

JOB DESCRIPTION

JOB TITLE:	Sterile Services Assistant
PLACE OF WORK:	Hereford County Hospital
HOURS:	As Contract
DEPARTMENT:	Sterile Services
REPORTS TO:	Shift Supervisor

Job Purpose:

To contribute to the delivery of a quality service to Hereford Hospital NHS Trust and to the overall provision of Sterile Services to the hospital. To maintain a good working relationship with all groups of staff whose clinical activities are supported by Sterile Services Department.

Main Duties:

- Processing and packing of medical instruments. There is a specific requirement for speed and accuracy doing this as turnaround targets have to be met. It is required that staff use the correct manual handling technique when lifting trays of theatre instruments or manoeuvring heavy theatre bins periodically during their shift. Staff are required to work in conditions where frequent exposure to bodily fluids is not uncommon; the correct PPE is a requirement in these instances.
- Intense concentration is required at all times when packing trays, checking trays and during any machine operation.
- Observe the Manual Handling Policy when moving heavy stock frequently during your shift, using the correct pallet trucks or cages with care.
- Receipts, storage and supplying of consumables both internally and externally of department.
- Provision of ward/department top-up service for sterile items.
- Use of instrument tracking system T-DOC.
- Ensuring new trays are accurately input onto the system.
- Utilise the T-DOC system to track and trace equipment in the event of queries.
- Creation of individual bar coding for total equipment traceability.
- Development of the use of T-DOC
- Assisting with the receipt and storage of provisions.
- To safely use equipment provided as required for the task. To ensure that daily maintenance and housekeeping is carried out.
- To undertake training as required.
- To report any defective equipment or damage of fixtures and fittings to a Shift Supervisor or to the Helpdesk.

- Observe all Health and Safety regulations and policies appertaining to Sterile Services staff.
- To work as part of a team contributing to the development of the service we provide.
- To carry out reasonable request made by a Shift Supervisor or a member of Management team.
- To undertake the duties of other departments as necessary to ensure maintenance of the service.
- To help maintain a safe working environment.
- To comply with the Company's Policies and Procedures.
- These are general instructions and should be taken as a guide.

Knowledge and Skills:

- Manual Handling training
- Ability to follow instructions
- Effective communications skills
- Effective organisational skills
- High standards of personal hygiene
- Ability to work independently and as part of a team
- Ability to deal with stressful situations
- Basic literacy and IT skills

Review:

The duties and responsibilities of the post will be subject to review with the Sterile Services Manager on a regular basis. By agreement the duties may be varied and reviewed to consider organisational needs and the individual wishes of the post-holder.

'Hereford Hospital NHS Trust has a smoke free policy. Smoking is not permitted in or on any of the Trusts grounds or premises or in any Trust-owned vehicle. Applicants should be aware that it will not be possible to smoke throughout working hour'.