

Position Description | Te whakaturanga ō mahi

Health New Zealand | Te Whatu Ora

This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.

Title	Registered Sterile Technician
Reports to	Manager
Location	Hutt Hospital-Lower Hutt
Department	CSSD
Date	04/09/2026
Salary band (indicative)ⁱ	\$73,876.00 - \$88,887.00
Children's Worker roleⁱⁱ	No

Better Health, Better Care, Every Day.

Health New Zealand | Te Whatu Ora is committed to providing high-quality healthcare for all New Zealanders. We are focused on improving access to care, delivering better health outcomes, achieving national health targets, and ensuring the long-term sustainability of our health system.

We know that great healthcare starts with great people. That's why we are committed to building a high-performing, inclusive workplace where our people are supported to grow, contribute, and make a real difference for patients, whānau, and communities across Aotearoa.

About the role

The primary purpose of the role is to:

The Registered Sterile Sciences Technician is responsible for maintaining high standards of decontamination, assembly, inspection, wrapping, and sterilisation of reusable medical devices for operating theatres, Endoscopy Suite and other wards and departments in compliance with established policies and procedures. A Registered Sterile Science Technician maintains consistency and continuous workflow between Sterile Sciences Department (SSD), theatre and hospital wards and clinics while delivering quality customer care.

[Insert description of position and key activities, may be bullet pointed or in paragraph form. Avoid listing specific tasks here or in the KRAs as these may change over time e.g. as business processes change.]

Key Result Area	Expected Outcomes / Performance Indicators
1. Technical Skills and Practice	- Demonstrate practice that meets the Australia and New Zealand Sterilisation Standards (AS/NZS 5369) for the processing of reusable medical devices. - Deploys aseptic techniques in performing daily work tasks.

	• Demonstrate competent use of all machines and equipment within a SSD environment including operation and maintenance. • Records and documents all results pertaining to testing of machine functioning and all results relating to required biological testing. • Competent in the use of computers and the instrument tracking system. • Meets all requirements to safely work in the decontamination area sorting decontaminating and cleaning used reusable medical devices in conjunction with SSD, Infection Control and Health and Safety guidelines. • Demonstrates the required competence to inspect, sort and process clean reusable medical devices, including identifying the care and handling specifications of complex instruments. • Identifies the appropriate sterilisation container or wrap for all types of instrumentation. • Demonstrates competence in loading and unloading a steriliser and in monitoring and validation of sterilising processes. • Identifies factors that compromise sterility in relation to event related sterility. • Utilises sterility quality control procedures and documents all outcomes. • Completes all tasks as delegated by their line manager or shift coordinator. • Prioritise throughput of processing of reusable medical devices in workload planning to meet service user requirements. • Apply culturally safe /bicultural practice to support patient/ clients, whanau and colleagues.
2. Leadership	▪ Ensures maintenance and operation of sterile services equipment. ▪ Establishes and maintains active working partnerships with operating theatres, wards, departments and external customers to promote integrated working that improves the outcomes and experience of patient/clients. ▪ Carries out or supports others with assessment and management of risks. ▪ Provides preceptorship and mentorship to staff in training. ▪ Demonstrates negotiation and conflict management skills within the workplace. ▪ Fosters and develops an environment of team work with positive working relationships and dynamics. • Demonstrates professional and effective communication and sharing of information and technical expertise.
3. Service Improvement and Research	• Sources and uses evidenced based learning to improve practice. • Promotes practice based upon Sterile Service standards and supports organisational strategic aims. • Participates in the development of quality improvement activities for service delivery. This may include protocols and standard operating procedures etc.

	• Participates in shared learning across services, where shared learning and standardisation in systems / processes would be beneficial for patients / clients. • Actively participates in working groups / clinical networks within the team, to identify and implement service improvements as appropriate. • Contributes to Sterile Services, Theatre and wider district and regional annual planning process (strategic and operational) including identifying gaps in service, and participates in work / projects that may result from the planning process. • Practises in a way that utilises resources in the most sustainable and cost effective manner. • Awareness of and complies with all legislative, contractual and employment requirements as applicable to the role (e.g. Privacy Act 1993, Vulnerable Children's Act 2014, Health & Safety at Work Act 2015).
4. Professional Development/Teaching and Learning	• ▪ Maintains required competencies to practice as a sterile technician. ▪ Develops and keeps a current professional registration portfolio. ▪ Participates in training and education services provided. ▪ Promotes awareness of current developments in the service area. ▪ Supports inter-professional education where offered. ▪ Presents at regional and national conferences /forums/study days or similar. ▪ Demonstrates application of technical knowledge in practice. ▪ Set and achieve own learning objectives as required for annual performance review. ▪ Participates in an annual performance review and associated clinical assurance activities. ▪ Provides mentoring and clinical support to junior staff. ▪ Undertakes professional supervision where required. ▪ Completes all core training as applicable to the role.

Key Result Area	Expected Outcomes / Performance Indicators
Access and Outcomes	• Supports efforts to improve access to services and achieve better outcomes for the communities we serve. • Uses evidence and insights to identify barriers and opportunities for improvement. • Contributes to inclusive, responsive, and effective service delivery.

Te Tiriti o Waitangi	• Demonstrates a commitment to understanding and applying Te Tiriti o Waitangi in a practical and appropriate way. • Supports initiatives that improve outcomes for Māori and strengthen relationships with Māori partners and stakeholders. • Contributes to an inclusive workplace that values diversity and supports the attraction, development and retention of Māori employees.
Health & safety	• Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives. • Takes all reasonably practicable steps to eliminate and mitigate risks and hazards in the workplace that could cause harm, placing employee, contractor and others' health, safety, and wellbeing centrally, alongside high-quality patient outcomes. • Leads, champions, and promotes continual improvement in health and wellbeing to create a healthy and safe culture.
Compliance and Risk	• Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place. • Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit. • Understands, and operates within, the financial & operational delegations of their role, ensuring peers and team members are also similarly aware.

Matters which must be referred to your manager

- Employees are expected to escalate matters early to ensure patient safety, service, continuity and compliance with organisational and legislative requirements.

Relationships

External	Internal
• External relationships with other CSSD in Central region] • Machine service Engineers • Specialist Product External Representatives. •	▪ SSD coordinators ▪ Technicians ▪ Trainee Technicians ▪ Theatre staff ▪ Ward and clinic staff ▪ Building service Engineers

About you – to succeed in this role

You will have

Essential:

Knowledge, Skills & Experience:

- Strong and successful experience in delivering a quality product for use in patient care.
- Record of working successfully in SSD and Endoscopy
- Experience with using tracking systems.

Essential Professional Qualifications / Accreditations / Registrations:

- Has achieved a minimum L4 Certificate in Sterilising Technology and has relevant experience. (Level 3 acceptable if completed **prior to 2019.**)
- Member of NZSSA
- Maintains current professional registration with the NZSSA.
- Overseas applicants will require to provide evidence from the NZSSA that their international qualification has achieved equivalency with the NZ qualification

Someone well-suited to the role will place a high value on the following:

- Building and developing of strong team working relationships
- Promoting the value of the Sterile Sciences Department.
- Continuous improvement through use of Quality Management System and Professional Development
- Attention to detail
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- **Desired**
- GENCA Certificate in Endoscopy Reprocessing or willing to work towards this qualification

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You will be able to

Essential:

- Deliver results through effective planning, sound judgement, and personal accountability.
- Build trusted relationships and works collaboratively to achieve shared goals.
- Communicate clearly and adapts their approach to different audiences and situations.
- Demonstrate curiosity, adaptability, and a commitment to continuous improvement.
- Maintain high standards of professionalism, integrity, and ethical behaviour.
- Contribute to a positive, inclusive, and safe working environment.
- Take responsibility for their own development and supports the development of others where appropriate.

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ⁱ Salary band reference is for internal benchmarking and role sizing purposes only. The salary band designation is not a term or condition of employment and may be changed by the HNZ. Changes to the salary band will not affect an employee's current salary or remuneration.

ⁱⁱ The Children's Act 2014 makes provisions for the protection of children and helping them thrive, achieve and belong. At Health New Zealand, we safety check every children's worker. The purpose of this safety check is to reduce the risk of harm to young people and is a legal requirement for those employed in work that involves contact with children and young people including face-to-face, over the phone, or email contact. It is part of our commitment to ensuring the wellbeing and safety of children and young people. Your continued employment with Health NZ is conditional on a satisfactory safety check.