

Job Title	Sterilisation Support Assistant
Department	Kingston Trust wide – Sterile Services Sterile Services
Band	3
Reports To	Sterilisation Support Manager
Accountable To	Sterilisation Lead
Liaises with	<i>Clinical Team, Consultants, Medical staff, Matrons, STERIS, Operational management team and other Trust staff as required</i>

Job Summary

The post holder will support and deputise for the Sterilisation Team on the operational and strategic management of sterile services with the trust's external sterilisation service to maintain and improve the quality of surgical instrumentation within the trust.

The primary activity will be to undertake a range of supervised direct care duties, which are clearly prescribed both in this document and in more detail in the core competency list for the grade.

To carry out assigned tasks involving direct care in support of and supervised by sterilisation senior member of team and to provide equipment support to ensure efficient theatre operations.

To work collaboratively with wide range of staff, clinical Team, managers, infection control, Steris team and representatives as appropriate with issues pertaining to reusable medical devices.

To assist in the reprocessing and distribution of medical and surgical reusable devices for use in patient care.

Trust Culture and Values

The Trust has defined its culture as one that is patient centred which puts safety first and where all staff take responsibility, are valued, and value each other. To support this our five values are that we are all: -

Caring – we design and deliver care around each individual patient's needs and wants

Safe – we make the safety of patients and staff our prime concern (safety comes first)

Responsible – all staff take responsibility for the hospital, its services and reputation.

Value each other – we all value each other's contribution

Inspiring – *we always strive to empower each other to develop and deliver improvements to benefit our patients.*



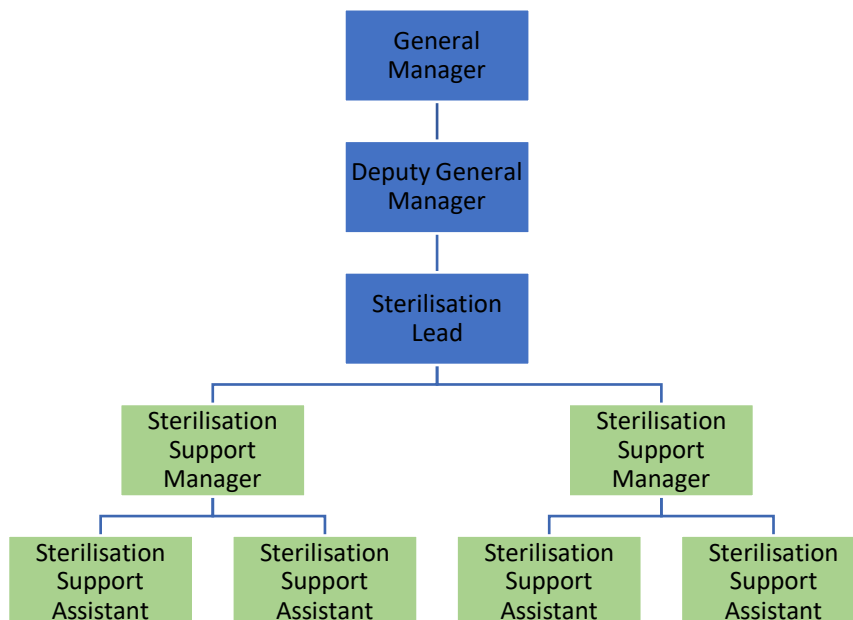
Our training, policies, procedures, and practices are all intended to support behaviours in line with our values and all staff are expected to uphold these by 'Living Our Values Everyday'.

Chairman: Sukhvinder Kaur-Stubbs Chief Executive: Jo Farrar

Associated with the University of London

Main Kingston Hospital NHS Trust Site – Galsworthy Road, Kingston upon Thames, Surrey KT2 7QB

Department Structure Chart



MAIN DUTIES AND RESPONSIBILITIES: -

- To actively participate in all areas are covered and re-organising the working practices when necessary to meet the service demands.
- To monitor stock availability of sets /supplementary as requested and to take appropriate action on any deficiencies.
- To prioritise work based on known or probable needs of Theatres/Departments, and deal with problems as they arise.
- To attend regular meetings with management to communicate issues/changes within the department or department policies and procedures.
- To assist with surgical instruments repair orders and purchasing.
- To act as a link person between Theatres and the Sterile Services Unit and ensuring high levels of communication.
- Ensure efficient provision of sterile packs and instruments that are required by Theatres for the operating lists and associated departments.
- Work very closely with the Theatre Team to monitor and plan for the efficient usage of reusable medical devices and loan equipment to meet service needs.
- Preparing for the following day's surgical caseloads by checking with clinical team, seeking support from other team members where necessary.
- undertaking regular checks of all instrumentation held within the theatre department. Any discrepancies should be recorded and then reported to Sterilisation lead, relevant Clinical Team Lead and Theatre Manager.
- Assisting Trust Sterilisation team to support the monitoring of the sterile services provider, Steris performance, monitoring, maintaining and analyses the non-conformity in accordance with data analysis by reviewing and taking corrective action behalf of for the customer.
- To assist the inventory management between Theatres, Sterile Services, and supply/purchase teams of re-useable surgical instruments.
- To follow agreed procedure for the reporting and recording of instruments which require repair.
- To work as part of a team, undertaking duties as directed and be available to work across all hospital sites as requested.
- Ensure that all working practices are carried out according to hospital policies and procedures.
- To deal with issues which could impact on the efficient running of the department in a timely manner.

- Resolving day to day problems of supply and distribution, liaising with customers, Suppliers, and managers
- To comply with and promote all policies and procedures pertaining to this post and to promote the highest standard of professional practice and safe working procedures.
- To maintain compliance to all statutory and mandatory training as defined by the organisation and service needs.
- To comply with the Department's training programme and undertake training in line with the development of the post, as agreed with line manager.
- To support in the investigation and corrective actions of non-conformances.
- To ensure that goods and services received comply with all regulatory standards.
- To undertake such duties as required, consistent with the responsibility of the grade and needs of the service.

Communications

- Communicate with all grades of theatre staff and SSD team personnel.
- To promote and maintain cohesive communication links with STERIS Team, Trust personnel and external personnel.
- Share information and ideas with theatre and sterile services to improve the services.
- Display good negotiating skills and detail accurately the Trust requirements within the team.
- Attending regular meetings with Sterilisation team to discuss any issues to improve quality/standards and communication.
- To communicate with, staff, theatres, managers, infection control and representatives as appropriate with issues pertaining to reusable medical devices.

Governance

- To raise issues concerning and identifying where changes may enhance the performance of duties and therefore evolve and improve the service provided to users.
- Ensure that all staff work safely, complying with Health & Safety Guidelines.
- Report to the senior member of team in the event of non-conformances and service failures.
- To ensure that all accidents/incidents are reported to the senior person in charge of the department following agreed Trust procedures.

Information Resources (IT)

- To work with and keeping up to date on training with the STERIS synergy Trak system

Education and Training/Self-Development

- Identify own training and development needs and undertake appropriate training/education as required.
- Participate in an annual individual performance review process where objectives will be agreed, performance monitored, and personal development needs discussed.
- To attend all statutory and mandatory training as and when required to do so.
- Act responsibly in respect of colleague's health, safety and welfare following safe work practices and complying with the Trust's Health and Safety Policies.
- Adhere to all Trust Policies as applicable.

This job description is not intended to limit the scope and extent of the job to be undertaken and will be subject to review and alteration as necessary, following discussion with the post holder.

Health Clearance

Health clearance is required for this appointment. Applicants must complete a medical questionnaire, return it to the Occupational Health and Wellbeing Service and, if required, undergo a medical examination before appointment.

Disclosure and Barring Service (DBS)

A DBS will be required before appointment for all posts with access to children or vulnerable adults.

Confidentiality and Disclosure of Information

In the course of your normal work with the Trust you will come into possession of confidential information concerning patients, the Trust and its staff. This information should always be treated according to the Trust's rules on confidentiality. Any inappropriate disclosure may be subject to the Trust's disciplinary procedures.

Raising concerns

Staff may on occasion have genuine concerns about healthcare matters and consequently the Trust endorses the principle that these must be raised in a responsible and appropriate manner, and if necessary, using the Trust's 'Raising Concerns (Whistleblowing)' policy.

Data Quality/Security

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

Acceptance of Gifts and Hospitality

The conduct of staff in the public service should be scrupulously impartial and honest and in this context, any offers of gifts or hospitality should be discussed with your manager, prior to acceptance.

Codes of conduct and professional standards

All staff should adhere to any codes of conduct or professional standards set by the regulatory bodies with whom they are registered or by professional bodies of which they are a member.

Managers should observe the Code of Conduct for NHS Managers.

Risk (managerial and supervisory staff only)

Managers are responsible for implementing and monitoring any identified and appropriate risk management control measures within their designated area(s) and scope of responsibility. Full details are set out in the Trust's Risk Management Policy.

Health and Safety

All staff are advised that, under the Health and Safety at Work Act 1974 and associated.

legislation, it is the duty of every employee to take reasonable care for their own health and safety and that of other people who may be affected by their activities at work, and also to co-operate fully with the Trust and others in connection with any arrangements to satisfy the statutory duties and responsibilities under the Act, including undertaking appropriate mandatory and health and safety training.

Infection Control

All staff must at all times be aware of their responsibilities for ensuring infection control and to maintain hygiene standards in accordance with infection control policies and instructions.

Personal Property

The Trust is unable to accept responsibility for articles of personal property lost or damaged on its premises whether by burglary, fire, theft or otherwise and staff are advised to insure against all risks.

Equal Opportunities

Equality of opportunity is an integral part of the Trust's recruitment and selection process and recruiting managers must ensure that they comply fully with the Trust's Equality & Diversity Policy. The Trust aims to ensure equality of opportunity for all irrespective of race,

disability, sex, gender reassignment, sexual orientation, age, marriage and civil partnership, pregnancy and maternity and religion, or belief.

No Smoking

Smoking by staff, patients, and visitors, will not be permitted anywhere on Trust premises.

Security.

Staff must always wear their identity badge to assist in maintaining the security of the hospital; be observant, and not afraid to enquire of people as to their business in the hospital. Any suspicious behaviour must be reported to the Security Officer, manager, or security team.

Safeguarding children and vulnerable adults

Kingston Hospital NHS Trust is committed to safeguarding children and vulnerable adults at risk of abuse. If the post is one that involves regulated activity in relation to access to children and vulnerable adults during their normal duties, an enhanced DBS check will be required. All employees have a responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

PERSON SPECIFICATION

This is a specification of the qualifications, experience, skills, knowledge and abilities that are required to effectively carry out the responsibilities of the post, as outlined in the job description and forms the basis for selecting a candidate.

JOB TITLE: Sterilisation Support Assistant **BAND: 3**

DEPARTMENT: Kingston Trust wide – Sterile Services

HEADINGS	ESSENTIAL	DESIRABLE	HOW TESTED
EDUCATION AND QUALIFICATIONS	Secondary Education (GCSE) Demonstration of Numeracy and Literacy skills Willing to develop within the Healthcare setting. An equivalent level of knowledge and experience through decontamination training/experience	GCSE Maths and English or equivalent qualification NVQ Level 2 IDSc Technical Certificate	A/I

KNOWLEDGE AND UNDERSTANDING	<p>Desirable knowledge of surgical instrumentation and decontamination.</p> <p>Ability to undertake, investigate and report on non-conformances and understand when limit of capability has been reached.</p> <p>Can demonstrate the ability to work to strict standards of quality and safety.</p> <p>Ability to train in decontamination systems.</p> <p>Treating medical devices as if the patient they will be used on is your loved one.</p>	Understanding of Decontamination Process and procedures	A/I
EXPERIENCE	<p>Experience of working within a Sterile Services Department or Theatre</p> <p>Sufficient knowledge of Theatre surgical instrumentation</p> <p>Demonstrable experience and proven knowledge of the characteristics of surgical instruments of the necessary decontamination processes.</p> <p>Experience of compliance with quality management systems for all aspects of decontamination process.</p> <p>Demonstratable experience of conflict management.</p> <p>Demonstrable experience of working with a process driven environment.</p> <p>Good IT skills and ability to use databases and spreadsheets.</p>	Experience of working within a Decontamination Department or Theatre	A/I
SKILLS/ABILITIES	<p>Excellent written and oral communication skills at all levels, internally and external.</p> <p>Contributing to the creation of a happy and friendly environment that encourages cooperation and support – teamwork.</p> <p>Ability to cope with work pressures and manage time effectively.</p> <p>Ability to work as part of a team.</p> <p>Ability to work using own initiative but also to know when to seek assistance and guidance.</p>		A/I

	<p>Ability to plan and organise.</p> <p>Able to prioritise own workload and that of others.</p> <p>Keep all records up to date in a clear, accurate and concise manner on a day-to-day basis.</p> <p>Good negotiating skills.</p> <p>Able to absorb and retain knowledge and information.</p> <p>Proficient in the use of Microsoft packages particularly excel, word and outlook</p>		
OTHER	<p>Physically and mentally able to undertake duties required of the post.</p> <p>Demonstrates a kind and caring attitude.</p> <p>Able and willing to understand and live the Trust values of caring, safe, responsible, and valuing each other.</p> <p>Committed to providing a quality service.</p> <p>Always demonstrate a professional attitude and approach.</p> <p>Ability and willingness to undertake further training as necessary.</p> <p>Attention to detail Flexibility with shift cover, if required</p>		A/I