
Job Description

Job Title: Sterile Services Technician/Driver

Grade: Band 2

Reports To: Operational Sterile Services Manager

Accountable To: General Hotel Services Manager

Job Purpose:

To work as a member of the Sterile Service Department Team in the decontamination and processing of medical and surgical equipment.

As a Sterile Services Technician you make a valuable and important contribution to the delivery of a high-quality decontamination service. Your role is to support the departmental needs of reprocessing and delivery of all instruments and equipment used to provide medical and surgical procedures. The Hospital and Decontamination Unit (HSDU) provides a service to main theatres, day unit and various clinics, GP's and external contacts.

This job description is to be read in conjunction with the person specification for this particular job.

Organisation Chart:



Key Result Areas:

- Responsible for carrying out daily inspections and completing vehicle check lists to ensure vehicle complies with current legislation All defects to be reported to the Administrator or Supervisor immediately.
- Observe all driving regulations and laws.
- To ensure that all documentation is present and completed correctly for each journey.
- Deliveries and returns to be made in accordance with laid down times and procedures
- Ensure the vehicle is "clean" before loading
- Responsible for the collection of soiled items from service users and for the dispatch and transportation of sterile products to the required destination ensuring correct delivery of requested items.
- The post holder will be responsible for unloading and packing a wide variety of equipment. A high degree of physical effort will be required to undertake these duties on a regular basis.
- To undertake the cleaning of trolleys and bins before dispatching to clean area.
- To make up deliveries and orders
- To sort used equipment by decontamination category as specified by departmental procedures.
- Responsible for dismantling where necessary used surgical equipment to ensure thorough cleaning of all components.
- Maintaining correct work patterns and conforming to the Wash Area requirements as per operational procedures.
- Ability to multitask; responsible for placing multiple loads of trays into washers for disinfection.
- A moderate level of physical effort will be required to undertake these duties.

It is essential for staff working in the washroom to wear personal protective equipment (PPE) as they can be subjected to a high degree of bodily fluids that can be deposited on instruments.

- Responsible for carrying out quality checks, assemble, wrap, and labeling of all surgical instruments, medical equipment and sterilized dressings.
- Responsible for assembling instruments to ensure compliance and correct function in accordance with departmental procedures, specifications and best practice.
- Responsible for completing check lists specific to individual trays.
- Responsible for the examination of cleaned devices to validate cleaning processes.
- Responsible for inspecting individual instruments to identify any faults and reporting immediately to the Supervisor.
- Maintaining correct work patterns and conforming to clean room requirements as per operational procedures.
- Responsible for taking phone orders from external clinics, main theatres, wards and departments and completing appropriate order forms as necessary.

Sterilizers

- Use of autoclaves to sterilize devices ensuring cycle runs meet prescribed parameters and undertaking daily user tests (Bowie Dick) as required.
- Responsible for scanning all instruments onto computer tracking system.
- All items must be logged and signed for and then transferred to the appropriate transfer point.

Department/Ward Rounds

- Responsible for collecting surgical and medical equipment from service users in a safe and efficient manner in accordance with departmental and Trust procedures.
- Communications and Working Relationships:
 - To answer the telephone when necessary in a polite and courteous manner.
 - To relay oral and written messages to the relevant staff i.e. supervisors and or manager.
 - To communicate effectively within a team.

General Items:

To provide short-term cover for colleagues during periods of leave.

To ensure that all Trust standards are maintained and monitored to improve the quality of care to all whom come into contact with services provided by South Warwickshire NHS Foundation Trust.

Every employee has a duty to take reasonable care of the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions at work, and to co-operate with the South Warwickshire NHS Foundation Trust to ensure that statutory and Trust regulations are complied with.

To participate in appraisals and personal reviews and work to achieve agreed set objectives.

To participate in appropriate training and development activities

To participate in team, professional and personal development activities and promote commitment to continuous development and improvement.

Ensure that all staff consciously review mistakes, complaints and incidents/near misses as well as successes to improve performance and the level of customer care.

All employees will have an organisational and individual responsibility towards safeguarding vulnerable adults, young people and children. Where employees are working with children, young people and families they have a responsibility to cooperate in national safeguarding policy around early intervention activities appropriate to improving health outcomes.

As a major provider of health care, South Warwickshire NHS Foundation Trust operate a Smoke Free Policy by providing a totally smoke free environment to help aid patients' recovery, promote health and wellbeing and minimize the risks of complications attributed to smoking tobacco and second-hand smoke.

For Band 5 and below

Recognise the importance of adopting healthy lifestyles and be aware of health and wellbeing initiatives.

To abide by Infection Prevention and Control policies relevant to their area of work and undertake the necessary level of training. This will be appraised through the KSF review process or other relevant professional review process.

To contribute to promoting and implementing the Trust's Carbon Management policy, in line with team and organisational objectives.

This job description is subject to review at any time in consultation with the post holder.