



Position Description

POSITION TITLE	Health Care Assistant – Reprocessing area
DATE	7/7/2025
INCUMBENT	Haruka Miller
LOCATION	Southern Endoscopy Centre (SEC)
REPORTS TO	Clinical Manager
KEY RELATIONSHIPS	Business and General Managers

1. Purpose of the Position

- To provide effective endoscopic reprocessing services, ensuring optimum efficiency, patient safety and effectiveness is achieved.
- To support the Clinical Manager to achieve the Centre's business objectives by contributing positively to the Health Care Assistant - Reprocessing area team.
- To follow all relevant guidelines and protocols in the care and reprocessing (cleaning and drying) of endoscopes.

2. Dimensions

	CURRENT DATA
Total number of employees supervised functionally	n/a

3 Working relationships

Most frequent contacts and the nature and purpose of those contacts.

Daily in-person communications with the Duty Leader, Nursing staff and Senior Medical Officers, regular communication with equipment service technicians.

Internal

- General Manager
- Business Manager
- Clinical Manager
- Administration Team
- Registered & Enrolled Nurse Team
- Anaesthetic Technician

External

- Senior Medical Officers
- Southern Cross Healthcare staff
- Suppliers and Company representatives
- Company service technicians

4. Key Areas of Accountability

- Reprocessing (cleaning drying, tracking and tracing) of endoscopes following the Manufacturers recommendations, ASNZS 4187: 2014 and GESA/GENCA guidelines "Infection Control in Endoscopy"
- Infection control policies are adhered to in the reprocessing area
- Reports equipment malfunction and facility issues immediately to the Clinical Manager and/or Duty Leader
- Assists with the timely removal, storage and/or decanting of supplies as soon as they arrive in the building to maintain a clean and tidy environment

- Works under the guidance of the Clinical Manager, Educators, Registered and Enrolled Nursing staff when in the procedure room
- Responds appropriately and competently in emergency situations
- Maintains patient privacy and confidentiality according to all medico-legal requirements
- Acknowledges own limitations and seeks assistance when necessary.

4.1. QUALITY & RISK IMPROVEMENTS

- Is aware of the Safety Quality and Risk Management processes and responsibilities
- Ensures compliance with relevant legislation and SEC policies, procedures, and guidelines
- Maintains infection control in endoscopy standards as per the GESA/GENCA guidelines
- Maintains ongoing involvement and commitment to continuous quality improvement
- Reporting of incidents and completion of investigations by using the Safe Hub system

4.2. HEALTH & SAFETY

- SEC employees are responsible for complying with health and safety policies and procedures
- Adherence to the Health & Safety, Liten Up & Infection Prevention & Control expectations and presents a professional image at all times
- Completes audits as requested
- Participates in Hepatitis A, Hepatitis B, influenza and other vaccination programmes supplied by SEC
- Identifies and takes appropriate action and prompt reporting of any clinical, OSH and security issues to the Clinical Manager/Duty Leader, RN/EN, or General Manager

5. Education, knowledge, experience & skills requirement

5.1. EXPERIENCE REQUIRED

Desirable but not essential

- Health Care setting experience
- Reprocessing or Sterile Services experience
- Varied work history of a practice nature
- Mechanically and technically savvy

Self Development

- Willingness to learn and participate in relevant training and courses
- Attends workshops on chemical handling
- Attends Life support course
- Actively prepares and participates in own performance appraisal
- Completes and maintains the Professional Development portfolio.

5.2. PERSONAL ATTRIBUTES

- Ability to communicate well
- Flexibility and adaptability with a “can do” attitude
- Ability to build relationships and is customer service focused
- Well organised and planned
- Decision making capability
- Ability to work under pressure in a rapidly changing environment
- Ability to maintain absolute confidentiality at all times
- Team player but able to work autonomously
- Demonstrated ability to show discretion, tact, diplomacy, cultural awareness and sensitivity

6. Values & Behavioral Capabilities

Demonstrate our values and provide guidance on “how” we work together, our performance and support the team to develop goals. .



Position holder's signature:

Position holder's name:

Date:

Manager's name:

Manager's signature:

Date:
