



Position Description

Position title:	Sterile Services Team Leader	Date:	April 2025
Reports to:	Sterile Services Manager / Theatre Services Manager	Department:	Sterile Services
Number of reports:	Direct: 7-10 Total (include indirect):	Location:	
Delegated financial authority:	N/A	Budget ownership:	No
Level of influence:	Leading others		

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 sterilising service. The Team Leader (TL) will report directly to the SSD manager or Theatre Services Manager. You will provide direction and support to the Sterile Services Team. This specifically involves reprocessing of contaminated sets of surgical instruments, accessories and other related equipment used within our operating theatres, providing decontamination, inspection, testing, assembly, packing and sterilisation of reusable medical devices as per manufactures instruction for use and in line with national or local documents. Team leaders work alongside the SSD team members to foster good relationships and ensure efficient service delivery. Team leaders are responsible for providing ongoing education, performance reviews, assessment of practice and appropriate documentation for SSD technicians

Key Relationships

Internal

- General Manager
- Theatre Services Manager
- SSD manager (where applicable)
- SSD Technicians/Team
- Clinical Staff
- Medical Specialists
- Hospital Support Staff
- CNS IPC (Hospital)
- Health & Safety Lead (Hospital)
- Facilities Manager
- National Sterile Services Adviser
- NSO Infection Prevention and Control
- NSO Property and Development team

External

- External Customers
- Loan equipment Suppliers

Key Accountabilities

Clinical Practice

- Work alongside technicians to role model good practice in the SSD area, provide guidance and support safe and appropriate handling of reusable medical devices
- Staff rostering – ensuring appropriate staffing levels and safe workloads on all shifts
- In collaboration with Facilities staff, establishes annual preventative maintenance program
- Facilitate team meetings with agenda and minutes
- Supports staff to complete and maintain professional portfolios (PDRP)
- In collaboration with Educator ensure annual education and training

Business & Professional Practice

- Works as part of a team and encourages and promotes good morale and relationships between colleagues
- Support Interview process for vacant position. Including reference checks
- Manage new staff with Hospital Specific Orientation Program
- Undertake staff performance reviews
- Maintain high skill level sterilisation techniques, aseptic techniques and infection control
- Adheres to quality assurance policies/procedures for Sterile Supplies and instruments
- Current PDRP
- Registered membership with New Zealand Sterile Science Association (NZSSA)

Quality & Risk Management

- Complies with audit requirements
- In collaboration with Quality Facilitator create and coordinate annual auditing plan
- Contributes to information systems, processes and documents that support effective service delivery
- Ensures compliance with AS 5369:2023 Reprocessing of reusable medical devices and other devices in health and non-health related facilities
- Leads a risk assessment process where standards are not met and is actively involved in updating the risk register
- Ensures compliance with Southern Cross Hospitals Infection control standards
- Meets requirements for documentation and best practice sterilising quality standards
- Competent in reading and interpreting washer and steriliser validation reports
- Competent in carrying out annual validation
- Seeks to implement 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
- Participates in Hepatitis B, influenza and other vaccination programmes 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:

- Minimum of 5 years working in a Sterile Services Department with evidence-based competency assessment
- Strong working knowledge and skills in sterile services functions and processes
- Excellent communication and teamwork skills
- Quality assurance/control knowledge
- Competent computer skills specifically in Microsoft
- Knowledge of mechanical operation of various types of reprocessing equipment (including endoscopy)

Experience and skills desirable:

- Has demonstrated aptitude for leadership in previous roles
- Experience with tracking systems

Education and qualifications required:

- NZ certificate in Sterilisation Level 4 or equivalent
- NZ Diploma Level 5 or willing to work towards this (enrolled within 12 months of appointment)
- Sound Knowledge of AS 5369:2023
- Knowledge of Infection Prevention & Control standards and practices

Education and qualifications desirable:

- Understanding of Ngā Paerewa Health and Disability services standards NZS 8134:2021 (as it applies to SSD services)

Leadership Attributes

Human Centred Leadership

- Empathy
- Adaptability
- Connection

Performance Coach

- Accountability
- Engagement
- Collaboration

Change Enabler

- Execution
- Energy
- Contribution