



## STERILE SERVICES TECHNICIAN

### INFORMATION FOR CANDIDATES

## ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.





# OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

## Our Vision:

“To provide excellent care for the communities we serve”

## Our Values:



## OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

## OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

# COLLEAGUE BENEFITS

## GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

## FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Salary sacrifice schemes for home electronics and bikes

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

## HEALTH AND WELLBEING

### PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

### PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

### HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

## LEARNING AND DEVELOPMENT

### COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

### LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

### ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

### APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



## JOB DESCRIPTION

<b>Job Title</b>	<b>Sterile Services Technician</b>
<b>Band</b>	<b>Band 3</b>
<b>Directorate</b>	<b>Service Delivery Directorate</b>
<b>Accountable to</b>	<b>Sterile Services Manager</b>
<b>DBS Required?</b>	<b>None</b>

## JOB OVERVIEW

Using departmental procedures and best practice which deliver a timely, efficient and cost effective service that meets legislative requirements, to provide decontaminated surgical instruments and equipment which are fit for purpose.

## Main Duties and Responsibilities

### Key Relationships

- Sterile Services Manager
- Sterile Services Production Manager
- Sterile Services Supervisor
- Sterile Services team
- Theatre Staff
- Representatives of Wards & Departments
- Estates Department

### Principal Duties

The postholder is responsible for :

- the conduct and recording of checks on all types of processing equipment, and timely reporting of problems / faults.
- the correct dismantling and checking of instruments / equipment as appropriate.
- the correct use of all types of processing equipment whether for cleaning or sterilisation purposes
- the correct assembly and checking of instruments / equipment as appropriate.
- the correct packing / labelling / sealing of instruments / equipment as appropriate

### Soiled Equipment Processing

- Unload collection trolleys in wash room.
- Scan all returned trackable equipment into computer system.
- Check returned sets against checklist and load into washer baskets,
- Report any errors in tray content to supervisor and user department and register in Non-Compliance Register
- Prioritise sets for processing.
- Where necessary, dismantle instruments for thorough decontamination.
- Load soiled equipment into washer/disinfector, select appropriate process and start cycle.
- Check chemical levels and replenish as necessary, wearing appropriate personal protective equipment (PPE)
- Decontaminate transport trolleys and containers after emptying dirty contents.
- Ensure health and safety regulations are adhered to when handling hazardous substances.
- Ensure safe moving and handling techniques are employed when lifting equipment.
- Ensure appropriate PPE is used at all times in the Wash Room.
- Keep work tops clean and swabbed regularly.

### Inspection and Packing Process

- Prioritise sets to be processed.
- Scan sets into computer and produce checklist and tracker label.
- Perform close and careful inspection procedure to ensure instruments have been properly and adequately cleaned.
- Return rejected sets to Wash Room for re-processing
- Check set contents against checklist and sign off when complete.

- Confirm function of instruments; re-assemble instruments which have been dismantled for washing and check function; take corrective action if required.
- Identify instruments requiring repair and log into Repairs Record Book
- Remove any single use items from circulation.
- Be familiar with all types of packing materials and methods, and select appropriate processes for packing a set.
- Identify individually packed instruments and pack appropriately.
- Identify limited use items, e.g. laryngeal masks, and dispose at end of life when removed from tracking system
- Operate heat-sealers for bagged items.
- Keep workstations clean and tidy, and stocked with adequate raw materials

### **Sterilisation Processing**

- Carry out warm-up run on autoclaves.
- Carry out autoclave daily Leak Rate test, and interpret the results.
- Carry out daily Bowie Dick test and interpret the results.
- Notify Estates department of machine failures.
- Load items for sterilisation appropriately onto the autoclave carriage
- Use label gun to apply autoclave cycle numbers to tracker labels.
- Select appropriate autoclave cycle.
- Select appropriate machine number on Fingerprint Autoclave module and perform 'Load' procedure.
- Load Autoclave and start cycle.
- Perform end of cycle procedure on completion of process, and unload autoclave
- Check all packs for compliance with safe issuing requirements.
- Remove non-compliant packs, e.g. 'wet' or 'blown' and return to packing room for re-pack
- Transfer sterilised items to cooling area.

### **Sterile Store**

- Transfer sterilised trays from cooling area to transport trolleys/containers and record process using fingerprint despatch module; create despatch note
- Maintain store in a clean and orderly fashion.

### **General Duties**

- Deal with telephone enquiries from users
- Deal with representatives of user departments visiting SSD.
- Assist with the training and mentoring of new staff.
- Ensure department is locked and secured when leaving.
- Attend emergency on-call if required.

### **Decisions, Judgements and Freedom to Act**

- Following the Departmental policies, procedures, protocols and guidelines the postholder identifies and prioritises instruments/equipment for processing, correctly selecting the methods appropriate for each and ensuring that faults / problems are reported to a senior colleague.
- The postholder works as part of a flexible team and organises his/her own time on a daily basis on work allocated by the Supervisor/Manager and supporting other members of the team as appropriate to ensure the smooth running of the service.
- The post holder acts within the Trust's policies, procedures, protocols and guidelines and is accountable for his/her own actions.

## Communications and Relationships

- The post holder will be required at all times to adhere to the Trust's confidentiality requirements.
- The postholder will be required to:
  - communicate effectively and work flexibly as part of a team.
  - liaise with customers, either verbally, in writing or electronically (as appropriate)
  - participate in team meetings and make a positive contribution.
  - to make suggestions for quality and process improvement

## Physical Skills

- Prepare / check the processing systems in the Sterile Services unit pre-utilisation / post-utilisation
- Correctly dismantle soiled surgical instrumentation for cleaning, utilise appropriate cleaning methods / equipment, inspect cleaned instruments and reprocess, if necessary, reassemble correctly and monitor for faults /discrepancies against checklists
- Utilise additional skill / dexterity for the above processes as applied to delicate equipment eg. ophthalmic instruments, and complex systems e.g. orthopaedic / laparoscopic instruments
- Correctly arrange / pack / label / seal instrument sets according to instrument type and Department procedures .
- Utilise correctly all types of Sterile Services Department processing equipment, ensuring that all appropriate safety measures are employed for the protection of self, colleagues and patients (wearing of protective clothing / changing of filters / selection of appropriate autoclave cycle etc)
- Conduct quality assurance checks on processed instruments / sets to prevent 'failed process' equipment (eg. packs remaining wet after autoclaving, etc) from leaving the Department to be used for patients.
- Basic IT skills for operation of processing equipment and tracking systems

## Physical Effort

- Movement of instruments / equipment trays / trolleys, loading and unloading of cleaning / sterilising machinery/stock and materials
- Stocking-up of supplies for the packing and labelling of instruments and equipment
- Correct use of all types of Sterile Services Department processing equipment, ensuring that all appropriate safety measures are employed (wearing of protective clothing / changing of filters etc)

## Working Conditions

- Contact with body fluids / tissues during the decontamination and processing of soiled instruments / equipment.
- Handling of contaminated sharps (dissecting scissors, fine-edged instruments etc)
- Exposure to chemicals e.g. during processing of instrumentation / equipment
- Exposure to unpleasant environmental conditions e.g. extreme heat / humidity from processing equipment
- Exposure to heavy lifting, e.g. instrument sets in containers, bulk commercially produced goods

## Infection Control

- The prevention and management of acquired infection is a key priority for the Trust. The postholder is required to ensure as an employee, that his/her work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or themselves.



- All staff must be aware of infection prevention and control policies, practices and guidelines appropriate for their duties and must follow these at all times to maintain a safe environment for patients, visitors and staff
- All staff must maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development
- Any breach of infection control policies is a serious matter which may result in disciplinary action.
- All staff have a responsibility to challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

### **Child Protection**

The postholder is expected to carry out responsibilities in such a way as to minimise risk of harm to children, young people and vulnerable adults, promoting their welfare and raising any concerns in a timely manner in accordance with the Trust's policies relating to safeguarding children, young people and vulnerable adults.



## PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.

# QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"><li>• Ability to fulfil requirements of induction.</li><li>• Participate with in service.training.</li></ul>	<ul style="list-style-type: none"><li>• ECDL HTM 01-01 User Certificate</li><li>• C&amp;G No 2296 NVQ</li><li>• ISSM NHS Estates</li></ul>

# EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"><li>• Understanding of the role of Sterile Services &amp; post applied for</li><li>• Effective communicator</li><li>• Professional manner</li><li>• Ability to undertake physically demanding work.</li><li>• Flexible approach to shift working.</li></ul>	<ul style="list-style-type: none"><li>• Experience in the role of Sterile Services Technician or similar.</li></ul>

# SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"><li>• Team working skills.</li><li>• Basic IT skills</li></ul>	

# OTHER

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"><li>• Clean, smart, and Tidy.</li><li>• Good timekeeping and Attendance Record.</li><li>• Ability to travel between sites.</li><li>• Ability to learn and adapt to strict Quality Procedures</li></ul>	

# GENERAL CONDITIONS

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.



# HEALTH & SAFETY

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

# INFECTION PREVENTION AND CONTROL (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

# INFORMATION GOVERNANCE

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

- Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.

- Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.
- Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

## PROFESSIONAL STANDARDS AND PERFORMANCE REVIEW

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

## SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse.

As an employee of the Trust, you have a responsibility to ensure that:

- you are familiar with and adhere to the Trust's Safeguarding Children procedures and guidelines
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role

## SOCIAL RESPONSIBILITY

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to

take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

## CONTINUOUS IMPROVEMENT

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

## EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

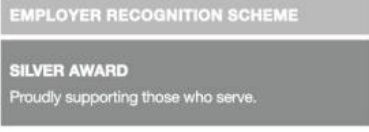
The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

## NO SMOKING POLICY

There is a no smoking policy in operation within the Trust. Smoking within the Trust's premises or within the Trust's grounds is not permitted.

## MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.







## The Royal Shrewsbury Hospital

Telephone: 01743 261000

Minicom: 01743 261213

Address:

The Royal Shrewsbury Hospital

Mytton Oak Road

Shrewsbury

SY3 8XQ

[Getting to The Royal Shrewsbury Hospital](#)

## The Princess Royal Hospital

Telephone: 01952 641222

Minicom: 01952 641222 Ext: 4995

Address:

The Princess Royal Hospital

Apley Castle

Telford

TF1 6TF

[Getting to The Princess Royal Hospital](#)