



## Position Description

<b>Position title:</b>	Sterile Services Advisor, National Support Office	<b>Date:</b>	April 2024
<b>Reports to:</b>	Head of Infection Prevention and Control, National Support Office	<b>Department:</b>	National Support Office
<b>Number of reports:</b>	Direct: Nil	<b>Location:</b>	National Support Office
<b>Delegated financial authority:</b>	Nil	<b>Budget ownership:</b>	No
<b>Level of influence:</b>	Leading self 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, Sterile Services 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.
<b>To help people live their best lives by reimagining healthcare.</b>	<b>To advance the provision of quality healthcare in Aotearoa New Zealand.</b>

## 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

- Support the consistent delivery and maintenance of accepted good practice standards in sterilisation services and endoscopy departments in all Southern Cross Hospitals and Joint Ventures, enabling them to meet the relevant and agreed sector standards: AS:5369: and NZS8134:2021 Ngā paerewa Health and Disability Services Standard.
- Minimise risks associated with processes in Sterile Services departments and endoscopy units
- Provides expert advice on matters related to sterile services including input into new or renovation of facilities and procurement of equipment and consumables

## Key Relationships

### Internal

- National Support Office
- Sterile Services Team Leaders/Managers and their Technicians
- General Managers
- Theatre Managers
- Infection Prevention and Control CNS
- Quality Managers
- Health & Safety Coordinator
- Property and Development Team and Hospital Facilities Managers
- Procurement Team and supply chain leads
- NIPCC members
- Endoscopic Advisory Group members

### External

- Professional network (NZ Sterile Sciences Association)
- Suppliers/industry partners

## Key Accountabilities

### Safety, Quality and Risk

- Develops the National Sterile Services annual programme and reports on implementation to the National Infection Prevention and Control Committee
- Provides leadership, guidance, technical expertise and support to Sterile Services Team leaders/managers and technicians to minimise risks to patients associated with inadequate cleaning, disinfection and sterilisation processes
- Develops and regularly reviews policies and guidelines related to Sterile Services to ensure they reflect relevant standards and accepted good practice.
- Supports a review of the new AS5369: 2023 to identify gaps and where needed implement compliance strategies
- Aligns quality assurance audits with AS 5369: 2023 and Ngā Paerewa Health & Disability Service Standards with the surveillance audit process.
- Annually audits processes and the environment in sterile services departments, shares best practice examples and makes recommendations for improvement where needed and supports implementation where necessary.
- Reviews SafeHub events related to sterile services to identify causative factors and to monitor trends and share learnings from significant events where these can be applied across the organisation.
- Where applicable ensures the active involvement of the SSD team in the evaluation of new plant, equipment and materials associated with sterile services.

### Safe Environment

- Collaborates with Property and Development team and actively participates in sterilising services design and re-design processes to ensure these meet relevant standards and optimise workflow
- Ensures validation and requalification processes are adhered to.
- Advises where safety improvements to the environment or equipment can be made, for example, change in chemical or equipment choice.
- Collaborates with Health Safety & Wellbeing team to identify and mitigate risks by supporting environmental and ergonomic design.

### Education and learning

- Role models good practice during visits to hospitals
- Promotes the formal education pathway for SSD technicians and Team Leaders by supporting professional development planning with individuals and their local managers.
- Provides education during visits or via remote access to SSD teams as required to improve knowledge and practice.

### Collaboration

- Develops and maintains collaborative working relationships at local and national levels including with SSD team leaders and technicians, Theatre Managers, Infection Prevention and Control, Facilities Managers and procurement team members
- Works with hospitals on succession planning and on the appointment process for new SSD Team Leaders/managers to enable a positive recruitment process
- Supports and encourages collaboration on national and international events which raise the profile of sterile services, for example, international Sterile Sciences Day NZ Sterile Services Association (NZSSA) conferences

### Own professional Development

- Maintains own professional development and competence as required through membership of the NZSSA and attendance at suitable conference and internal/external learning opportunities
- Provides feedback to others (verbal and written) and uses knowledge gained to support development of others.

### **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:**

- Minimum 5 years in a practical SSD role (including at least 2 of these in a leadership role)
- Proven ability to guide and support others
- Excellent communication skills, both written and verbal
- Competent computer skills
- Working knowledge of the monitoring and validation and requalification requirements of a sterile services department
- Auditing and action planning experience in sterile services department
- Conflict resolution skills

### **Experience and skills desirable:**

- An acknowledged leader in sterile services
- Knowledge and understanding of the private surgical hospital business

### **Education and qualifications required:**

- Certificate in Sterilising Technology Level 4 and willing to work towards NZ Diploma in Sterilising Technology
- Member of the NZ Sterilisation Services Association

### **Education and qualifications desirable:**

- Quality/auditing course
- NZ Diploma in Sterilising Technology (Level 5)

## Leadership Attributes

### Human Centred Leadership

- Empathy
- Adaptability
- Connection

### Performance Coach

- Accountability
- Engagement
- Collaboration

### Change Enabler

- Execution
- Energy
- Contribution