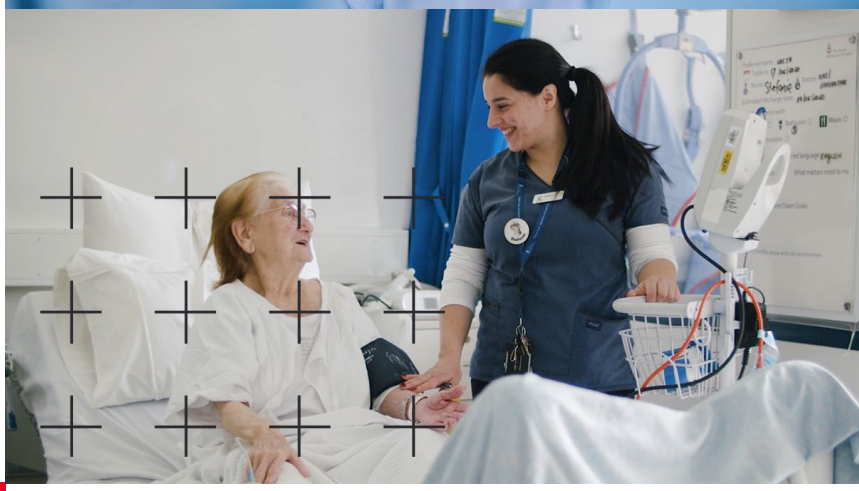
The Royal Melbourne Hospital









Advancing health for everyone, everyday.

Could this be you?

Join The Royal Melbourne Hospital Team

Position Description

CSSD Instrument Technician Grade 2

The Royal Melbourne Hospital

THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria's first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we've moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

OUR VISION

Advancing health for everyone, every day.

THE MELBOURNE WAY

At The RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it The Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

People First

People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

Lead with Kindness

Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

Excellence Together

True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

Together 2035 - Our 10 year ambition positions the organisation to have a meaningful impact. Acknowledging the need for ability, adaptability and failing fast, it is assumed throughout this strategy cycle that nothing will stay stagnant. We will continuously strive fro excellence in health - through data insights, the latest research, responding to community sentiment, and global trends and importantly the views, needs and feedback of patients, consumers, carers and community.

Strategic Pillars
Redesigning Together - We are redesigning world-class care
Thriving Together - We are thriving through inspiration & curiosity
Innovating Together - We are leading research excellence for clinical impact

Strategic Drivers
Systems Thinking
Digital Intelligence
Performance & Sustainability

The Royal Melbourne Hospital

Position Description

Position Title:	CSSD Instrument Technician
Service:	Central Sterile Supply Department
Location:	Multiple Locations of The Royal Melbourne Hospital
Reports To:	CSSD Nurse Unit Manager
Enterprise Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021–2025
Classification:	IN2
Employment Status:	Part Time
Immunisation Risk Category:	Category A
Date of Review:	Nov 2026

POSITION SUMMARY

- The purpose of this role is for delivery and collection as well as decontamination, assembly and sterilisation of critical and semi-critical reusable medical devices (instruments and equipment) used in surgery and procedures across RMH and Parkville hospital precinct.
- The Instrument Technician will be orientated and trained in all areas of the Central Sterile Supply Department (CSSD) within established guidelines and protocols including but not limited to Decontamination, Assembly, Sterilisation, Supply, Sterile Store Level 3, High Level Disinfection and other specialty equipment within the hospital.
- The Instrument Technician is able to use of washers, driers, sealers, sterilisers and high-level disinfection equipment according to instructions for use and general cleaning instructions. All instruments are packaged as per manufacturer's instructions, RMH policies and procedures and instrument tracking system in accordance with AS 5369. Instrument technicians may perform their role without direct supervision but under the immediate direction of an Instrument Technician Supervisor or Educator.
- The Instrument Technician holds an Instrument Technician Qualification but has less than twelve (12) months post qualification experience (full-time equivalent) as an Instrument Technician
- Also, undertake additional task or activity related to CSSD as directed by the Nurse Unit Manager

KEY ACCOUNTABILITIES

- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.
- As a member of the CSSD and Perioperative Services Department, work co-operatively within the team to ensure the needs of our patients and their families and carers are met in accordance with the Melbourne Health values
- Work within the framework of the National Standards particularly Standard 3
- Possess a sound knowledge of AS 5369. Ensuring that clinical practice is evidenced based and responsive to stakeholder requirements
- Work within the framework of ACORN Standards and GENCA Guidelines
- Ensure to seek regular feedback and participate in annual discussions.
- Contribute to departmental-wide initiatives and planning activities.
- Ensure training needs are identified and undertaken.
- Ensure risk management activities are completed, effective controls are in place and incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.
- Create a psychologically safe work environment where everyone feels safe to speak up. Monitor and achieve relevant KPIs and targets and operate within their allocated budget.
- Conducts daily checks and test to support Infection Control compliance
- Participate in regular in-service training and education
- Complete annual mandatory training, CSSD competencies and other RMH related activities
- Manage leave in accordance with RMH Policies and Procedures
- Use of Instrument Tracking System (Censitrac) including the use of quality feedback
- To participate regularly with CSSD Audits and compliance activities
- Other duties as required on request of the NUM

KEY RELATIONSHIPS

Internal

- Nurse Unit Manager
- Associate Nurse Unit Managers
- Supervisors and Educator
- Instrument Technicians
- Perioperative NUMs, CNMs and ANUMs
- Perioperative Nurses and Theatre Technicians
- Other Melbourne Health staff

External

- Company Representative
- External Hospital Representative

KEY SELECTION CRITERIA

Formal Qualifications:

- holds an Instrument Technician Qualification but has less than twelve (12) months post qualification experience (full-time equivalent) as an Instrument Technician.
- Working with Children's Check, Police Check and Immunisation assessment

Essential:

- Commitment to live in the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Mandatory Working with Children's Check, Police Check and Immunisation Assessment
- Has been deemed suitable for continued Instrument Technician work
- Has greater than three months experience (fulltime equivalent) as an Instrument Technician

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of RMH values
- Achievement of portfolio specific KPI targets
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements
- Annual Mandatory Training and CSSD Competencies
- Workforce – Leave Management
- Quality Feedback and VHIMS Clinical Incidents

AT THE RMH WE:

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Equitable, Person-centred Care (STEP) in line with our clinical governance framework.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

OUR COMMITMENT:

- **Equity, Inclusion, Belonging and Safety**
  - As a leader in healthcare, we recognise the need to foster a culture of equity, inclusion, and belonging — safe spaces where every individual is empowered to be their authentic self, contributing meaningfully to the collective well-being of our community.
- **First Nations Commitment**
  - We acknowledge and pay our respects to the Traditional Owners of the lands on which we work and stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are committed to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination through inclusive governance, respectful policies, and a steadfast commitment to anti-racism. The Royal Melbourne aspires to lead by example in addressing the injustices of colonisation and its ongoing impacts.
- **Child Safe Standards**
  - RMH is a child safe organisation. We are dedicated to fostering an environment that respects and upholds the rights of children and young people, in line with the Child Safe Standards. We actively embed these standards in our culture, policies, and practices, ensuring that the safety and wellbeing of children and young people is a central priority.
- **Equal Opportunity and Accessibility**
  - We are proud to be an equal opportunity employer that champions diversity in all its forms. We value the strengths and perspectives that come from people of all backgrounds, identities, abilities, and lived experiences. We encourage applicants from all communities, and we will provide reasonable adjustments to support equitable participation.
- **Thriving Together**
  - Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

ACCEPTANCE

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Signature

Employee Name (please print)

Date