

CSSD Coordinator

Permanent Part-time

Stirling Hospital is a not-for-profit private hospital that has been providing healthcare to the local community for over 98 years. It is located 15 minutes from the CBD in the beautiful Adelaide Hills. The Hospital provides a range of speciality services from paediatrics to our more senior patients and everyone in between.

We are looking for an enthusiastic and dedicated CSSD Coordinator to join our team. This is a hands-on leadership position, ideal for someone who can actively contribute as a team member while also providing clear guidance and support to colleagues.

The primary responsibilities of this position include:

- In collaboration with the Perioperative Services Manager, Clinical Nurses, Perioperative Team, Infection Control Coordinator and Quality and Risk Manager, provide sound leadership in the day to day running of the Central Sterilising Service Department (CSSD)
- Being responsible for effectively coordinating and actively participating in quality improvements within the CSSD
- Be directly involved in the supervision of the day-to-day running of the CSSD
- Be directly involved with completing required auditing and quality checks as required
- Be directly involved with ensuring ongoing preventative maintenance schedules are maintained and capacity to liaise with maintenance/company representatives and problem solve
- Actively contribute to efficiencies and other economic aspects of running a CSSD
- Develop and review processes and procedures in accordance with standards to provide high levels of customer service to surgeons and nursing staff within the operating suite.
- Identify and oversee orientation, training and education programs within the CSSD

Essential requirements include:

- Certificate IV Sterilisation Services
- Minimum of 3 years' experience in hospital CSSD as a team leader
- Ability to work in a small team environment
- Sound knowledge of AS 5369:2023 and NSQHS Standard 3 - Reprocessing of Reusable Medical Devices
- Sound knowledge of NSQHS Advisory 24/01
- Sound knowledge of GESA IPC in Endoscopy
- Satisfactory and current Working with Children certificate and National Police check
- Australian citizen or current VISA

To be considered for this role you will have:

- Dynamic leadership and problem-solving characteristics, with a strong commitment to quality improvement
- Exceptional written and verbal communication skills
- Proficient in use of MS Office
- Excellent organisational skills
- Ability to manage competing priorities and respond to emerging needs

Benefits – what is in it for you?

- Salary sacrifice
- Professional friendly environment
- Supportive team
- Education program

Applications to be addressed to Sharron Kemp, Perioperative Services Manager, at email: skemp@stirlinghospital.org.au or Stirling Hospital, PO Box 44, Stirling SA 5152

Only applicants who are shortlisted will be contacted. We reserve the right to appoint prior to closure date for suitable applicant