

JOB DESCRIPTION

Job Title:	Sterile Services Assistant Driver Porter
Base:	Stoke Mandeville Hospital
Agenda for Change banding:	Band 2
Hours of Work:	As per advert
Details of Special Conditions:	NA
Managerial Accountability & Professional Accountability	Operations Manager

MAIN PURPOSE OF THE POST

To maintain the delivery and collection of equipment to an agreed schedule to all external customers.

Pre and post vehicle checks in line with defined process.

Safe and courteous driving while undertaking duties and awareness of specified requirements when using a 3.5 ton box vehicle

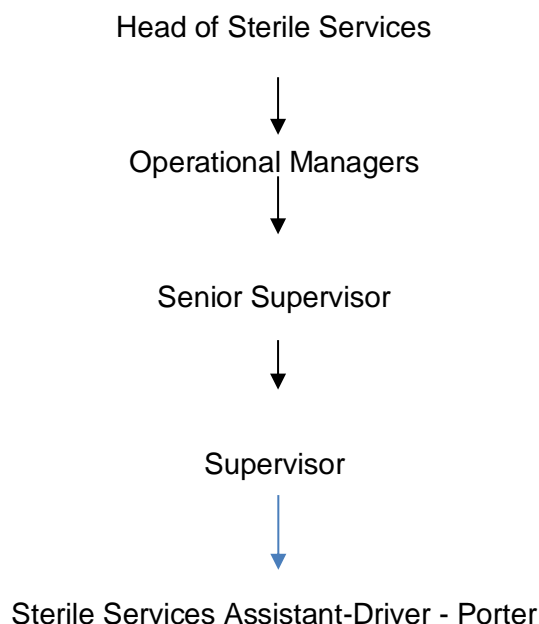
RESPONSIBILITIES

- Accurately exchange information with colleagues and customers to enable; prioritisation of work and prevention/resolution of problems..
- Understand a range of routine work procedures that require in house training.
- Understand and maintain knowledge of decontamination procedures including safe operation of automated machinery.
- Participate in on-call team when fully trained.
- Maintain educational standards by attending departmental lectures and hospital courses regularly to meet the requirements of Health & Safety.
- Ensure 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.
- Achieving the department production targets carried out within recommended best practice and mandatory standards
- Follow department documented policies and procedures at all times.

- Daily maintenance of theatre instruments, dismantling and re-assembling of surgical instruments following the relevant work instructions.
- Responsible for data entry to maintain records of instrumentation within the department.
- Complete own timesheets and other work records as required within the Production Area.
- Undertake surveys and audits where necessary within own work and written guidelines.
- Test equipment as required within the Production Areas.
- 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; with a frequent requirement to exert moderate physical effort whilst unloading and loading trolleys into the autoclaves and washer disinfectors.
- A high level of concentration is required at all times to produce correctly laid-up and packed surgical instruments.
- Exposure to body fluids and care required when dealing with contaminated sets due to the likelihood of sharps being left on trays when working in the decontamination area.

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.

ORGANISATION CHART



ADDITIONAL INFORMATION

Trust Values



Health and Safety at Work Act

The post holder is required to take responsible care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to co-operate with Buckinghamshire Healthcare NHS Trust to ensure that statutory and departmental safety regulations are adhered to.

Confidentiality

The post holder has a responsibility to maintain confidentiality and ensure the principles of the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner are applied to patient, staff and Trust business/information.

Equal Opportunities

The Trust welcomes all persons without regard to age, ethnic, or national origin, gender or sexual orientation, religion, lifestyle, presenting illness, marital or parental status or disability. We aim to provide a non-judgemental service at all times.

Managing Risk: Maintaining skills and learning from problems

Reducing risk is everyone's responsibility. All staff in the Trust must attend training identified by their manager, or stated by the Trust to be mandatory. The Trust uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve services for patients and staff. All staff are expected to become familiar with these systems and use them. The Trust has designated the prevention and control of infection as a core issue in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:

- i) Follow consistently high standards of infection control practice, especially with reference to hand hygiene and aseptic techniques,
- ii) Be aware of all Trust infection control guidelines and procedures relevant to their work.

COVID-19 Vaccinations

The [Health and Social Care Act 2008 \(Regulated Activities\) \(Amendment\) \(Coronavirus\) Regulations 2021](#) that require all persons working or deployed in any CQC registered activity to be fully vaccinated against COVID-19, are being rescinded from 15 March 2022.

If you are successful at interview, you will still be asked your vaccination or medical exemption status, as part of the pre-employment screening process undertaken by Occupational Health, but this will not impact your offer of employment.

Safeguarding of children and vulnerable adults

During your employment with the Trust, you have a responsibility to safeguard children and vulnerable adults. You are required to complete statutory and mandatory training and take appropriate action as set out in the Trust's policies and procedures.

Governance

Post holders will aim to ensure that areas of the trust under their responsibility comply with "Standards for Better Health" Core and Developmental Standards and bring deficiencies to the attention of their Director"

Information Management/ Data Quality

The post holder must ensure that Trust records are documented, secured, stored and disposed of appropriately and in accordance with the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner. In addition, information recorded must be fit for purpose - accurate, relevant, up to date and complete.

Freedom of Information

The post holder must be aware that any information held by the Trust in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Trust's policies.

Travel to other sites

You may be required to travel to other Trust locations. Please complete travel expenses using the online system. Details of allowances can be obtained from the Human Resources Department.

Smoking statement

Smoking is not permitted in any premises or grounds managed, leased or owned by the Trust. Smoking is not permitted in Trust vehicles or in any vehicle parked on Trust premises.

General

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. Should you have any queries or concerns relating to the contents of this letter, please contact the Recruitment team, Amersham Hospital, Whielden Street, Amersham, Bucks, HP7 0JD.