

Position Title	Sterilisation Technician
Group/Portfolio	Griffith Health - Griffith Health Clinics
Classification	Hew Level 4
Position Number	
Reports To	Dental Assistant Team Leader - CSSD
Employment Type	Continuing

1.0 Position Purpose

The Sterilisation Assistant will be responsible for the preparation and sterilisation of Reusable Medical Devices (RMD's) under direction of the Team Leader – CSSD as well as supporting staff within the broader dental clinic team and students. The Sterilisation Assistant will also contribute to the training and assessment of the Dental Clinic and oral health students.

2.0 Eligibility Requirements

- The occupant of this position will hold an associate diploma level qualification with relevant work experience, or an equivalent combination of relevant skills, knowledge and experience.

3.0 Key Responsibilities

Sterilisation and Infection Control

- Ensure that items are sterilised in accordance with the Australian Standards.
- Ensure the efficient operation of sterilisation and dispensary to provide seamless support to the L & T and Suites Teams.
- Undertake general cleaning of surfaces and equipment to ensure a high standard of cleanliness is maintained and infection control policies and procedures are adhered to.
- Contribute to the day to day activities of the CSSD
- Writing instructions for equipment use and procedures.

Administrative and Operational Support

- Provide administrative assistance to the Team Leader while maintaining and confidentiality and attention to detail.
- Support the L&T, IPP and Reception Team as required.
- Work under supervision and direction of the Team Leader to ensure the smooth operational running of the Denal Clinic.

- This position may be required to take on other responsibilities, commensurate with the expectations of a role at this level, which contribute to the overall objectives of the work unit as directed by the Team Leader and Dental Clinic Manager.

Equipment and Inventory Management

- Photograph and upload new instruments to Scancare system.
- Identify issues in equipment and call technicians when equipment fails in a timely manner to ensure no disruption to patient care.
- Contribute to and/or coordinate stock management including monitoring/auditing and ordering.
- Develop detailed instructions for equipment use and relevant safety procedures.

Health, Safety and Compliance

- Ensure compliance with workplace health and safety requirements.
- Support the improvement of Health and Safety and operational processes.
- Maintain compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.

Professional Conduct and Development

- Maintain awareness of new developments, new techniques, and undergo appropriate continuing professional development.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the **Leads Self** section of our [Capability Development Framework](#).