

## **FAIRFIELD INDEPENDENT HOSPITAL**

### **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Sterile Services Department Technician
<b>DEPARTMENT:</b>	Theatre
<b>BAND:</b>	B
<b>HOURS:</b>	22.5 hrs per week to include week-ends and on call
<b>CONTRACT:</b>	Permanent
<b>RESPONSIBLE TO:</b>	Sterile Services Supervisor
<b>ACCOUNTABLE TO:</b>	Decontamination Lead

#### Job Summary

**PURPOSE OF JOB:** To undertake decontamination duties and assist colleagues and Supervisors in providing the specialised decontamination of medical devices which contributes to the clinical care of the patient.

To carry out the receipt, disassembly, cleaning, reassembly, inspection checking, packing and sterilization of reusable medical devices. Record all tasks in the Healthcare Science Information Systems (tracking and traceability database).

Work in accordance with the Department's standard procedures, Work Instructions and the Quality Management System.

Plan your own workload with limited supervision and the role involves exposure to blood and body fluids.

## **Role & Responsibilities**

1. Perform a thorough damp dust of work areas prior to commencement of work
2. Accepting used surgical instruments into the department ready to be reprocessed.
3. Correctly loading the washer-disinfector and autoclave to ensure effective decontamination of the entire load.
4. Ensuring a full inspection of the load is carried out prior to packaging the instruments for sterilization.
5. Packaging instruments, when applicable, in accordance with Hospital policy.
6. Ensuring all machines complete a cycle within accepted HTM 01-01 and HTM 01-06 guidance and passing the load to be released.
7. Recording and reporting any failed runs to the Decontamination Lead.
8. Reporting any problems/ missing instruments to the Supervisor as soon as possible.
9. Inspecting all sterile packages for integrity once the load has cooled sufficiently and returning any compromised packages to be re-packaged and re-autoclaved.
10. Returning decontaminated goods back to respective departments as soon as possible.
11. Ensuring all items passed through a decontamination process have a traceability label attached/available.
12. Ensuring all relevant paperwork within the department is completed.
13. Undertaking daily checks of all machinery as per HTM 01-01 and HTM 01-06 guidance and keeping records of the checks.
14. The post holder will participate in the Sterile Service Technician shift rota, including weekend, on-call rota.
15. Demonstrating good communication skills within the multi-disciplinary team
16. Ensuring appropriate stock levels are maintained within the department.
17. Accepting and processing equipment from outside agencies/other hospitals for use in Fairfield Hospital then, subsequently reprocessing and returning the equipment to the supplier.
18. Will be required to achieve NVQ level 3, City and Guilds or Decontamination qualification in agreed time.
19. To operate decontamination equipment in accordance with all safety requirements and manufacturers requirements

### Clinical Practice

1. Ensuring the correct Personal Protective Equipment is used when undertaking specific tasks.
2. Reporting incidents/occurrences using established methods and procedures.
3. Participating in clinical trials
4. Participating in clinical audit & carry out testing of equipment validation and testing

### Education

1. Ensuring all relevant mandatory training provided by the hospital is undertaken on a yearly basis.
2. Ensuring training on all machinery used within the department is undertaken.

### Personal Professional Development

1. Undertaking recognised qualifications/ further training within the sterile services area.
2. Being aware of the effect of changing legislation on current practices and adapting to change in an appropriate manner.

The above list is not exhaustive but reflects main duties of the post. It will be reviewed annually to respond to the changing needs of the service, in consultation with the post holder.

### **Additional responsibilities**

#### Weekly testing

It is the responsibility of qualified and trained SSD technician to carry out the weekly testing on Endoscopy Washers according to HTM01-06 (Weekly water sampling, Residual Protein Testing, Daily safety checks, automatic control test and Process Challenging Device Test)

#### Health & Safety

It is the responsibility of all employees to work with managers to achieve a healthy and safe environment, and to take reasonable care of themselves and others. Specific individual responsibilities for Health & Safety will be outlined under key responsibilities for the post.

#### Infection Control

All staff will adhere to infection control policies and procedures at all times.

### Information Governance

As an employee you will have access to information that is sensitive to either an individual or to the organisation and you are reminded that in accordance with the requirements of Information Governance, NHS Code of Confidentiality, Data Protection Act 1998 and also the terms and conditions in your contract of employment, you have a duty to process this information judiciously and lawfully; failure to do so may result in disciplinary action.

### Rehabilitation of Offenders Act 1974

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment within the Hospital but must be declared in writing at the appropriate stage during the recruitment process.

### Equality & Diversity

It is the responsibility of every member of staff to understand our equality and diversity commitments and statutory obligations under current equality legislation including the Disability Discrimination Act 2005, the Equality Act 2006 and the Race Relations (Amendment) Act 2000 and to:

All employees must act in ways that support equality and diversity and recognizes the importance of people's rights in accordance with legislation, policies, procedures and good practice.

### Smoke-free Policy

This Hospital operates a Smoke-free policy. This means that smoking is not permitted anywhere within owned or leased premises, including within their grounds and within owned or leased vehicles.

The job description does not form part of the Contract of Employment.

Name of Postholder:
Signature of Postholder:
Date: