

DONNA BELLE DADOR

NATIONAL STERILE SERVICE ADVISER

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Address: 94B Salisbury Street, Christchurch

EDUCATION

Toi Ohomai Institute of Technology, New Zealand

Diploma in Sterilising Technology (Level 5)
(On-going)

Open Polytechnic, New Zealand

Certificate in Advance Sterilising Technology
(2017-2019)

NTEC (Aspire2 International Limited), New Zealand

Diploma in Health Services Management Level 7
(2015-2016)

Purdue University Distance Study, Singapore

Central Service Technical Training
(2012-2013)

Emilio Aguinaldo College, Philippines

Bachelor of Science in Nursing
(2004-2008)

CERTIFICATIONS

- NZ Sterilisation Services Association (Level 5)
- Certified Registered Central Sterile Technician (CRCST) - HSPA (2013-2015)

ACHIEVEMENTS

- Recipient of Singapore Health Quality Service Award
 - Silver Award (April 2010-March 2011)

AFFILIATIONS

- NZ Sterilisation Services Association (NZSSA)
 - Executive Board Member (2024-2027)

SUMMARY

A highly skilled and experienced sterile services leader with over 14 years of experience in sterile processing and distribution. Possessing a strong leadership background and good quality management skills with a proven track record of delivering innovative solutions that meet or exceed customer expectations.

WORK EXPERIENCE

National Sterile Service Adviser Southern Cross Healthcare (August 2024 - present)

- Support the consistent delivery and maintenance of accepted good practice standards in sterilization services and endoscopy department in all Southern Cross hospitals and Joint Venture.
- Provides expert advise on matter related to sterile services including input into new or renovation of facilities and procurement of equipment and consumables
- Provides leadership, guidance, technical expertise and support to sterile services Team leaders, managers and technicians to minimize risk to patients associated with inadequate cleaning, disinfection and sterilization processes.

SSD Manager Southern Cross Healthcare, Christchurch (March 2024 - August 2024)

- Oversee the daily operations of the sterile processing department, including the cleaning, sterilization, assembly, and distribution of instruments and equipment used in surgical and medical procedures.
- Develop and manage the department budget, including purchasing and maintenance of sterilization equipment and supplies, to ensure fiscal responsibility and resource availability.
- Manage departmental staffing, including hiring, training, scheduling, and evaluating the performance of technicians and support staff to ensure a competent and motivated team.

SSD Team Leader Southern Cross Healthcare, Christchurch (October 2022 - March 2024)

- Coordinate with surgical and clinical departments to ensure timely availability of sterile instruments and supplies, optimizing workflow and minimizing delays in patient care.
- Implement and enforce strict adherence to infection control and sterilization standards and protocols to ensure patient safety and compliance with regulatory requirements.
- Lead quality assurance and improvement initiatives, analyzing data and implementing changes to processes and procedures to enhance efficiency and effectiveness of sterilization practices.

SKILLS

- Technical writing
- Validation and monitoring
- Auditing and action planning
- Problem-solving
- Critical thinking
- Attention to detail
- Communication (written and verbal)
- Creativity
- Effective staff management
- Interpersonal skills
- Computer skills

REFERENCES

Available upon request

SSD Shift Coordinator

Southern Cross Healthcare, Christchurch
(September 2021 - October 2022)

- Establish and maintain inventory control systems for daily reprocessing activities and equipment through the sterilization process, ensuring accuracy and accountability.
- Provide support to team leader in managing day to day floor situations in department.
- Ensure quality management in the department is up to date with the services provided to all internal and external customers.

Senior SSD Technician / Shift Coordinator

Southern Cross Healthcare, North Harbour
(September 2016 - April 2021)

- Directs and coordinates staff in CPD to ensure the delivery of patient care items and surgical instrumentation promptly to meet customer needs completely and accurately.
- Ensure smooth flow of the department and oversee staff and reprocessing equipments.
- Prioritizes and manages staff members' work assignments so that all work is completed on time with optimal results.

Health Care Assistant

Lady Allum Rest home (Oceania Healthcare), Northshore
(February 2016 - September 2016)

- Provide support, assistance and comfort for the elderly.
- Provide personal care and keeping them company.
- Assisting elderly in their day-to-day activities.

Care Giver

Sylvia Park Rest Home and Hospital, Auckland
(July 2015 - January 2016)

- Assist the residents in their day to day needs and activities.
- Provide personal care and keeping them company.
- Prepare resident's food and nourishments.

Central Sterile Supplies Team Leader

Singapore General Hospital, Singapore
(August 2010 - June 2015)

- Supervise the staff in charge in different areas of the department.
- Allocate staff assignment and making weekly roster for 50 staff in the department.
- Conduct yearly competency check for staff to ensure that they are in good standing in doing their assigned task.
- Liaise between staff and Senior Staff Nurses and Manager regarding the floor situation and resolve situations in a timely manner.
- Communicate with the customer, Ward staff, Operating theatre Staff, Nurse, Clinicians and other hospital personnel regarding Inventory, Instrument related issues and discrepancies.
- Participate in meetings regarding operation's needs and department improvement.
- Participate in identifying items of need and sourcing and selecting items, instruments, sets, and disposable from different vendor through meticulous testing.