	Theatre Services Manager	Department:	Sterile Services
Number of reports:	Direct:0 Total (include indirect):0	Location:	Rotorua
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

Teamwork: We will work together because we know that a strong team will always outperform strong individuals.

Responsibility: We will take ownership and pride in our work. We will act with integrity and be accountable for our behaviour.

Respect: We will act fairly in a culture of mutual trust and respect.

Aspiration: We will aspire to be the best we can be. We will recognise and celebrate success.

Role Purpose

To provide, as part of the theatre team, a high standard of sterilising service consisting of the decontamination, inspection, testing, assembly, packing and sterilisation of reusable medical devices. This specifically involves reprocessing of contaminated sets of surgical instruments, accessories and other related equipment used within our operating theatres.

Key Relationships

Internal

- Department manager and team leader
- Team members
- All other hospital employees

External

- External customers
- Loan equipment suppliers

Key Accountabilities

Clinical Practice

- Safe and appropriate handling of contaminated instruments and equipment including sorting, (for manual or mechanical cleaning) disassembly, inspection, pre-clean (if required) and appropriate loading of washer/disinfector in accordance with established procedures
- 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, verifies steriliser parameters and maintains predetermined specific levels (including both loading and unloading, coding and distribution stages)
- Responsible for critical and specific documentation i.e. – recording load sheets, release criteria, and unplanned breakdown records, recall of sterile supplies,

Business & Professional Practice

- Works as part of a team and encourages and promotes good morale and relationships between colleagues
- Maintain high skill level sterilisation techniques, aseptic techniques, and infection control
- Adheres to quality assurance policies/procedures for Sterile Supplies and instruments

- Working towards completing the PDRP within 12 months
- 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
- Ensures compliance to AS/NZS 4187: 2014: Reprocessing of reusable medical devices in the health service organisation
- Ensures compliance with Southern Cross Hospitals Infection Prevention and Control standards
- Meets requirements for documentation and best practice sterilising quality standards
- Seeks ways to improve service delivery

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 that you complete early and accurate reporting of incidents at work.
- Participate and co-operate for shared health and safety responsibilities
- 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:

- 3 years proven experience working in a Sterilising Department with evidence-based competency
- Quality assurance/control knowledge
- Competent computer skills specifically in MS Windows

Experience and skills desirable:

- Skilled in all function areas of Sterile Supply Services

Education and qualifications required:

- NCEA Level one
- English language testNZ
- NZ Certificate in Sterilisation Level 4

<ul style="list-style-type: none"> • Knowledge of mechanical operation of various types of sterilising equipment 	
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Leadership Attributes	
<p>Human Centred Leadership</p> <ul style="list-style-type: none"> • Empathy • Adaptability • Connection <p>Performance Coach</p> <ul style="list-style-type: none"> • Accountability • Engagement • Collaboration 	<p>Change Enabler</p> <ul style="list-style-type: none"> • Execution • Energy • Contribution