

Position Description

Position title:	Sterile Services Team Leader	Date:	March 2025
Reports to:	Theatre Services Manager	Department:	Sterile Services
Number of reports:	Direct: 3 Total (include indirect):	Location:	Queenstown
Delegated financial authority:	N/A	Budget ownership:	No
Level of influence:	Leading others		

Our Organisation

Southern Cross Central Lakes Hospital (SCCLH) received its first patients in January 2022 and has steadily developed a broad range of specialty surgery covering both private and public patients. The joint venture ownership between Southern Cross Healthcare and Central Lakes Trust ensures leading clinical service delivery whilst maintaining a genuine focus to provide healthcare services to the general population across broader Central Otago.

SCCLH currently has two operating theatres, and a mix of day stay and overnight specialty areas of surgery including but not limited to Orthopaedic, Gynae, Urology, Plastics, General, Ophthalmology and ENT.

Being a JV with Southern Cross Healthcare (SCHL) allows SCCLH to enjoy significant direct input from SCHL shared services and leadership direction. SCHL's vision is to help people live their best lives by reimagining healthcare.

Vision	Purpose
Our vision is for what we aspire.	Our purpose is why we exist.
Being jointly owned by Southern Cross Healthcare Limited, we help people live their best lives by reimagining healthcare.	To advance the provision of quality healthcare in the broader Central Otago region, whilst contributing to the overall healthcare outcomes 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 wider OR team, a high standard of sterilising service. The TL will report directly to the 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 to ensure efficient service delivery Team leaders are responsible for providing ongoing education, performance reviews and assessment of practice and appropriate documentation for SSD technicians. The role will include participating in the standard tasks of the Sterile Services Team as well as providing the team leadership as described.

Key Relationships

Internal

- General Manager
- Theatre Services Manager
- SSD manager
- Team Members
- Clinical Staff
- Medical Specialists
- Hospital Support Staff
 - IPC Lead
 - Quality Lead
 - Health & Safety Lead
 - National Sterile Services Adviser

External

- External Customers
- Loan equipment Suppliers

Key Accountabilities

Clinical Practice

- 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 to AS 5369:2023 Reprocessing of reusable medical devices and other devices in health service organisation and non-health related facilities.
- 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 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 A, Hepatitis B. influenza and other vaccination supplied and required by SCHL
- Actively participate where improvements to health and safety at SCHL can be made
- Identify and report known risks, and participate in risk assessment and actively involved in updating the risk register.

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:

- Ideally 5 years proven experience working in a Sterilising Department with evidence-based competency
- Quality assurance/control knowledge
- Competent computer skills specifically in MS Windows

Education and qualifications required:

Level 4 Sterilising course or equivalent international qualification and be willing to complete Level 5

Knowledge of Infection Prevention & Control guidelines and policies

<ul style="list-style-type: none"> • Skilled in all function areas of Sterile Supply Services • Knowledge of mechanical operation of various types of sterilising equipment. <p>Experience and skills desirable:</p> <ul style="list-style-type: none"> • Loan coordinator experience • Experience in leading a team 	
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Leadership Attributes	
<p>Human Centred Leadership</p> <ul style="list-style-type: none"> • Empathy • Adaptability • Connection • Growth and Positive Mindset <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