

# The Robert Jones and Agnes Hunt Orthopaedic Hospital



NHS Foundation Trust

## **JOB DESCRIPTION**

### **JOB DETAILS**

<b>Job Title:</b>	Theatre Sterile Services Technician
<b>Qualifications:</b>	<p>Good standard of education including literacy and numeracy skills at GCSE level (A-C) or equivalent.</p> <p>The postholder will be required to complete the National Decontamination Training Programme as part of their probationary period if not already held.</p>

### **ORGANISATIONAL ARRANGEMENTS**

#### **Accountable to:**

1. TSSU Supervisor
2. TSSU Manager
3. Surgical service Manager

#### **Responsible for:**

1. Works under supervision in a specialist Orthopaedic TSSU, carrying out the decontamination and processing of all surgical instrumentation used within the trust. Works unsupervised managing own workload at night and on call.
2. Demonstrate a level of communication and relationship skills to promote and maintain effective liaison between TSSU and Theatre (both nursing and medical) and other wards/departments serviced by the TSSU.
3. Support the TSSU Supervisor and Manager in the effective and efficient running of the department.
4. Ensure own Health and Safety requirements are met, reporting all incidents/accidents near misses to TSSU Manager or supervisor.
5. To maintain an understanding of and adhere to all Trust and Unit policies and procedures, ensuring own mandatory training is completed annually as required (manual handling/CPR/fire).

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### **JOB PURPOSE**

The post holder will act as a member of the TSSU team. Will be responsible for ensuring safe, high quality standards are maintained throughout the decontamination process, utilizing all available resources to optimum effect including the promotion of good relationships, communication and team work within the TSSU unit and the wider multi disciplinary team within the trust.

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## **GENERAL DUTIES AND RESPONSIBILITIES**

1. To act as a mentor for new members of staff as necessary, once they themselves have completed the in-house training programme.
2. Ensure Trust policies and procedures are met in relation to personal responsibilities and maintaining confidentiality where necessary.
3. Participate in the prioritisation of instrumentation in the event of an untoward incident/non-conformance in Theatre, resulting in the need for fast tracking these sets (including evaluating an approximate throughput time) through the decontamination process to minimise anaesthetic time for patients.
4. Ensure operating instrumentation is in good working order. Identify damaged instruments, sending instrumentation for repair whilst documenting any tray non-conformance and filling in the appropriate forms to alert the Theatre staff, informing the TSSU Supervisor or Manager of any trays/instruments needing to be taken out of action or implants needing re-stocking.
5. Ensure all traceability documentation, electronic or hand written, is completed for their area of work within the unit during a shift. Basic computer skills required.
6. Routine morning checks for washers/disinfectors, autoclaves, ultrasonic and heat sealers as per department policies.
7. To maintain knowledge of instrumentation including participation in in-house training for new equipment carried out by company representatives.
8. Keep TSSU Supervisor or Manager informed of departmental changes which may affect the smooth running of the department.
9. Responsible for ensuring usage of autoclaves and washers/disinfectors with policy, including daily testing and reporting of breakdowns to supervisor, TSSU Manager and maintenance staff directly.
10. Responsible for sterilising and storage and despatching of instrument trays and sterile stock, maintaining the store room in a neat and tidy order.
11. Responsible for receiving dirty instruments into wash room – liaising with Theatre staff regarding any non-compliance of instruments or power tools.
12. Responsible for cleaning, checking, inspecting and assembly of instruments and instrument trays.
13. Responsible for cleaning, checking and general servicing of power tools and other specialised equipment.
14. Remove clinical rubbish bags as necessary, replacing with clean ones.
15. Maintain department in a clean and tidy order.
16. To update and maintain tray lists written and electronically.

17. Required to participate in internal rotation (day and night staff) on a rotational basis and provide an on-call service for the department.
  18. Work unsupervised during the mid-night shift, prioritising emergency trays and trays required for the morning list.
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### **ADDITIONAL INFORMATION**

Frequently required to move and lift individual orthopaedic instruments/trays weighing from 6-15 kilos onto and off washer racks, checking and wrapping tables, autoclaves racks, stacks and to store room shelves. Preparing the autoclave/washer trolleys up to 40 times per shift. Arrange instrumentation on the washers to ensure effective decontamination. We operate 5 autoclaves and 5 washers across two units within the trust. These racks are manually pushed in, and pulled out of, the autoclaves/washers throughout the day.

You will be frequently required to concentrate for regular periods to ensure accuracy when checking trays of instruments throughout the day. Dealing with interruptions e.g. Telephone/requests from Theatre staff for trays or instruments and any trays/instruments coming into the department requiring urgent attention to ensure smooth running of Theatre lists.

Work can be demanding and stressful on occasions due to intensity of/alterations in Theatre list impacting on the throughput and requirements of instruments.

Working in a controlled areas with some requiring PPE and training you will come into contact with, through the handling of surgical instruments, body fluids, sharp instruments, hot autoclave and other substances hazardous to health i.e. high-risk infected instruments.

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### **RISK MANAGEMENT & NHSLA GOOD PRACTICE**

Risk Management involves all staff identifying circumstances and practices which put patients at risk of harm, and then acting to both prevent and control these risks.

Staff are required to improve the quality of care by identifying, reporting and analysing actual and potential adverse events through the trust's Clinical Incident Reporting system.

Central to every clinician's practice should be the control and reduction of risk by changing clinical and organisational practice in order to eliminate or reduce adverse events.

All clinical staff are required to familiarise themselves with the Trust's Clinical Risk Management Strategy and all other Clinical Risk policies and guidelines, including the Trust's Complaints Procedure. (These documents are available on the Trust's Intranet Site).

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### **RISK MANAGEMENT, HEALTH AND SAFETY**

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by employee's acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Trust undertakings.

This requires the following:

- Compliance with the Health and Safety at Work etc Act 1974 and the Management of Health and Safety Regulations 1999 and any other relevant safety regulation.
- Being familiar with and following the provisions of the Trust's Health and Safety Policy and all other policies, procedures and safety rules of the Trust and your specific work place
- Co-operating with all measures the Trust takes to maintain a safe working environment. This includes using manual handling equipment, wearing personal protective equipment, etc.
- Compliance with all instruction and training given by members of the Trust relating to health and safety.
- Bringing to the attention of the Trust any situation considered to be a serious and imminent danger; also reporting any other perceived shortcoming in the Trust's health & safety arrangements.

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## **INFECTION CONTROL**

It is the responsibility of all staff, in accordance with The Health Act 2006, to:

- Ensure high standards of hand hygiene and that good practices in infection control are promoted and maintained in their area of control
- Co-operate with all efforts to reduce and/or eliminate the risk of spread of undesirable/infectious organisms
- Adhere to the appropriate policies regarding screening, admission and transfer of potentially infectious patients
- Report to their Manager and Occupational Health all incidents of sharps injuries where the sharp is contaminated with blood or serum.
- Participate in any screening programmes initiated by the Director of Infection Prevention and Control
- Protect the health and safety of patients and other staff by informing their Manager and/or Occupational Health before reporting to work with transmissible harmful/potentially harmful conditions

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## **CONFIDENTIALITY AND INFORMATION SECURITY**

As a Trust employee, you are required to uphold the confidentiality of all records held by the Trust, whether patient records of Trust information. This duty lasts indefinitely, and will continue after you leave the Trust employment. Please ensure that you are

aware of, and adhere to, the standards described in the Trust's Confidentiality Policy as you are required to preserve the confidentiality of any information regarding patients, staff (in connection with their employment), and the practice business and this obligation shall continue indefinitely.

A breach of this requirement will be regarded as gross misconduct and as such will be grounds for dismissal, subject to the provision of the disciplinary procedure.”

This does not affect your rights and obligations under the Trust's Openness Policy.

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## **RECORDS MANAGEMENT**

As an employee of the Trust, you have a legal responsibility for all records (e.g. including patient records, financial, personal and administrative) that you father or use as part of your work within the Trust. The records may be paper, electronic, microfiche, audio, videotapes or x ray images etc. All such records are considered public records (under the Public Records Act 1958). You must consult your manager if you have any doubt as to the correct management of the records with which you work.

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## **GENERAL**

This job description does not attempt to describe all the tasks the post holder will undertake. It does indicate the degree of authority, range of duties covered and the flexibility required for the job.

This job description may be amended in consultation with the post holder as developments evolve, and as part of the appraisal process.

You have a responsibility for ensuring that you are committed to maintaining a high quality service to patients by continual development of practice in the light of research evidence, National Service Frameworks, NICE Guidance and Clinical Guidance and by audit against clinically relevant standards.

This job description is not an exhaustive list of duties as the post-holder will also be expected to undertake any other duties commensurate to the banding.

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## **COMPETENCE**

You are responsible for limiting your actions to those which you feel competent to undertake. If you have any doubts about your competence during the course of your duties, you should immediately speak to your line manager/supervisor.

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## PERSONAL SPECIFICATION/INTERVIEW FORM

Job Title: TSSU TECHNICIAN

	<b><u>ESSENTIAL</u></b> The qualities without which a post holder could not be appointed	<b><u>DESIRABLE</u></b> Extra qualities which can be used to choose between candidates who meet all the essential criteria	<b>METHOD OF ASSESSMENT</b>
<b>QUALIFICATIONS</b>	Good standard of education including literacy and numeracy skills at GCSE level (A-C) or equivalent.  National Decontamination Training or a willingness to undertake in the first 12 months of employment.	NVQ Level 3 in decontamination	<b>Certificates</b>  <b>interview</b>
<b>EXPERIENCE</b>		Sterile service experience	<b>Application Form</b> <b>Interview</b> <b>References</b>
<b>SKILLS</b>	Computer Literate  Good communication skills	Able to organise own work load	<b>Application Form</b> <b>Interview</b> <b>References</b>
<b>KNOWLEDGE</b>	General understanding of hospital environment	Knowledge of sterile service.	<b>Application Form</b> <b>Interview</b> <b>References</b>
<b>OTHER</b>	Works well as a team member  Able to meet On call commitment and flexible working hours.	Good time keeping	<b>Application Form</b> <b>Interview</b> <b>Document Check</b>