

ROLE BRIEF

Department:	Sterile Services Department
Job Title:	Sterile Services Technician
Contract:	Horder Healthcare
Responsible To:	Sterile Services Co-Ordinator
Level of Accountability:	Sterile Services Supervisor
Location:	The Horder Centre
Job Purpose:	To assist in the preparation and sterilisation of Theatre instruments.
Key Duties:	<ul style="list-style-type: none"> • Cleaning and care of surgical instruments. • Re-packing of surgical instruments and sterilising. • Re-stocking of soft pack cupboards. • Preparation of soft pack trays for surgery. • Ensuring cleanliness of the SSD department. • Testing of autoclaves and washers daily and reporting any faults. • Conducting weekly testing of machinery when required, and reporting any faults. • Following the Quality Management System.
Key Knowledge, Skills and Experience:	<ul style="list-style-type: none"> • Understanding of the processes within a Sterile Services Department. • Knowledge of and the ability to recognise the instrumentation being processed. • Working as part of a Team and understanding the healthcare environment. • Good communication skills to ensure the Clinical Departments have the instrumentation they need. • Undertake Decontamination Training.
Health and Safety:	<p>The post holder will take due care at work, reporting any accidents or untoward occurrences.</p> <p>The Health Act 2008 Code of Practice for Prevention and Control of Healthcare Associated Infections You are required to ensure that you carry out your duties in a manner that maintains and promotes the principles and practice of infection prevention and control in compliance with national standards, policies, guidelines and procedures.</p> <p>For clinical staff with direct patient contact, this will include compliance with clinical procedures and protocols, including uniform and dress code, the use of personal protective</p>

	equipment policy, safe procedures for using aseptic techniques and safe disposal of sharps.
Equal Opportunities	Horder Healthcare's Equal Opportunities policy affirms our commitment to ensure that no patient, employee or prospective employee is discriminated against, whether directly or indirectly on the grounds of gender, sexual orientation, age, marital status, responsibility for dependants, disability, religion, creed, colour, race, nationality, ethnic or national origin, trade union activity, social background, health status, or is disadvantaged by conditions or requirements which cannot be shown as justifiable.
Confidentiality	To ensure that confidential information is not disclosed about Horder Healthcare or its associated companies (including information regarding patients and staff) to any unauthorised member of staff, or to anyone outside the employment of Horder Healthcare.
Safeguarding	To be aware of the key issues in safeguarding children and vulnerable adults from significant and serious harm, understanding their relation to the values of Horder Healthcare and to report safeguarding concerns to appropriate professionals, recording incidents accurately.
Human Resources (management)	To manage establishment ensuring safe staffing levels at all times. Ensure all new recruits are effectively inducted into the department; ensuring mandatory training is complete and kept up to date. To monitor performance and absence, following policies and procedures. To process all HR related paperwork in a timely manner.
Review	This role brief reflects the principle duties of the post as identified at date of issue. It may be subject to amendment in the light of the changing needs of the service, and will be reviewed periodically in discussion with the post holder.
Special Conditions:	The duties and responsibilities described in this role brief may be subject to amendment to meet the business priorities. The post holder may be required to carry out additional tasks as required by senior colleagues.
Job Description Agreement	<p>I have read this job description and understand the contents in my day-to-day duties. I also understand that this role brief may change over time with the business needs of Horder Healthcare. I understand that the role brief will therefore be subject to annual review, in accordance with the annual individual performance review.</p> <p>Colleague name:</p> <p>Colleague signature:</p> <p>Date:</p>