

Job Description

Job Title	Sterile Services Manager
Department	Sterile Services Department
Division	Surgery
Band	A4C Band 7
Reporting To	Theatre Manager – Perioperative Medicine
Job Reference	J858 SSD

▪ Role

The Sterile Services Manager is accountable to the Theatre Manager. The post holder will be required to manage day to day operations of the Sterile Services Department. Providing effective leadership, operational management and ensuring robust systems of communication, governance and financial management.

The post holder will be responsible for ensuring national decontamination standards are maintained within the department. You will lead on engaging with other hospital sites that the department sterilises instruments for on a daily basis.

The Sterile Services Manager will lead on projects relating to Sterile Services.

▪ Key Responsibilities

- Work alongside the accountable officer for the Trust to ensure the maintenance of national decontamination standards.
- Responsible for ensuring the departments maintains the national decontamination standards.
- Lead the department internal and external audit of standards.
- Responsible for maintaining service provision within the Clinical Governance framework through which the organisation is accountable for continuously improving the quality of the service and safeguarding high standards of care by creating an environment in which excellence flourishes.
- Responsible for providing a high quality, cost effective service where excellence flourishes.
- Responsible for ensuring all service developments are fully funded and cost improvements identified. Identifying financial/budgetary pressures and take appropriate action to ensure a balanced budget at year-end.
- Continuously monitor quality and initiate remedial action where necessary.
- Identify problem areas and barriers to effective performance and implement changes to overcome them.
- Critically analyse activity and make recommendations.
- Responsible for all workforce KPIs.
- Responsible for ensuring compliance of Trust, National and Departmental Policies

■ Key Responsibilities

- and Procedures, which includes preparing and implementing new policies and procedures in line with changing National Health policy and evidence-based practice.
- Responsible for recruitment and retention of all staff within the multi-disciplinary team.
 - Ensure that establishment and skill mix meet service needs.
 - Responsible for producing workforce plans. Identifying personnel and training requirements to ensure that the demands of the service will be met.
 - Assist the directorate in the development, review and the implementation of the directorate's response to a Major Incident and contribute to the Trust Wide Major Incident Plan.
 - Ensure all staff receive training on the Major Incident Plan.
 - Responsible for ensuring that the Caldicott Guidelines, Freedom of Information Act, Information Governance and all Trust Policies and Procedures are adhered to.
 - To ensure that all codes of professional conduct are adhered to by all staff within the directorate, this includes the post-holder's own personal professional accountability.
 - To act as the departmental representative.
 - Act as the Trust technical lead for Sterile Services.

■ Duties and Key Tasks

Management

- Lead role in identifying, planning and implementing service developments
- Prepare business cases and participate as part of the directorate management team in:
 - Directorate Reviews
 - Financial Reviews
 - Clinical Governance reviews
 - Directorate Meetings
- Act on behalf of the directorate at internal and external meetings.
- Plan implement and monitor performance against strategic / corporate objectives initiating remedial action to ensure the department achieves.
- Develop, approve and implement Directorate/Departmental Policies.
- Ensure documentation and implementation of Directorate /Departmental Health & Safety procedures.
- Ensure compliance with National/ Trust and Department Standards.
- To investigate clinical and non clinical incidents, reviewing practice were appropriate and initiating changes in practice where indicated.
- To respond and manage complaints in accordance with Trust Policy.
- Act as a change agent and support staff through change process.
- Through audit and feedback explore new ways of working to ensure optimum utilisation of the department.

■ Key Responsibilities

Finance

- Departmental Budget holder as delegated by Directorate Management Team.
- Ensure efficient and effective use of resources to ensure a balanced budget at year-end. Through monitoring income and expenditure to identify causes of variance and initiating action to address problem areas.
- Actively seek and implement cost effective working to ensure value for money.
- Ensure business cases are submitted for developments, authorising changes that constitute no increased cost and ensure funding is identified for those with cost implications.
- Accountable for the budget and authorised signatory of up to £1,000.
- Authorise payment of invoices.
- Work with Suppliers and procurement to agree deals with companies to ensure value for money.
- In conjunction with procurement arrange trials and evaluation of technical equipment/ sundries, when procuring goods/ services. Prepare trust documentation for Clinical procurement group meetings.

Professional Practice

- Maintain personal/ professional competence.
- Support research and development within the department, facilitate multi disciplinary clinical audit.
- Attend external meetings forging links with professional colleagues.
- Ensure personal training and development up to date and maintain a professional portfolio.

Human Resources

- Undertake the full range of HR duties – Appraisal, disciplinary, grievance, sickness absence management etc.
- Take a lead role in the recruitment and retention of staff.
- Write Job Descriptions for multi disciplinary workforce – updating and amending on an annual basis.
- Undertake training needs analysis for the department and facilitate training and development of staff as identified during their personal review.

Person Specification

Qualifications, Specific Experience & Training	Essential	Desirable	Measure
• Previous leadership experience	x	<input type="checkbox"/>	Application form
• Extensive Knowledge in decontamination standards and processes and be willing to	x	<input type="checkbox"/>	Application form/ interview

access appropriate training.			
• Educated to Degree level	<input type="checkbox"/>	x	Application form
• Comprehensive Knowledge of peri-operative practice.	x	<input type="checkbox"/>	Application form/interview

Knowledge and Skills	Essential	Desirable	Measure
• Knowledge of employment legislation	<input type="checkbox"/>	x	Interview
• Experience in staff recruitment	<input type="checkbox"/>	x	Interview
• Good financial knowledge and budgeting	x	<input type="checkbox"/>	Interview/ap plication form
• Experience in writing business case/cost benefit analysis	<input type="checkbox"/>	x	Application form
• Experience in change management/service redesign	<input type="checkbox"/>	x	interview
• Must have IT skills (EDCL or equivalent experience)	x	<input type="checkbox"/>	Application form

Personal Attributes	Essential	Desirable	Measure
• Leadership skills	x	<input type="checkbox"/>	Application form/interview
• Conciliatory skills, ability to handle conflict and aggression.	<input type="checkbox"/>	x	interview
• Ability to problem solve	x	<input type="checkbox"/>	interview
• Ability to work to deadlines	x	<input type="checkbox"/>	interview
• Ability to act at all levels during periods of staff shortages.	<input type="checkbox"/>	x	Application form/interview

Organisation Chart

