

## Inherent Requirements

### CSSD Technician

#### Summary of Role

Epworth provide a full spectrum of health and rehabilitation services across Melbourne and Victoria. Epworth employs approximately 7500 staff across their facilities.

The Central Sterile Services Department (CSSD) at Epworth's various hospital facilities are specialised areas associated with the perioperative department. The CSSD is responsible for sterilising reusable medical devices and instruments, including decontamination, inspection, sorting, packaging, tagging, batching, wrapping and storing of instruments and surgical kits.

The CSSD provides a busy working environment, which can fluctuate based on the demands of theatre. The CSSD staff typically work between the two reprocessing areas, Decontamination Room and Clean Room, and must comply with structured workplace requirements for each of these areas. The CSSD is a restricted clean environment with strict policies and procedures in place regarding work practices and access.



#### Essential Tasks

1. Decontamination and Sterilisation
2. Inspecting and Sorting
3. Heat Sealing
4. Wrapping and Tagging
5. Storage
6. Administration

## CSSD Technician - Essential Tasks

### Decontamination and Sterilisation

#### Description of task:

It is the responsibility of CSSD Technicians to decontaminate and sterilise all theatre instruments and kits in preparation for ongoing use or storage. Instruments are received from theatre on a two-tiered instrument trolley. Technicians are required to check, sort and where relevant disassemble the instruments before loading them into baskets in preparation for cleaning in preparation for cleaning at standing height work stations. This may involve the use of small hand tools such as screwdrivers and often Technicians will utilise magnifying lenses. On occasion hand washing of some instruments may be required.

Prepared baskets, weighing between approximately 5kg and 10kg, are then manually transferred from the instrument trolleys onto a four-tiered washer-disinfector rack for the initial cleaning and disinfection process. Forceful gripping and squeezing of the trolley release and pushing is required to align the trolley and move washer-disinfector racks into the washer-disinfector.

Once disinfected, Technicians are required to remove the washer-disinfector racks on loading trolleys and transfer these to the dryers. Individual baskets of clean instruments are then manually loaded into the instrument and anaesthetic dryers to complete the sterilisation process.

#### Key physical demands:

The key physical demands for this task include:

- Sustained periods of standing
- Repetitively walking short distances
- Repetitive movements of the neck including flexing and rotating
- Repetitive bending and twisting at the waist
- Repetitive reaching forward and to shoulder height
- Repetitive manual handling of small loads (5kg-10kg)
- High level of hand-eye co-ordination, gripping, finger manipulation and wrist flexion / extension / deviation / rotation
- Excellent vision.

#### Key cognitive demands:

The essential cognitive demands of this task include:

- Sustained attention and concentration
- A high level of planning and sequencing to assist with time management and ensure that tasks are undertaken as per procedure
- Task specific knowledge relating to the mechanics and construction of various reusable medical devices.



## Inspecting and Sorting

### Description of task:

Following the thermal disinfection and drying of reusable medical devices CSSD Technicians are required to manually remove baskets from the washer-disinfector racks and transfer them to the inspection area. Here all items are visually inspected for sterilisation. Once inspection has been confirmed Technicians must then sort the items into the required instrument sets. All items and sets are checked by two Technicians. This task is completed at a standing height workstation but can be completed seated at a stool and requires extensive concentration and the use of lighting and magnifying equipment.



### Key physical demands:

The key physical demands required for this task include:

- Sustained periods of standing or perching
- Repetitively walking short distances
- Repetitive movements of the neck including flexing and rotating
- Repetitive bending and twisting at the waist
- Repetitive reaching forward and to shoulder height
- Repetitive manual handling of small loads (5kg-10kg)
- High level of hand-eye co-ordination, gripping, finger manipulation and wrist flexion / extension / deviation / rotation
- Excellent vision.

### Key cognitive demands:

The essential cognitive demands of this task include:

- Sustained attention and concentration
- A high level of planning and sequencing to assist with time management and ensure that tasks are undertaken as per procedure
- A moderate level of problem solving to assist with the reconstruction of reusable medical devices
- Task specific knowledge relating to the mechanics and construction of various reusable medical devices and the requirements of specific kits.

## Heat Sealing

### Description of task:

CSSD Technicians are required to ensure the ongoing sterilisation of all reusable medical devices and as such most items are required to be packaged using a flexible sterile barrier system. The majority of instruments are packaged in pre-cut slips; for larger or unusual items Technicians may also be required to create appropriate packaging from steri-peel rolls. Steri-peel rolls are wall mounted at approximately shoulder height, requiring Technicians to reach forward and upwards to obtain the required steri-peel. Steri-peel sleeves were then measured and cut to suit the items being prepared. Once Technicians have inserted a reusable medical device into an appropriate slip, they are required to utilise a heated sealing machine to seal the individual packages. This involves gradually feeding the opening of all slips through the sealing machine and checking for any faults.



### Key physical demands:

The key physical demands for this task include:

- Sustained periods of standing
- Repetitively walking short distances
- Repetitive movements of the neck including flexing and rotating
- Repetitive bending and twisting at the waist
- Repetitive reaching forward and to shoulder height
- Repetitive right-left movements with the upper limbs
- Repetitive manual handling of small loads (5kg-10kg)
- High level of hand-eye co-ordination, gripping, finger manipulation and wrist flexion / extension / deviation / rotation.

### Key cognitive demands:

The essential cognitive demands of this task include:

- Sustained attention and concentration
- A high level of planning and sequencing to assist with time management and ensure that tasks are undertaken as per procedure.

## Wrapping and Tagging

### Description of task:

CSSD Technicians are responsible for creating prearranged and highly specific theatre trays by combining all relevant reusable medical devices as per kit templates. Once Technicians have prepared and checked the theatre trays, they are wrapped in a sterile barrier system. Technicians complete the wrapping process at a standing height work bench. Instrument trays vary greatly in size, shape and weight depending upon their contents requiring repetitive manual handling of between 5kg to 10kg and forceful but gentle pulling and aligning of the wrap.

Technicians are also required to batch and tag individually packaged reusable medical devices and wrapped theatre kits. A hand held labelling gun may be utilised for this task requiring repetitive forceful gripping with the dominant hand. Alternatively, tags may be pre-printed on A4 sheets requiring repetitive fine motor movements and pinch grip.



### Key physical demands:

The key physical demands of this task include:

- Sustained periods of standing
- Repetitively walking short distances
- Repetitive movements of the neck including flexing and rotating
- Repetitive bending and twisting at the waist
- Repetitive reaching forward and to shoulder height
- Repetitive manual handling of small loads (5kg-10kg) between waist and chest height
- High level of hand-eye co-ordination, gripping, finger manipulation and wrist flexion / extension / deviation / rotation.

### Key cognitive demands:

The essential cognitive demands of this task include:

- Sustained attention and concentration
- A high level of planning and sequencing to assist with time management and ensure that tasks are undertaken as per procedure
- A high level of recall (memory) to ensure reporting is accurate and detailed
- A moderate level of problem solving to assist with the creation of complete theatre trays with all instrument requirements
- Task specific knowledge relating to various reusable medical devices and the requirements of specific kits.

## Storage

### Description of task:

At the completion of the reprocessing process Technicians are required to transfer the sterilised and packaged items and kits to the sterile storage area within the CSSD. Technicians utilise trolleys to transport the equipment to free standing, open shelving and must ensure that all items are correctly labelled and stored for collection and use the other hospital departments. Storage shelving is from floor to ceiling height with heavy and frequently used items stored between waist and chest height. To store other items Technicians may be required to bend and squat to access low storage or reach over shoulder height and utilise a step ladder for high storage.

Technicians are also required to retrieve stored instruments and kits and strategically load them on to transport trolleys in preparation of each theatres allocated daily surgeries. They are then collected by theatre staff.

### Key physical demands:

The key physical demands required for this task include:

- Sustained periods of standing
- Repetitively walking short distances
- Repetitive step-up / step-down
- Repetitive movements of the neck including flexing and rotating
- Bending and twisting at the waist
- Repetitive reaching forward
- Reaching to and over shoulder height
- Repetitive manual handling of small loads (5kg-10kg)
- Pushing loaded trolleys
- High level of hand-eye co-ordination and gripping.

### Key cognitive demands:

The essential cognitive demands of this task include:

- Sustained attention and concentration
- A high level of planning and sequencing to assist with time management and ensure that items are stored as per procedure
- A moderate level of problem solving to ensure safe practices when storing items and when preparing requirements for theatre
- Task specific knowledge relating to the storage of various reusable medical devices and the requirements of specific theatres and surgeries.



## Administration

### Description of task:

CSSD Technicians are required to complete a range of reporting and data entry throughout the course of their shift to log all items entering and exiting the CSSD. This may be completed by hand or using specialised computer programs.

Technicians may also be required to review reference material when disassembling or reconstructing instruments and preparing theatre kits to ensure that all preparations are correct and as per procedures. The tasks undertaken by Technicians are highly process driven.

In addition to daily administration, Technicians are also required to complete ongoing maintenance, monitoring and reporting on all machines, attend staff meetings and complete a range of training requirements.

### Key physical demands:

The key physical demands required for this task include:

- Sustained periods of standing or sitting
- Repetitive neck movements, including looking down
- Hand-eye co-ordination and gripping, finger manipulation, wrist flexion / extension / deviation / rotation.

### Key cognitive demands:

The essential cognitive demands of this task include:

- Sustained attention and concentration
- Effective and professional written and verbal communication skills to liaise with colleagues
- A moderate level of planning and sequencing to assist with time management and ensure that tasks are undertaken as per procedure.

### CSSD Technician – Frequency and Duration of Essential Tasks

Essential Tasks	Frequency	Duration
1. Decontamination and Sterilisation	Technicians complete decontamination and sterilisation duties every shift.	Technicians may complete decontamination and sterilisation tasks in up to four hour rotation blocks.
2. Inspecting and Sorting	Technicians complete inspection and sorting duties every shift.	Technicians may complete inspection and sorting tasks in up to two hour rotation blocks.
3. Heat Sealing	Technicians complete heat sealing duties every shift.	Technicians may complete heat sealing tasks in up to two hour rotation blocks.
4. Wrapping and Tagging	Technicians complete wrapping and tagging duties every shift.	Technicians may complete wrapping and tagging tasks in up to two hour rotation blocks.
5. Storage	Technicians are generally rostered to a specific storage area shift, however may complete storage tasks on an ad hoc basis every shift.	Technicians are generally rostered to complete storage tasks for an entire shift. Ad hoc storage tasks and assistance may take from 5 minutes upwards dependent upon demands and theatre capacity.
6. Administration	Technicians complete administration duties every shift.	Administration tasks generally require 30 to 45 minutes each shift, cumulatively.

### CSSD Technician – Physical Demands

Physical Demands	Rare	Occasional	Frequent	Constant
Sitting		✓		
Standing				✓
Walking				✓
Step up / step down		✓		
Looking Up and Down				✓
Forward Bending				✓
Turning and Twisting			✓	
Crouching and Squatting		✓		
Kneeling and Crawling		✓		
Reaching above shoulder			✓	
Reaching forward				✓
Gripping (Hand)				✓
Fine Motor Movements (Hand)				✓
Lifting floor-waist		✓		
Lifting knee-shoulder			✓	
Lifting overhead		✓		
Carrying			✓ (up to 10kg)	
Pushing and pulling upper limb			✓	
Pushing lower limb	✓			

Frequency	Coding	Definition	Activity Level
Rare	R	0-5% of total work time	A total of 3 minutes of activity in an hour or one lift every hour
Occasional	O	6-33% of total work time	A total of 4-20 minutes of activity in an hour or one lift every 30 minutes
Frequent	F	34-66% of total work time	A total of 21-40 minutes of activity in an hour or one lift every 15 minutes
Constant	C	67-100% of total work time	A total of 41-60 minutes of activity in an hour or one lift every 2-5 minutes

### CSSD Technician – Cognitive and Psychosocial Demands

Cognitive and Psychosocial Demands	Rare	Low	Moderate	High	Maximal
Attention					✓
Concentration					✓
Memory				✓	
Interaction with others		✓			
Communication – written		✓			
Communication - verbal		✓			
Problem solving			✓		
Decision making		✓			
Planning/sequencing					✓
Reasoning/judgement		✓			

Frequency	Coding	Definition
<b>Rare</b>	<b>R</b>	<p>Three key components are taken into consideration when analysing the cognitive and psychosocial demands associated with a role;</p> <ol style="list-style-type: none"> <li>1. The requirement for demands to be sustained for extended periods of time or repetitively undertaken</li> <li>2. Whether work tasks are undertaken autonomously or as part of a team</li> <li>3. The escalation hierarchy which exists to support a worker undertaking a role and the level of responsibility that role carries within the hierarchy.</li> </ol>
<b>Low</b>	<b>L</b>	
<b>Moderate</b>	<b>M</b>	
<b>High</b>	<b>H</b>	
<b>Maximal/Constant</b>	<b>C</b>	

### CSSD Technician – Environmental and Organisational Factors

Condition	Description
Heat	CSSD Technicians generally complete their duties in a climate controlled indoor environment which is not significantly effected by heat. Technicians work in close proximity to equipment which utilise heat for their functions; while there is not a substantial exposure to emanating heat Technicians must take all necessary precautions when using equipment and handling items which have been removed from various processes.
Cold	CSSD Technicians generally complete their duties in a climate controlled indoor environment which is not significantly effected by cold. The storage area is climate controlled for sterilisation purposes.
Noise	CSSD Technicians may be exposed to low level noise from their working environment including equipment.
PPE	CSSD Technicians are required to wear full sterilisation kits at all times including theatre scrubs, closed toe shoes, shoe covers, gloves, hair nets and protective eye wear. Technicians may be required to change their PPE when moving from one task to another, especially when moving from the decontamination area to the sterile area.
Shift Cycle	CSSD Technicians work a range of shifts brackets between four and eight hours dependent upon demands and needs. Technicians may on occasion complete over time and may participate in on-call work to support the demands of theatre.
Breaks	CSSD Technicians are entitled to a 30 minute meal break, and 10 minute tea breaks for an eight hour shift.
Production Rate	CSSD Technicians are required to process items at a consistent rate with turn over of instruments and trays within set guidelines. Prioritisation is required when the CSSD becomes busy to ensure that the more important and frequently utilised items are processed first.