

# Central Sterile Services Department (CSSD) Technician

## Candidate Information Pack



# The Opportunity

## 1. Job Identification

<b>Job Title</b>	Central Sterile Services Department (CSSD) Technician
<b>Band</b>	Band 2
<b>Salary</b>	£18,600 - £20,606 (pro rata)
<b>Scale</b>	Agenda for Change**
<b>Hours</b>	Full Time 37.5 hours per week
<b>Contract Type</b>	Permanent
<b>Department</b>	Central Sterile Services Department
<b>Reporting to</b>	Craig Hill
<b>Base</b>	Mountainhall Treatment Centre

\*\* NHS Scotland's AFC pay system differs slightly from NHS England, Wales or Northern Ireland. Please click [here](#) to access the most up to date pay scales and Terms and Conditions.

## Contact Details

### Line Manager

Craig Hill

We welcome informal contact from prospective candidates who wish to better understand the role.

Please contact: Craig Hill on 01387 241014

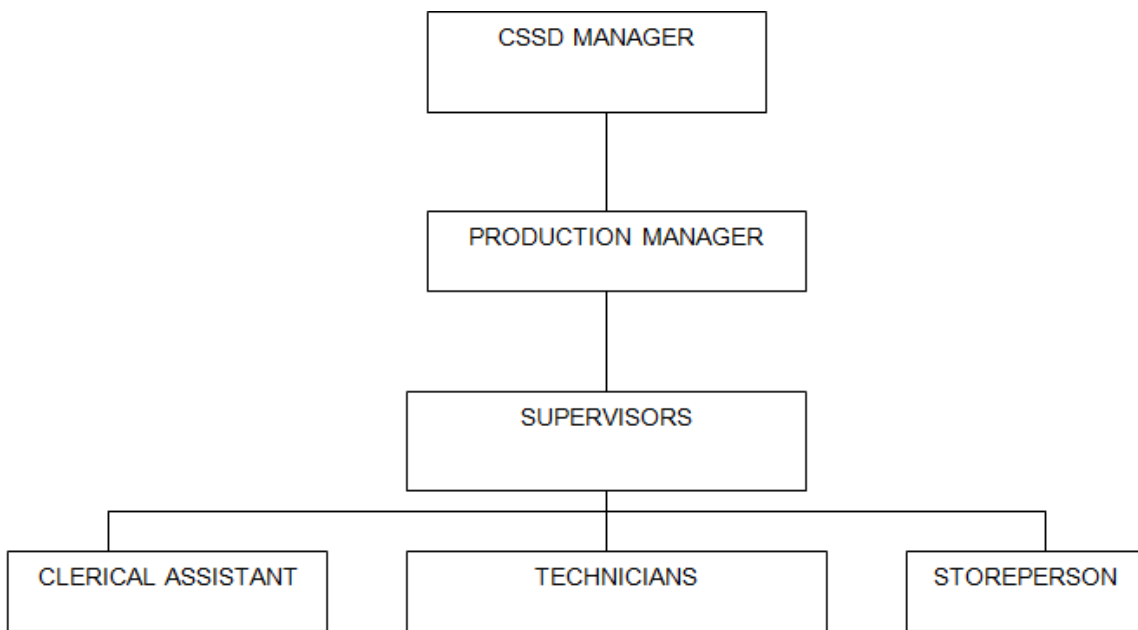
Email: [craig.hill8@nhs.scot](mailto:craig.hill8@nhs.scot)

# Job Description

## 2. JOB PURPOSE

To work as a member of the CSSD Team in the provision of a quality sterile supply service to all user locations within the NHS Dumfries and Galloway area.

## 3. ORGANISATIONAL POSITION



## 4. SCOPE AND RANGE

The department provides a comprehensive system-wide decontamination service for reusable medical devices. This includes collection, cleaning, thermal disinfection, inspection, packing, steam sterilising and distribution. It serves theatre suites, wards and clinics at hospitals and other patient treatment areas throughout Dumfries & Galloway. It will work with the Control of Infection Committee to help minimise the risk of cross infection. It also provides services to general medical practitioners, chiropodists and primary care facilities throughout the area, with the possibility of serving general dental practitioners in the future.

## 5. MAIN DUTIES / RESPONSIBILITIES

- Accurate checking of all instrument trays and supplementary items.
- Operation of instrument/utensil washing and drying machinery, including loading and unloading.

- Washing and drying of basins, containers etc. by hand when necessary.
- Inspection, packing and checking of all instrumentation.
- Wrapping of theatre trays, supplementary items, basins and ward/department instrumentation in preparation for the sterilising process.
- Operation of sterilisers including loading and unloading.
- Distribution of sterilised trays etc. to specific user locations.
- Stock replenishment.
- Preparation of sterilisation bags and theatre trays for use in CSSD.
- Operation of Heat Sealer machine.
- Cleaning of all equipment including workbenches.
- Daily test machinery and be able to report faults on the equipment and assess if the equipment requires to be isolated until checked by an engineer.
- To be able to start up and close down the computer tracking system and report any faults associated with the system either to management or the IT Department.
- To work in all areas of the department ensuring Health and Safety instructions are carried out in line with NHS Dumfries and Galloway and Departmental policies.
- Ensure Quality System work instructions are carried out at all times and be able to train new staff in the departmental operational work instructions when required.
- Assist with quality control and quality assurance checks.
- Participate in the Department 'On-Call Rota' as required.
- Such other duties appropriate to the grade as may be delegated by the Sterile Services Manager or Deputy.
- To undergo a full training programme and to become proficient within the designated timescales i.e. 1 year. Appraisal will be carried out annually thereafter.
- Responsibilities for compliance with the Boards policies, procedures and instructions, the Departmental Quality System and abiding by any instructions given by your line manager in this regard.
- There might be a requirement to deliver or pick up Theatre trays from Mountainhall Treatment Centre to be delivered DGRI.

## **6. SYSTEMS AND EQUIPMENT**

- Knowledge required of use and maintenance of washer/Disinfectors, Porous Load Sterilisers, Ultrasonic Washer and Trolley Washer.
- Knowledge required of use and identification of surgical instruments and other equipment not requiring processing.
- Use IT Traceability system (Healthedge, Tracker).

## **7. DECISIONS AND JUDGEMENTS**

- Technicians will work under supervision until fully trained. There after degree of autonomy, however Supervisors will always be available when required.

- Report directly to Production Manager.
- Objectives will be set and reviewed by the Production Manager on at least an annual basis.

## **8. COMMUNICATIONS AND RELATIONSHIPS**

- Communicate with other Technicians and Supervisors

## **9. PHYSICAL, MENTAL AND EMOTIONAL DEMANDS OF THE JOB**

- Job has a physical aspect, required to lift and handle heavy trays, and push trolleys loaded with trays of instruments.
- Also required to work with contaminated equipment.
- It skills required to use IT Traceability system.

## **10. MOST CHALLENGING PARTS OF THE JOB**

- Ensuring the need of the service users are met.
- Required to be on-call at weekends.

## **11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

- Ability to work well under pressure to achieve deadlines
- One year training required to be proficient.

## **12. JOB DESCRIPTION AGREEMENT**

**Job Holder's Signature:**

**Date:**

**Head of Department Signature:**

**Date:**

# Person Specification

ESSENTIAL	DESIRABLE
<p><b>QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• Be willing to complete an in house training programme.</li> <li>• Be willing to gain further qualifications within decontamination.</li> </ul>	
<p><b>KNOWLEDGE:</b></p> <ul style="list-style-type: none"> <li>• Basic working knowledge of computers and IT systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of surgical instruments and decontamination processes.</li> <li>• Knowledge of NHS D&amp;G policy and procedures.</li> </ul>
<p><b>EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>• Understanding of workplace procedures (attendance, timekeeping, confidentiality).</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working with medical devices/surgical instruments.</li> </ul>
<p><b>PERSONAL CHARACTERISTICS:</b></p> <ul style="list-style-type: none"> <li>• Able to work on own/or with team.</li> <li>• Enthusiastic and committed.</li> <li>• Good verbal communication – Good interpersonal skills.</li> <li>• Ability to work as part of a team.</li> <li>• Ability to demonstrate flexibility to meet business needs.</li> <li>• Able to use own initiative.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to travel independent of public transport.</li> </ul>

# Find Out More

For information on NHS Dumfries & Galloway, including details of further staff benefits, our facilities and beautiful surroundings, check out our new Work with Us Portal.

To access the Work with Us web pages, copy and paste the following link into your web browser:

[www.nhsdg.co.uk/workwithus](http://www.nhsdg.co.uk/workwithus)

