



JOB DESCRIPTION

JOB TITLE: Sterile Services Technician

REPORTS TO: Deputy Head or Head Nurse

ACCOUNTABLE TO: Head Nurse

SUMMARY OF ROLE

The key objective of this role is to ensure that the sterile supplies equipment is processed, prepared and maintained for all surgical and sterile procedures.

You will work closely with the wider clinical team to uphold the best standards of clinical care.

Together we will demonstrate safe, clinical decision-making and expert care together with compassionate communication for patients referred to Fitzpatrick Referrals. You will be care driven, have excellent communication skills, exceptionally organised, thorough and be able to operate in a 24/7 team environment.

DUTIES AND RESPONSIBILITIES

Professional Responsibilities:

- 1.1 Prepare the surgical kits/instruments required for all surgeries and procedures
- 1.2 Identification of surgical instrumentation by proper name and appropriate sterilization method
- 1.3 Full decontamination and reprocessing of all surgical instruments and endoscopes - rigid and flexible, to include operating the ultrasonic cleaner
- 1.4 Package all surgical kit/instrumentation and sterilise using the autoclaves and ethylene oxide
- 1.5 Maintain all sterile supplies required for surgery
- 1.6 Implement a traceability system of instrumentation utilised in each procedure.
- 1.7 It is necessary that all processing equipment is checked for safety and efficient working by maintaining daily and weekly evidence logs (HTM01-01) For example: Autoclaves and Ultrasonic washers
- 1.8 Knowledge of and performance in cold sterilisation, autoclaves and ethylene oxide
- 1.9 Maintain appropriate rotation of sterile supplies

- 1.10 Practice safe handling of items that have been exposed to blood and/or body fluid
- 1.11 Maintain stock levels in line with activity/minimum requirements
- 1.12 Apply the principles of microbiology & infection control to all activities
- 1.13 Ensure the cleanliness of the sterile supplies room and prep
- 1.14 Ensure adherence to correct theatre etiquette
- 1.15 Identify and manage equipment requiring repair or quarantining and ensure that such equipment or substandard equipment is not in use
- 1.16. Compile an inventory of stored sterile instrumentation and equipment
- 1.17 Ensure animal welfare is at the forefront of all tasks undertaken
- 1.18. Implement a training programme for other staff members to ensure continuity of service
- 1.19 Prevent instrument migration
- 1.20 Provide evidence of servicing and daily checks
- 1.21 Maintain cleaning check lists

Health & Safety

- 2.1 Work closely with the Health and Safety Lead on all matters related to Health and Safety
- 2.2 Be aware of, and conversant with, the Health and Safety At Work Act (1974) and comply with the regulations set down to ensure safety to patients, staff and visitors
- 2.3 Record all incidents and untoward occurrences according to Hospital Policy
- 2.4 Be aware of, and conversant with, the Hospital Fire Policy and be fully aware of the position of fire alarms, emergency equipment and exits.

Governance

- 3.1 Comply with standards in respect of all legislative requirements, including but not limited to RCVS, Fire, Control of Substances Hazardous to Health (COSHH), MHRA, Basic Life Support, Infection Control and Display Equipment.
- 3.2 Maintain safe working practices
- 3.3 Follow the hospital policy when dealing with complaints from clients

Infection Control

Infection prevention and control is an essential aspect of patient care. All post holders have individual accountability to act to reduce Hospital Acquired Infections. Post holders must be familiar with the Hospital's Infection Control Policies, including those that apply to their duties such as the Uniform Policy. Post holders must incorporate into their clinical activities up to date evidence that supports safe infection control practices and procedures, for example, the use of aseptic techniques and the safe disposal of sharps.

Confidentiality and Disclosure of Information

During the course of your work, you will come into possession of confidential information concerning patients, their families, Fitzpatrick Referrals Oncology and Soft Tissue Hospital and its

staff. This information should be treated confidentially and in accordance with the Data Protection Act (1998) and European Regulations.

Data/Security

The post holder is responsible for ensuring he/she maintains the integrity and quality of both computerised and manual data

This job description is intended as a basic guide to the scope of the duties and responsibilities. It will be subject to regular review and amendment as necessary.

Post Holder:

Signature:

Date:

Line Manager:

Signature:

Date:

PERSON SPECIFICATION

Sterile Supplies Technician

Requirement	Essential	Desirable	Assessment
Qualifications & Experience	<p>Good general education with GCSE qualifications or equivalent</p> <p>Previous experience of working in a sterile supplies unit</p> <p>Previous experience of teaching others the principles of decontamination</p>	<p>Experience working within a veterinary practice environment</p> <p>A recognised qualification in sterile supplies management</p>	Application and interview
Knowledge	<p>An understanding of maintaining sterile equipment</p> <p>An understanding and knowledge of the dismantling, cleaning/decontamination, reassembly and packing/sterilisation processes appropriate for all types of instrumentation/equipment, and competence in carrying out all these procedures</p>		Interview
Personal Skills	<p>Excellent communication skills, written and report writing</p> <p>Able to work as a team player</p> <p>Able to work on own initiative</p> <p>Good organisational and time management skills</p> <p>Ability to work under pressure</p> <p>manual dexterity to handle surgical instruments and flexible endoscopes and to operate specialist washers and sterilisers</p>		Application and interview

	Computer literate with good knowledge of MS Word, Outlook and Excel		
Personal Characteristics	<p>Honest, open minded, treats colleagues with respect</p> <p>Compassionate and caring</p> <p>Highly energetic, proactive and motivated</p> <p>Smart and well presented</p> <p>Confident and approachable</p> <p>Keen interest in animal welfare</p>		Interview
Other	<p>Right to Work in the UK</p> <p>Able to work weekends and on calls as required</p>		Interview