**JOB DESCRIPTION**

**Title:** Sterile Services Department Senior Technician

**Responsible to:** Sterile Services Department Lead

**Accountable to:** Theatre Manager

**Purpose of Role**

To support Lead of Sterile Services Department in the provision of a safe and effective decontamination and sterile supplies service to all departments within the hospital. To ensure that every medical device is prepared fit for the purpose prior to patient use. To undertake tasks involved with the decontamination process i.e. cleaning, checking, packing, assembling, sterilising and distribution of medical devices. To keep areas clean and tidy: maintain a safe and pleasant environment.

To assist with the smooth running of the Sterile Service Department and to attend meetings as and when required if the Lead is not available.

**Scope of role**

The role has operational and self-development responsibilities.

**Operational Role**

* Participate in all duties in accordance with departmental work schedules i.e. cleaning, checking, assembling, packing, sterilisation and distribution
* Work in accordance with documented departmental policies and procedures
* To report all defects identified in theatre trays and instruments to the Sterile Services Department Lead
* To ensure that all relevant daily validation testing is undertaken and recorded on the appropriate documentation in compliance with local policies and procedures, or delegate this to an appropriately trained member of the team
* To be responsible for identifying and checking all returned instruments and equipment as specified on the tray specification sheet
* To undertake quality checks for cleanliness and completeness of equipment before distribution
* Prepare and record appropriate documentation e.g. labelling and recording for traceability
* Ensure the maintenance of good relationships, communications and teamwork with other disciplines and departments within Practice Plus Group
* To ensure that PPE is always used as appropriate in line with policy
* To ensure that universal precautions are maintained and processes follow infection control guidance
* Take reasonable care of the health and safety of yourself and of the other people who may be affected by actions and omissions at work
* To support the Lead to produce data on a monthly basis for governance reports and complete this in their absence
* To liaise with other departments to ensure their requirements are met
* To support the Lead to produce a rota that covers the needs of the service to ensure instruments are available for use when needed. This may need to be flexible to meet demand at busy times
* To deal with enquiries from users of the service
* To deal with machine downtime and call suppliers to complete repairs, following Practice Plus Group Plymouth’s repair process
* To attend meetings as and when required
* To accept and ensure all loan equipment is received and logged
* To communicate with all relevant parties when the loan equipment is ready for collection to avoid incurring financial penalties
* To evaluate all non-conformities and enter them in to the quality management system to identify any trends. Report findings to the Sterile Services Department Lead
* Review instrument needs and be involved in business motivation for instruments and equipment
* To ensure all equipment and instrumentation are maintained and in good working order

**Personal/Professional Development**

* To act as a role model and undertake all mandatory training as required and remain in date
* To undertake any relevant competency assessment under the guidance of senior staff
* To identify own development needs and participate in the annual appraisal scheme.
* To be aware of own limitations and know when to refer to a member of senior staff for advice
* To undertake any training courses relevant to the post
* To understand and become fully conversant with the Practice Plus Group competency model and its application
* To support new starters with completion of the local orientation/induction programme providing guidance and teaching to ensure this is completed in a timely manner
* To ensure staff are attending mandatory training sessions and remain in date
* Develop and review competency documents with the Sterile Services Department Lead to ensure they are fit for purpose and staff gain the skills required to complete their roles

**Additional information**

In addition the successful candidate will be required to adhere to the following:

Education and development

To participate in appropriate training courses or updates in accordance with mandatory requirements and individual Personal Development plans in line with Practice Plus Group policies and procedures.

Professional

To adhere at all times to the Professional Code of Conduct, and any other professional guidelines/documents. To comply with guidelines issued from time to time by the UK professional body or any other professional association relating to the practice of your speciality, together with guidance issued from time to time by other competent agencies on clinical, medical and ethical issues

Regulatory framework

To adhere at all times to the regulatory frameworks set out by the Care Quality Commission incorporating the requirements for Independent Health Care, as well as The Department of Health Standards for Better Health by working to Practice Plus Group policies and procedures.

The individual will be required to participate in information requirements/ requests as per regulation.

Infection control

It is the responsibility of all individuals to comply with infection control policies and to attend any appropriate training requirements in line with Practice Plus Group responsibility to comply with Government Directives and associated codes of practice and take appropriate action where non-compliance is evident.

Conflict of interest

It is responsibility of all staff to ensure that they do not abuse their official position to gain or benefit their family or friends.

Confidentiality

The post holder must preserve the confidentiality of any information regarding patients, staff (in connection with their employment), and Practice Plus Group business and this obligation shall continue indefinitely. This is also in accordance with the Code of Confidentiality and the Data Protection Act 1998.

Health and safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

Risk management

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigations undertaken.

Privacy, dignity and respect and quality of opportunity

The treatment centre is committed to ensuring that all current and potential staff patients and visitors are treated with dignity, fairness and respect regardless of gender, race, disability sexual orientation, age, marital or civil partnership, religion or belief. Staff will be supported to challenge discriminatory behaviour. In particular staff will protect the privacy and dignity of all patients at all points of their contact with the organisation. It is paramount that staff deal sensitively with individual circumstances and adhere strictly to the single sex requirements.

Vulnerable Adults Abuse   
The patients referred to us for care must be able to trust that not only will they be safe from any abuse, bullying or intimidation from any member of staff but that suspicions of external abuse will be dealt with appropriately.

Raising Concerns   
It is everyone’s responsibility to draw attention to any practice or behaviour which could put patients or staff at risk.

Equal opportunities

Practice Plus Group is committed to promoting equal opportunities in employment and will keep under review its policies and procedures to ensure that the job related needs of all staff working in Practice Plus Group are recognised.

Practice Plus Group will aim to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual’s ability to meet the requirements of the job.

This job description is subject to change in consultation with the post holder to take into account changing organisational needs.

Signature Date

Signature of

Head of Department Date

**PERSON SPECIFICATION FORM**

**Job title:** Sterile Services Department Lead

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| **Factors** | **Essential** | **Desirable** |
| 1. Physical requirements | * Satisfactory Occupational Health Clearance for role specified * Good Attendance Record * Satisfactory DBS Clearance |  |
| 1. Education and qualifications | * Good general education GCSE/O’level standard including English and maths * Good standard of written and spoken English | * IDSc Membership * NVQ Level 3 Decontamination or TVQ 1&2 in Decontamination * Evidence of continuing education |
| 1. Previous experience | * Experience as a technician in Sterile Services Department and/or Experience as an Endoscopy Decontamination technician * Experience in a health care setting |  |
| 1. Skills, knowledge and abilities | * Evidence of ability to work collaboratively in a multidisciplinary team * Ability to plan and prioritise own and others workload when under pressure * Ability to manage change effectively * Good written and verbal communication skills * Computer literate * Interest in and understanding of the issues relating to Sterile service procedures |  |
| 1. Aptitude and personal characteristics | * Self motivated * Innovative * Commitment to personal development | * Sense of humour * Able to work in a high pressure environment |