

**DENTAL INSTRUMENT TECHNICIAN**

**Designation:** INSTRUMENT TECHNICIAN

**Level:** Depending on qualification or level of experience.  
TBC – Grading / Award refer Human Resources Manager.

**Program / Unit:** Dental Clinic

**Purpose of Position:**

The key responsibility of an Instrument Technician (IT) with WRHS is to collect, clean, disinfect sterilise and supply instruments and equipment for the provision of dental treatment in accordance with Wodonga Regional Health Service (WRHS) Policy and Procedures.

The IT is able to work in all areas of the Central Sterilising Supply with a high degree of autonomy and accountability. The Instrument Technician Grade 3 and 4 assists in the supervision, training / mentoring of other Technicians (if applicable) within the Dental Department and will, if required, undertake a clinical tutor / mentor role.

**Organisational Environment / Reporting Relationships:**

Senior Dental Officer / Practice Manager.

**Supervisory Responsibilities:**

Nil.

**Primary Responsibilities:**

**Supervision & Mentoring:**

Assist the Senior Dental Officer / Practice Manager in:

- Staff supervision.
- Training and mentoring of staff, which may involve the delegation of specific task training to appropriate dental team members.
- Ensure that Occupational Health & Safety (OH & S) and Emergency Policies and Procedures are followed.

**Policies and Procedures:**

- Have knowledge of WRHS Policies and Procedures, Australian Standards and guidelines that have legal implications for work practice.
- Assist the Unit Managers in developing and implementing policies and procedures.
- Perform work according to WRHS policies and procedures in a safe professional manner.
- Comply with WRHS Code of Conduct.

**Sterilisation and Infection Control:**

- Responsible for the decontamination and sterilisation of equipment and Infection Control. This includes an understanding of aseptic techniques.
- Inspecting, dismantling and maintenance of instruments.
- Ensure compliance with WRHS Policies and Procedures.
- Demonstrate commitment to the principles and practices of Infection Control relating to Central Sterilising Department (CSD) Dental.

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- Monitor, record and report sterilisation practices within the CSD, ensuring practices meet AS4815: 2006 standards. Take appropriate action to rectify failure of sterilisation processes.
- Perform daily audits of steriliser load and document results.
- Coordinate and document the performance of all weekly audits.
- Assist with implementation of new technologies, process changes and specialty instrument education.
- Contribute towards the maintenance of safety measures and standards of housekeeping to ensure a safe environment for staff and patients.
- Accept and understand the responsibilities of correct assignment of instruments to trays.
- Wrap trays and monitor the sterilisation process according to relevant procedures.
- Take responsibility for the safe handling of all equipment.
- Promote a physical and psychosocial environment that enhances safety and security to fellow staff members.
- Utilise resources in an efficient cost effective manner.

### **Equipment & Stores:**

- Assist the Unit Managers in ensuring that:
  - Equipment is properly maintained.
- Ensure adequate stores are held (including linen).
- Deliver or delegate delivery of equipment to the appropriate work areas as required
- Collect or delegate collection of soiled equipment from work areas

### **Continuous Improvement:**

- Identify and make recommendations on opportunities to improve processes, workplace health and safety, quality and service delivery outcomes within WRHS.
- Participate in and provide support and assistance to staff participating in the peer review program.
- Assist in the management of the WRHS OH&S Policy for the CSD area including inspections and follow up of outcomes.

### **Communication**

Liaise with internal and external clients including:

- Practice Manager, Senior Dental Assistants and practitioners in relation to stock and processing and with the Stores Department for stock supplies.
- Service contractors, through Facilities Department, for equipment repair and preventative Maintenance.
- Attend staff meetings, which may also include other clinical areas, to discuss planning of work-flow processes and ensure smooth handover / transition to the following shift.

### **Customer Service:**

- Maintain a professional approach at all times, promote good interpersonal relationships both within and outside the unit and organisation, consistent with WRHS values.
- Comply with WRHS Code of Conduct.
- Maintain client, patient and organisational confidentiality.

### **Staff Supervision and Support:**

- Assist management with the induction of new or trainee staff members
- Assist management in reviewing the clinical (CSSD) application of draft policies and procedures specific to the positions designated area of work.

- Mentor new or inexperienced staff where appointed as the nominated mentor in accordance with WRHS mentoring policy.

### **Training and Development:**

- Demonstrate a willingness to undertake and complete professional / personal development and be pro active in encouraging staff to do the same.
- Maintain current knowledge and skills base that facilitates the best possible client care.
- Attain required technical knowledge, skills relevant to CSD work compliances.
- Demonstrate responsibility for own practice.
- Participate actively in the WRHS performance review process.
- Maintain mandatory education on an annual basis. These include:
  - Fire and Evacuation.
  - Manual Handling.
  - Minimal / No Lift (As appropriate).
  - CPR (As appropriate).
  - Infection Control.

### **Teamwork and Communication:**

- Attend unit meetings.
- Liaise with unit manager on matters relating to the work area.
- Communicate effectively and document relevant information in line with WRHS policies and procedures.
- Recognise own ability and level of professional competence whilst enhancing the professional development of others.
- Collaborate with the multi disciplinary dental team to ensure quality care and services.
- Delegate tasks effectively where appropriate.

### **Other Duties:**

- This may include providing administrative support as directed by Unit Managers and Administrative Support Team Leader.
- Refer to the Administrative Support Officer (Dental) Position Description.

### **Performance Development / Review:**

Performance review will be conducted within the first three months of employment and annually thereafter.

### **Specific Delegations:**

Nil.

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**SELECTION CRITERIA**

**MANDATORY CRITERIA**

- Certificate III in Health – Sterilising Practice for Technicians (Mayfield Course) or equivalent recognised accredited course certificate.
- At least 3 years experience as an Instrument Technician.
- Excellent interpersonal and communication skills.
- Ability to plan, organise and prioritise workload.
- Sound knowledge of sterilisation procedures.
- Sound awareness and understanding of Infection Control principles as they relate to the positions designated area of work.
- Commitment to professional development.
- Demonstrate commitment to customer focused care.
- Ability to work as a team member within a multidisciplinary environment.
- Knowledge of and commitment to Quality Improvement.
- Understanding of OH & S legislation as it relates to employees responsibilities.
- Satisfactory police check.
- Working with Children check.

**DESIRABLE COMPETENCIES:**

- Computer skills in CSD at a level required.
- Knowledge of a second language and culture.
- Knowledge of public dental health principles and programs.

Signature of Employee .....

Witness: .....

Date .....

DRAFT

Annexes:

Other Relevant Information: Administration Support Position Description.

References:

Contact Point: Dental Clinic.

<b>THIS SECTION FOR QUALITY OFFICE USE ONLY</b>		
<b>Approval Committee:</b>	<b>Date Approved:</b>	<b>SharePoint File Location:</b>
Human Resource Manager		Pending
<b>Responsible Department:</b>	<b>Date for Review:</b>	<b>Manual Location:</b>
Dental Clinic		Position Description Manual
<b>Version No:</b>	<b>Original Approval Date:</b>	<b>Previously Named As:</b>
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