

## Job Description

<b>Position:</b>	<b>Sterile Services Technician</b>
Division:	Surgical Division
Responsible to:	Decontamination and Sterile Services Manager
Responsible for:	Apprentice Decontamination Technicians
Reports to:	Production Manager
Band:	Band 2
Location:	East Surrey Hospital
Disclosure required:	No

### Job purpose

To undertake decontamination science duties and assist (under supervision) the workforce of Decontamination Technician Supervisors, in providing a specialised decontamination of medical devices service contributing to the clinical care of the patient.

To carry out the receipt, disassembly, cleaning, reassembly, packing and sterilization of reusable medical devices. Record all tasks in the Healthcare Science Information Systems (tracking and tracing) database.

Work in accordance with the Department's Standard Operating Procedures and Quality Management Systems.

To provide supervision to Apprentice Decontamination Technicians within the team.

Plan your own workload with limited supervision.

The role involves exposure to blood and body fluids.

### Our values

As an employee of Surrey and Sussex Healthcare NHS Trust, you have an individual responsibility to treat everybody with:

<b>Dignity and Respect:</b> we value each person as an individual and will challenge disrespectful and inappropriate behaviour.	<b>One Team:</b> we work together and have a 'can do' approach to all that we do recognising that we all add value with equal worth.
<b>Compassion:</b> we respond with humanity and	<b>Safety and Quality:</b> we take responsibility for

<p>kindness and search for things we can do, however small; we do not wait to be asked because we care.</p>	<p>our actions, decisions and behaviours in delivering safe, high quality care.</p>
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## Our objectives

1. **Safe** – Deliver standardised, safe, high quality care, which pursues perfection and puts SASH in the top 25% performers nationally.
2. **Effective** – As a teaching hospital, deliver effective and sustainable clinical care, which focus on outcomes, innovation and technology.
3. **Caring** – Develop the compassionate care we provide in partnership with patients, staff, families, carers and community services.
4. **Responsive** – Be the hospital of choice for our local people delivering services in response to the needs of our population.
5. **Well led** – Be a high quality employer that focuses on staff health and wellbeing and delivers patient-centred, clinically-led, efficient services.

## Key working relationships

Liaises with Apprentice Decontamination Technicians, Decontamination Technician Supervisors

## Main duties and key responsibilities

To work in accordance with Departmental Policy, Standard Operating Procedures and Quality Management System.

To reprocess reusable medical devices, disassemble, clean, disinfect, check, assemble, sterilize, despatch and track in a controlled environment.

To provide advice and training to Apprentice Decontamination Technicians effectively.

To provide a collection and delivery service to the Decontamination Departments' customers.

To inform the Decontamination Technician Supervisors of any raw material shortages and ensure stock is rotated.

Under limited supervision meet the demands of the Department's workload whilst consistently achieving high quality standards which will be measured by in-process checks and non-conformance reports.

To undertake initial investigation into non-conformances reports as instructed.

To use manual dexterity and concentration for the disassembly and reassembly of the reusable medical devices in accordance with Manufacturer's instructions

To operate decontamination equipment and carry out routine tests in accordance with the Planned Preventative Maintenance Schedules, Quality Standards and Guidance.

To communicate with enquires from users, and other members of healthcare staff in a polite and helpful manner, seeking scientific advice where required.

To undertake duties consistent with the responsibility of the grade and needs of the service. Scientific and Technical

To follow the decontamination departments training programme, including Trust statutory and mandatory and the Institute of Decontamination Sciences educational framework as agreed with the line manager.

## Key attitudes and behaviours

Self-motivated and a positive outlook

- Team worker
- Ability to stay calm/work under pressure
- Flexible
- Professional manner at all times
- Good communication skills, written and spoken

**This is an outline job description designed to give an overview of the responsibilities of the post. The post holder will be expected to be flexible to respond to change and organisational need. The post holder will also be expected to contribute to the wider corporate and organisational needs of the Trust as appropriate.**

## General

### Information Governance

Whilst employed by the Trust you may have access to patient or staff information, this information must be kept confidential and must not be disclosed to anybody other than when acting in an official capacity. The unauthorised use or disclosure of patient or other personal information is a dismissible offence for Gross Misconduct under the Trust's Disciplinary Policy, and could also result in criminal prosecution. All staff must work in accordance with the General Data Protection Regulation (GDPR) and familiarise themselves with the Trust's information governance and related policies and procedures.

If this post involves the collection, entry, change or deletion of any data items either electronic or manual (e.g. the Trust Patient Administration System) it is your responsibility to ensure that as far as is reasonably possible, you have ensured that those details are accurate and up-to-date.

If this post manages members of staff, it is your responsibility to ensure that these staff are made aware of Trust policies and procedures relating to their area of work and to ensure that these are followed at all times. This post must also ensure that staff receive adequate and relevant training required by them to enable them to carry out their duties.

All employees must familiarise themselves with and adhere to all Trust policies and procedures including the following:

- Risk Management Policy and Strategy
- No Smoking at Work
- Equal Opportunities in Employment, including the Disability Discrimination Act
- The Caldicott Principles

### **Safeguarding vulnerable adults, children and young people**

All Trust employees have a responsibility to safeguard and promote the welfare of vulnerable adults, children and young people. As such, you have a duty to familiarize yourself with the Trust adult and Child Protection Procedures and Guidelines which are accessible on the intranet.

### **No Smoking Policy**

Surrey and Sussex Healthcare NHS Trust is a smoke free Trust covering trust premises, grounds and any trust owned vehicle. Staff should not smoke during their working hours and will be protected from passive smoking both in the Trust and whilst making home visits.

### **Research**

The Trust manages all research in accordance with the Research Governance Framework, a copy of which is available in the medical director's office. As an employee of the Trust, you are required to comply with all reporting requirements, systems and duties of action put in place by the Trust to deliver research governance standards

### **Intellectual Property**

From time to time during the normal course of your employment you may generate Intellectual Property (IP) which may have value in the delivery of better patient care. Where such Intellectual Property (IP) is created in the course of your employment or normal duties then under UK law it will generally belong to the Trust, unless agreed otherwise in writing between you and the Trust.

The Trust management procedures for Intellectual Property (IP) have been approved by the Trust Board and can be found on the Trust Intranet Site. Trust Procedures are consistent with the Management Framework for Intellectual Property (IP) of the Department of Health. You are required to comply with these procedures.

### **SASH+**

As part of our commitment to ensure our culture and ways of working reflect and embed the practices and methodologies of SASH+, you will be expected, where identified, to attend and complete relevant training and development opportunities to support this. This may include Lean for Leaders, Advanced

Essential	Desirable	Evidenced by
<b>Qualifications</b>		
Maths and English GCSE level	NVQ3 (Technical Certificate Decontamination) or equivalent level of knowledge and experience through decontamination training	Application
<b>Experience</b>		
Working within a science of controlled environment workplace	Knowledge and experience in the decontamination of reusable medical devices	Application and Interview
<b>Knowledge, Skills and Competencies</b>		
Ability to work as part of a team Ability to work accurately under pressure Ability to work to Standard Operating Procedures A working knowledge of keyboard, typing and computer skills		Application and interview
<b>Behaviours and Values</b>		
Flexibility in shift/working patterns to meet the needs of the service Is able to participate as a team member Is of good health and good character as per HCS requirements Willing to accept additional responsibilities as delegated by senior staff Displays SASH Values: Dignity and Respect One Team Compassion Safety and Quality		Application and Interview