



JOB DESCRIPTION

Job Title	: Sterile Services Technician
Base	: Oxford John Radcliffe Hospital
Grade	: Band 2
Hours of work	: 37.5
Directorate	: Pharmacy and Sterile Services
Responsible to	: Sterile Services Manager
Accountable to	: Head of Sterile Services
Details of special conditions	: Permanent Post

Job Summary:

To carry out the receipt, disassembly, cleaning, reassembly, packing and sterilization of reusable medical devices. To undertake medical device decontamination duties (under supervision) and assist Supervisors in providing a specialised medical devices decontamination service contributing to the clinical care of the patient. Work in accordance with the Department's Standard Operating Procedures and Quality Management Systems at all times and throughout all production areas, ensuring safe systems are followed for patient safety.

Main Tasks and Responsibilities

Accurately exchange information with colleagues and customers to enable: prioritisation of work and prevention/resolution of problems.

- Deal courteously and professionally with colleagues to foster good team working relationships.
- Provide routine data as required by departmental supervisors.
- Understand a range of work procedures which require on job training.
- Maintain and update knowledge of instruments across all specialities.
- Understand and maintain knowledge of decontamination procedures including safe operation of automated machinery.
- Maintain educational standards by attending departmental lectures and hospital courses regularly to meet the requirements of Health & safety.
- Organising own day to day work tasks or activities ensuring recommended best practice is adhered to at all times.
- Making judgements involving straightforward job related facts or situations. Identifying routine problems which may prevent adherence to decontamination/quality standards.
- Specific hand/eye co-ordination required to gain the speed and accuracy in checking, packing and assembling surgical equipment to the required quality standards.
- Achieving the department production targets carried out within recommended best practice and mandatory standards.
- Provide basic clinical technical services following strict decontamination guidelines for cleaning, sterilisation and packing of surgical equipment.
- Follow departmental documented policies and procedures at all times.
- Daily maintenance of theatre instruments, dismantling and re-assembling of surgical instruments and checking optics following the relevant work instructions and comprehensive instrument checklists, identifying any missing components which are reported accordingly.
- Maintain stock within all production areas, re-order as required and control stock rotation.
- Demonstrate work activities to untrained staff when qualified.

- Responsible for data entry onto computer, to maintain records of instrumentation within the department (tracking and tracing).
- Complete own time sheets and other work records as required.
- Undertakes surveys and audits (i.e. cleanliness and work required) where necessary within own work and written guidelines.
- Test decontamination equipment according to relevant HTMs on a daily bases.
- Work within well established procedures following guidelines for good practice with supervision available for reference.
- There is a requirement to stand while carrying out duties in all production areas; with a frequent requirement to exert moderate physical effort whilst unloading and loading trolleys into the washer disinfectors and sterilisers.
- Concentration is required at specific times during the decontamination process to produce correctly laid-up and packaged surgical instruments.
- Frequent exposure to body fluids and care is required when dealing with contaminated sets due to the presence of sharp instruments when working in the decontamination wash area.
- The duties and responsibilities of the post will be undertaken in accordance with the policies, procedures and practice of Oxford Radcliffe Hospitals NHS Trust and which the Trust may amend from time to time.
- The duties outlined above are not intended as a restrictive list, and may be extended or altered to include other tasks that are commensurate with the grade

General Conditions

Risk Management

The management of risk is the responsibility of everyone and will be achieved within a progressive, honest and open environment.

Staff will be provided with the necessary education, training and support to enable them to meet this responsibility.

Staff should be familiar with the

- Major Incident Policy
- Fire Policy
- Information governance

and should make themselves familiar with the 'local response' plan and **their** role within that response.

Responsibilities for Health and Safety

The post holder is responsible for ensuring that all duties and responsibilities of this post are carried out in compliance with the Health & Safety at Work Act 1974, Statutory Regulations and Trust Policies and Procedures. This will be supported by the provision of training and specialist advice where required.

Infection Control

Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA.

All staff employed by OUH have the following key responsibilities:

- Staff must wash their hands or use alcohol gel on entry and exit from all clinical areas and/or between each patient contact.
- Staff members have a duty to attend mandatory infection control training provided for them by the Trust.
- Staff members who develop an infection (other than common colds and illness) that may be transmittable to patients have a duty to contact Occupational Health.

Child Protection

The post holder will endeavour at all times to uphold the rights of children and young people in accordance with the UN Convention Rights of the Child.

Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding children and vulnerable adults throughout the organisation. As a member of the trust there is a duty to assist in protecting patients and their families from any form of harm when they are vulnerable.

Information Governance

All staff must complete annual information governance training. If you have a Trust email account this can be completed on-line, otherwise you must attend a classroom session. For further details, go to the Information Governance intranet site.

Data Quality

Data quality is a vital element of every member of staff's job role. Oxford University Hospitals recognises the importance of information in the provision of patient care and in reporting on its performance. Data quality is therefore crucial in ensuring complete, timely and accurate information is available in support of patient care, clinical governance, performance management, service planning, and financial and resource planning and performance.

All staff should ensure that they have read and understood the Trust's Data Quality Policy.

All role descriptions will include the following:-

General Duties

1. To comply at all times with the requirements of the Health & Safety regulations under the Health & Safety at Work Act (1974) and to take responsibility for the health and safety and welfare of others in the working environment ensuring that agreed safety procedures are carried out to maintain a safe environment.
2. To comply at all times with the Trusts Data Security Policy. Also to respect confidentiality of information about staff, patients and health service business and in particular the confidentiality of electronically stored personal data in line with the Data Protection Act.
3. The Trust has adopted a security policy in order to help protect patients, visitors, and staff and to safeguard their property. All employees have a responsibility to ensure that those persons using the Trust and its service are as secure as possible.
4. The Trust is committed to a policy of equal opportunities. A copy of our policy is available from the Personnel Department.
5. The Trust operates a non-smoking policy. Anyone who wishes to smoke may do so only in one of the designated smoking area at a time agreed with their line manager.
6. The role description gives a general outline of the duties of the post and is not intended to be an inflexible or finite list of tasks. It may be varied, from time to time, after consultation with the post holder.
7. All appointments within the National Health Service are subject to pre-employment health screening and checks.
8. Any other duties as designated by your manager and which are commensurate with the grade.



Oxford University Hospitals

NHS Foundation Trust

NB This role description is a reflection of the current position and may change in emphasis or detail in the light of subsequent developments, in consultation with the postholder

PERSON SPECIFICATION

Job Title: Sterile Services Technician

	Essential	Desirable
Qualifications	GCSE Maths & English (or equivalent)	IDSc Technician certificate Level 2 Apprenticeship in Healthcare Sciences
Experience	Previous experience of working in a in a team or similar quality led production environment. Experience of dealing with customers and/or public	Previous experience of working in a in a decontamination team
Personal Skills	Good communication skills both verbal and written with all disciplines of staff Keen to learn and train within the post Self motivated Able to work within a team	
Behavioural Skills	Able to work while standing for prolonged periods Ability to follow instructions whilst working at speed	
Technical Skills	Basic numeracy Good hand to eye coordination Good manual dexterity Good vision Basic computer skills	