

JOB DESCRIPTION

JOB DETAILS	
Job Title	Sterile Services Technician
Reports to	Department Supervisor/Manager
Band	2
Department/Directorate	CSSD / Estates & Facilities Management (EFM)

JOB PURPOSE
<ul style="list-style-type: none"> To play an integral part in the day to day operation of the CSSD department, by delivering an efficient and flexible service, to safely decontaminate, inspect, package and autoclave medical instrument sets to provide sterile equipment for the end user, ensuring that on a day to day basis, the service meets operational targets and achieves the appropriate quality standards. To act as an ambassador, representing the Royal Devon University Healthcare NHS Foundation Trust, working as part of a team to ensure that we exceed expectations, carrying out duties in a professional, polite and helpful manner.

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<p>Areas of Responsibility include: (type of work undertaken)</p> <ul style="list-style-type: none"> To work in accordance with CSSD Terms & Conditions to include rotational shift work, weekend & public holiday working. Operate equipment / machinery including washer disinfectors, porous load steam sterilisers, ultrasonic washers, hydrogen peroxide steriliser (STERRAD) etc, following appropriate training received. To undertake both the internal and external on-line based training programme, including on-going continual assessment and continuous professional development, in order to achieve the skill required for the position. To decontaminate, inspect, assemble and pack instrument sets ready for sterilisation in accordance with training to ensure compliance with standards such as ISO 13485:2016 & Medical Devices Regulations 2002, (as amended). To be proficient in the safe operation of washer / disinfectors and porous load sterilisers in accordance with HTM 01:01. To have individual accountability for the safe, accurate and efficient processing, packing and sterilising of surgical equipment to ensure full traceability. To work in the Endoscopy decontamination area, manually cleaning and operating automated washer disinfectors for flexible Endoscopes once internal training is carried out. To be flexible with working practices, so that the department has enough staff in the key areas of production at any one time and to work as part of a team to deliver an efficient and flexible service. To be aware of, adhere to and contribute to best practice in accordance with departmental Standard Operating Procedures (SOP's). To ensure own actions reduce risks to health & safety and to promote a Health & Safety culture within the workplace. Report all unsafe situations, incidents and accidents as appropriate.

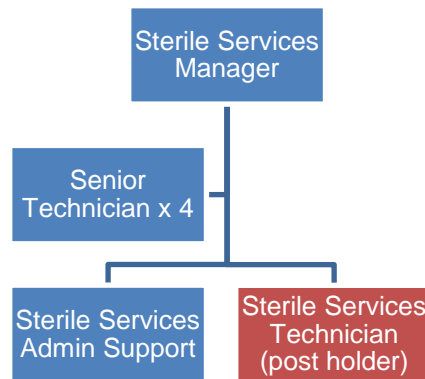
KEY WORKING RELATIONSHIPS
The post holder is required to interact and deal effectively with staff of all levels throughout the Trust, as and when they are encountered on a day-to-day basis.

In addition, the post holder will verbally communicate with the wider healthcare community and with external organisations, such as other NHS trusts.

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> • Sterile Service Manager • Sterile Services Senior Technician • Sterile Services Admin Support • Service Manager • Facilities Management • Estates Team • Sodexo Team • Theatre Team and Management • Clinical staff across trust 	<ul style="list-style-type: none"> • Other NHS trusts • External end users

ORGANISATIONAL CHART



FREEDOM TO ACT

- To be able to work under own initiative, for example, where necessary to receive requests / orders from service users, to take appropriate action in a courteous and helpful manner
- Always work in compliance with department SOPs, regulations and established working practices.
- Report all unsafe situations, incidents and accidents as appropriate.
- Work across all areas of the department.
- To ensure own actions reduce risks to health and safety and to promote a health and safety culture within the workplace.

COMMUNICATION/RELATIONSHIP SKILLS

- To escalate any immediate or foreseeable concerns/complaints to the CSSD Senior Technician / CSSD Production Manager.
- To take part in discussions and periodic meetings to openly discuss any issues.
- To maintain effective working relationships with both internal and external clients.
- Where necessary to provide advice and support to other internal and external clients, i.e. Main Theatres, Wards & Departments
- To report promptly and prior to the commencement of the shift, any illness / injury that may compromise the needs of the service and ultimately patient care.
- To ensure that any other work undertaken elsewhere is disclosed so that current legislation regarding the Trust's Working Time Directive Policy is maintained at all times whilst working for the Trust.
- Communicate effectively and courteously with colleagues, staff, service users, external organisations and members of the public.

ANALYTICAL/JUDGEMENTAL SKILLS

- Key attention to detail required to inspect surgical instruments for cleanliness and functionality. To further identify instruments in need of repair or refurbishment and ensure correct process is followed to prevent negative outcomes to the surgical team.
- To operate automated washer/disinfectors and autoclaves correctly and validate cycle parameters, using Independent Monitoring System prior to despatching sterile goods.
- Inspect sterilised loads post autoclave cycle to ensure pack integrity, identify breaches of sterility such as wet or damaged packs and confirm chemical indicators have the correct colour change.
- To contribute to and work within a safe working environment.
- Undertake Internal Audit of CSSD ISO processes, following appropriate training, as required.

PLANNING/ORGANISATIONAL SKILLS

To ensure all external requests are despatched in a timely manner in accordance with the 'required by' date.

- To rotate Raw Materials and Sterile Stock using a 'First In, First Out' method to ensure items remain in date.
- Ensure correct storage conditions for Environmentally sensitive products are maintained at all times.
- Maintain required minimum daily stock levels within the Clean Room and report any shortfalls to a Senior Technician / Production Manager.
- Operate washer/disinfectors and autoclaves in a rotational manner to ensure temperatures are maintained.

PATIENT/CLIENT CARE

No direct patient care involved in this role.

POLICY/SERVICE DEVELOPMENT

Follow Trust wide and local CSSD policies and procedures and work in compliance with established rules and working practices.

- Actively seek and discuss ideas for improving production techniques to provide an environment of continual improvement and compliance with relevant standards.
- Report all unsafe situations, incidents and accidents as appropriate.
- To display a formal Trust ID badge at all times whilst on duty within the main hospital building and when engaged in Trust business off-site.
- To maintain environmental hygiene and personal hygiene by wearing the correct full uniform at all times in accordance with the Trust Uniform and Dress Code Policy.
- The post holder is expected to comply with Trust Infection Control Policies and conduct him/herself at all times, in such a manner as to minimise the risk of healthcare associated infection

FINANCIAL/PHYSICAL RESOURCES

- To be responsible for the safe handling of expensive and highly complex equipment, such as Trust surgical instrumentation and decontamination machinery, so as to prevent any accidents or legal matters.
- To conduct routine daily testing of washer/disinfectors and autoclaves and perform basic maintenance including cleaning of filters and wash arms etc.
- To be responsible for the safe collection / delivery of goods and equipment.

HUMAN RESOURCES

To participate in performance reviews.

- To undertake any mandatory training or other training required to maintain competency in the role.
- Demonstrate a willingness to provide reasonable cover for colleagues.
- To mentor and support new and less experienced staff.

INFORMATION RESOURCES

To complete all required paperwork correctly and in a timely manner. This includes but is not limited to: pack checklists, CSSD Despatch notes, Raw Materials delivery notes, decontamination certificates, Autoclave cycle print-outs and 'Automatic Control Test' results as appropriate.

- To ensure compliance and maintain full instrument traceability by completing washer and autoclave load scans via the Tracking & Tracing system and accurately completing pack checklists to identify any deviations, as per current legislation.
- To report and record any accident or incident in accordance with departmental / Trust procedures to the CSSD Senior Technicians / CSSD Department Manager in a timely manner

RESEARCH AND DEVELOPMENT

- To participate in staff satisfaction surveys as required.

- To participate and contribute to the HSDU's Internal and External Auditing process of the Quality Management System as appropriate.
- To ensure own internal development by requesting additional support and further training as required.

PHYSICAL SKILLS

- Ability to undertake work practices which require excellent hand eye co-ordination when assessing surgical instrumentation sets for presence, cleanliness and functionality.
- Ability to utilise keyboard skills to input and review data (i.e. on the 'tracking and tracing' system).
- Be able to work under instruction in a prompt and accurate manner.

PHYSICAL EFFORT

- Be able to stand for long periods of time, (up to approx. 7 hours per day), particularly when working in the Decontamination Area, Clean Room or Autoclaves.
- On a daily basis there is a requirement for frequent, short distanced and repetitive moderate effort to undertake manual handling tasks, including the manoeuvring, loading and unloading of heavy (<15kg) or awkward objects, e.g. heavy transportation cages, autoclave trollies, instrument sets etc...

MENTAL EFFORT

- Ability to concentrate for long periods of time to follow set processes & procedures as the work pattern can be unpredictable due to the need to work in different sections of the department.
- The need to work to an unsocial working pattern, i.e. early / late alternating weekly shift patterns, weekends and public holidays in order to maintain service provision.

EMOTIONAL EFFORT

- Present at the scene of incidents such as a medical emergency or needlestick injury, given the close proximity CSSD staff have to sharps and blades as part of their job role on a daily basis.
- Exposure to distressing or emotional circumstances is rare but possible. (i.e. non-standard theatre item returns).

WORKING CONDITIONS

Due to the nature of the role there may be exposure to unpleasant working conditions, such as:

- Occasional exposure to solvents and chlorine-based cleaners;
- Unpleasant smells from contaminated surgical instrumentation and chemistries;
- Frequent exposure to blood / bodily fluids;
- Noisy environment due to the movement of transportation trollies and decontamination equipment;
- Working in hot, humid conditions within the Decontamination & Sterilisation areas.

OTHER RESPONSIBILITIES

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Contribute to and work within a safe working environment

You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

DISCLOSURE AND BARRING SERVICE CHECKS

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy, successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

At the Royal Devon, we are committed to reducing our carbon emissions and minimising the impact of healthcare on the environment, as outlined in our Green Plan available on our website. We actively promote sustainable practices and encourage colleagues to explore and implement greener ways of working within their roles.

PERSON SPECIFICATION

Job Title	Sterile Services Technician - Shifts
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING Willingness to undertake inhouse training for new starters. Good standard of English comprehension & communication. Good numerical skills.	E E E	
KNOWLEDGE/SKILLS Able to follow written & verbal instructions. Practical & methodical approach to given tasks. Good hand/eye co-ordination and manual dexterity. Attention to detail. Problem solving skills. Ability to work both in a team and alone. Understanding of Health & Safety issues. IT skills including Excel, Word and PowerPoint. Able to communicate technical information.	E E E E E E E E E	
EXPERIENCE Experience of shift working. Experience of processing environment. Experience of working to deadlines and under pressure. Experience of organising departmental workloads.	E E E	D
PERSONAL ATTRIBUTES Good interpersonal skills. Ability to communicate on all levels. Ability to work accurately & effectively under pressure. Ability to be flexible. Conscientious attitude. Good standard of personal hygiene. Able to lift and manoeuvre medical devices and test equipment <15kg Ability to stand for long periods of time	E E E E E E E E	
OTHER REQUIREMENTS Ability to observe and regulate codes of practice. Able to handle and manoeuvre heavy loads / trollies. Ability to stand for long periods of time The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust. Ability to travel to other locations as required.	E E E	

		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
WORKING CONDITIONS/HAZARDS		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	N				
Contact with patients	N				
Exposure Prone Procedures	N				
Blood/body fluids	Y				✓
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	Y	✓			
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	N		✓		
Animals	N				
Cytotoxic drugs	N				
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	N				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y				✓
Heavy manual handling (>10kg)	Y			✓	
Driving	N				
Food handling	N				
Night working	N	✓			
Electrical work	N				
Physical Effort	Y			✓	
Mental Effort	N			✓	
Emotional Effort	N				
Working in isolation	N				
Challenging behaviour	N				