#### **JOB DESCRIPTION**

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| JOB IDENTIFICATION |
| Job Title: Multiskilled Sterile Services Technician  Responsible to: HSDU Supervisor  Department(s): Sterile Services (HSDU)  Directorate: Facilities  Operating Division: Acute Division  Job Reference: 166305  No of Job Holders: 90  Last Update: 7h July 2021 |

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| JOB PURPOSE |
| Through knowledge, skills and training, work as an essential worker and team member of the Hospital Sterilization Decontamination Unit in the provision of a high quality, quality assured, cost-effective decontamination/sterilizationservice forreusable medical devices for use on patients in clinical areas across NHS Lothian (operating theatres, clinics, A&E and other departments)  To provide full reprocessing of these medical devices using the knowledge and skills gained through ongoing training and experience to ensure devices are processed to an agreed specification in accordance with department procedures, relevant quality standards and current European legislation (Medical Devices Directive 93/42/EEC, Annexe 12 and ISO 13485:2012). Participate in sequential sampling of products to ensure compliance with quality standards. |

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| **3. DIMENSIONS** |
| The Department provides a quality assured sterile instrument service throughout NHS Lothian. The potholder will be part of a team covering the service on a 24/5 & 16/2 basis for all users of reusable medical devices across NHS Lothian (both Acute and Primary Care/CHP Divisions). This includes all operating theatres, outpatient clinics, A&E departments, ITUs/HDUs, other hospital wards and departments, retrieval services and GP Health Centres.  The postholder will be part of a multidisciplinary team processing approximately 7 million instruments a year (112,500 trays and 40,000 supplementaries).  The postholder is responsible for utilising the full range of decontamination plant and machinery within the department and process expensive reusable medical device with care to prevent a damage what may result with financial implication for department or impact tray availability.  The Hospital Sterilisation and Decontamination Unit is influenced and will continue to be influenced by changes in surgical procedures, technological developments and legislative developments. Staff’s training and knowledge must be up to date to reflect this. |

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| 1. **ORGANISATIONAL POSITION** |
| **Associate Director Facilities**  **HSDU**  **Manager**  **Training and Quality Support Manager**  **Quality Assurance Manager**  **Deputy Manager**  **HSDU**  **Supervisors**  **HSDU**  **Sterile Services Technicians (This Post)**  **Stores, Distribution and Domestic Assistants**  **Multiskilled Technicians (This post)**  **Asst Production**  **Manager X2**  **Personal Assistant HSDU MANAGER** |

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| 5.ROLE OF DEPARTMENT |
| The department provides a fully accredited, high quality, cost effective, efficient, patient centred comprehensive decontamination and sterilisation service for all reusable surgical instrumentation and medical devices across NHS Lothian.  The processing of these devices is achieved through an accredited Quality Management System (ISO 13485:2003) which is audited on a six-monthly basis by a notified body. Accreditation to European Legislation MDD/93/42/EEC is also a regulatory requirement as is registration with the Medicines & Healthcare products Regulatory Agency (MHRA).  The quality management system and associated training requirements of the staff to achieve these standards, ensures a consistency of product for all decontamination and sterilisation across the organisation.  Ensuring training programmes are up to date, reflecting technological advances and customer requirements. Providing advice and guidance to decontamination staff and clinical staff on decontamination issues and service developments. |
| 6. KEY RESULT AREAS |
| 1. To work in accordance with Departmental Policy, Standard Operating Procedures and Quality Management System. 2. To reprocess reusable medical devices, disassemble, clean, disinfect, function check, assemble, sterilize, despatch and track in a controlled environment. 3. To provide advice and mentoring to New Decontamination Technicians effectively. 4. Under limited supervision meet the demands of the Department’s workload whilst consistently achieving high quality standards which will be measured by in-process checks and non-conformance reports. 5. To undertake initial investigation and validation into non-conformance reports and record factual information on findings. 6. To operate all decontamination equipment (Autoclaves, Sterrad machines, ultrasonic washers, ultrasonic-washers disinfectors, single or multi chamber automated washer disinfectors heat sealing equipment etc) and carry out routine tests in accordance with the Quality Management System, Quality Standards and Manufacturers Guidance. 7. Complete all documents, forms and IT requirements (Tracking and Traceability software) to ensure full traceability of all instrument sets, supplementary instruments throughout all stages of the process, as required by Quality Management System and the reporting of any faults associated with the system to supervisors/managers. 8. Complete all manual logging of test results, processing data throughout all stages of the process, as required by Quality Management System and the reporting of any faults associated with the system to supervisors/managers. 9. Ensuring safe handling of sharps and safe disposal of sharps as per NHS Lothian’s sharps practice and disposal policy and observe all Manual Handling and Health & Safety requirements reporting any incidents or near misses to supervisors. 10. Undertake general cleaning duties of workstations, surfaces and surrounding areas to ensure that the environment is suitable for processing medical devices to an agreed quality standard. 11. Ensure all requests from users for urgent instrumentation requests are logged and actioned. 12. Undertake all quality assurance tasks/checks describe in Quality Management System documents to deliver to the Users a product that will not compromise health and safety of the patient prior to release of sterile products. 13. Undertake sequential sampling as directed by H.S.D.U Supervisor / Manager for any stage of tray process and record as departmental QMS. 14. At all stages of the decontamination process, identify, record and report instruments which are missing, overstocked or in need of repair and rectify these nonconformities to ensure all instrument sets meet the agreed contents list. |

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| 7a. EQUIPMENT AND MACHINERY |
| Effectively utilise the specialised decontamination machinery (ultrasonic bench top machines and automated washer disinfectors with computerised operating functions) against agreed procedures and national guidelines (HTM 2030) to ensure all medical devices are decontaminated fully and appropriately.  Effectively operate, load and transfer the disinfection carriages and conveyor system to ensure productivity is maximised and all manual handling techniques are adhered to.  Effectively operate the heat-sealing machines as per operators’ instructions. Perform daily tests on these machines to ensure continuing functionality.  Effectively load and operate steam steriliser machines to ensure sterility of medical devices against agreed procedures and national guidelines (HTM2010), carrying out the relevant daily tests to ensure continuity of use.  Effectively load and operate gas plasma sterilisers to ensure sterility of medical devices against agreed procedures. Be able to work the parametric release system on these machines in order to ensure sterility of devices prior to despatch.  Information Technology Equipment (Scanners and Printers) – Used for floor management traceability, including personnel and rigid tracking of instruments. For recording, control and verification of cycle parameters for washer/disinfectors and sterilisers.  Compressed air system for testing power tools.  Steam Cleaners for cleaning surgical instruments.  (E.T.S.) Electronic Testing System (sterilisers) – Used to verify operational parameters on a daily basis.  Fume cabinet – for checking of Lumens and lubrication of instruments.  Computer and printer – Used to download test results from E.T.S. system and provide print-out for evidence.  A handheld scanner to input barcoded information into the department’s tracking software system to ensure traceability of product at all times.  Photocopier for duplicating information.  Telephone for communicating both internally and externally.  2-way radios. |
| **7b. SYSTEMS** |
| Effectively input information into the Department’s Tracking and Traceability Computerised System using both handheld scanners and PCs to ensure full traceability of sets at all times.  Prepare and sign off tray lists for all instrument sets to confirm the set is complying with all quality standards and is fit for patient use, alerting the end user to non-conformities when appropriate.  Prepare and sign off decontamination certificates for all loan instrument, instruments return to the owner and instruments being sent away for repair, to confirm the set undergone appropriate decontamination process, is safe to handled and complying with quality standards.  Complete all documentation and logbooks including those for automated washer disinfectors and sterilisation failed cycles, sterrad cycles and daily function tests as required by the Quality Management System, HTM2010 and accreditation to ISO 13485:2016.  Complete all documentation and logbooks including those for hand-wash, and ultrasonic cycles, heat sealers as well as re-wash data and concession cards as required by the Quality Management System and accreditation to ISO 13485:2016. |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| Workload of the department is generated by service user demands.  Responsible for ensuring own work is to an agreed specification and quality standard, fit for release and use on patients without direct supervision of quality of work.  The post holder will receive supervision from a supervisor/manager on the allocation of work and priority requests to ensure contractual obligations are met.  The postholder will be appraised annually by the Supervisor through the Divisions’ Personal Development Plan and Review and objectives will be set jointly.  The postholder will be required to complete regulatory awareness and Good Manufacturing Process (cGMP) training every 2 years and successfully pass an examination pertaining to these, as required for the unit’s accreditation. |

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| **9. DECISIONS AND JUDGEMENTS** |
| Decide if the device has been processed according to manufacture instruction and departmental procedures and if not, return for re-work.  Decide if a medical device is fit for purpose and segregate for repair if necessary.  Decide on product release at each stage using knowledge and experience gained and using standard operating procedures to ensure consistency of standard.  The postholder will be expected to decide if an instrument set is sterile and fit for purpose against agreed quality standards for use on surgical patients.  Decide if an instrument set has been packaged appropriately in preparation for the sterilisation process and if not, return for re-work.  Decide which method of sterilisation should be used on each individual instrument set using knowledge and experience gained and using standard operating procedures to ensure consistency of standard.  Decide if information retrieved from daily tests, individual cycle data, and parametric release system meets the criteria set out in national guidelines to allow for final product release. |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| Working to tight deadlines and altering work patterns to assist with the workflow and fulfilment of contractual obligations.  Keeping up to date with new legislation, surgical instrumentation and operating procedures, and maintaining regulatory awareness levels.  Participating in continuing training and education to ensure all medical devices are processed to the correct manufacturer’s instructions and are fit for clinical use.  Performing daily function tests and using own knowledge and judgement to decide if medical device sets are fit for final release and ready for clinical use. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| Daily communication with users, technicians, supervisors and management team around tray/instrument processing and issues associated with this.  Ensure any issues with completed instrument sets are communicated verbally to staff in the sterilisation area.  Daily communication with stores technicians, communicating instrument requests to resolve tray discrepancies.  Daily communication with logistic porters and drivers communicating despatch requirements and delivery schedule information.  Communication with external instrumentation training representatives or machine manufacturer representatives during training sessions to ensure understanding of processing requirements.  Communication with other NHS staff in different departments as required regarding queries or issues with tray processing.  Communicate with external auditors of the unit: BSI, SCIEH, MHRA when required during the audits.  The post holder must be able to annotate tray lists and label of the set to inform end users of discrepancies.  Communicate priority instructions to other colleagues within the department to ensure urgent trays which are processed are dealt with as quickly as possible. |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical**  Correct manual handling skills required to cope with the daily physical demands of the post. Manual dexterity is needed to perform the duties of a sterile processing technician; the Job requires employees to regularly stand, walk, and use hands, as well as reach with hands and arms. Furthermore, requirements to frequently lift and/or move up to 25 kg, push and/or pull heavy loaded sterilization trolleys or washer’s carriages.  There is frequent requirement for lifting and handling of sets of medical devices, sometimes heavy – in accordance with NHS Lothian Manual Handling Policy and standing for long periods of time.  Manual dexterity required to strip and re-assemble instruments as per manufacturer’s instructions.  Need for excellent hand and eye co-ordination in order to ensure accuracy and speed.  Working with high risk equipment  Correct positioning of instruments on autoclave trolleys to ensure completeness of sterilisation cycle.  Correct use of IT equipment and handheld scanners required to ensure all devices are correctly tracked throughout the process.  Correct positioning of instruments in wash baskets and wash carriages to ensure completeness of wash cycle and alignment with operating procedures in place.  Accurate draping and positioning of instruments on the tray to ensure instrument sets are delivered to service users in optimum condition.  Working with high-risk equipment – Operation of Autoclaves, Sterrad Machines, Automated Washer Disinfectors and Ultrasonic Washer Disinfectors.  Correct positioning of instruments on autoclave trolleys to ensure completeness of sterilisation cycle.  **Mental**  Frequent requirement for prolonged concentration during testing for up to 30 minutes to ensure the completeness of the process.  Frequent requirement to change work activities to suit user requirement, especially in trauma and emergency situations.  Prolonged concentration for up to 40 minutes ensuring tray pack content is accurate, correctly labelled, functional and cleaning efficiency uncompromised.  Ongoing learning of new types of equipment and dealing with the complexities associated with the disassembly and reassembly and decontamination /sterilisation of such equipment.  Concentration for up to 40 minutes during operation of decontamination equipment.  Maintaining concentration despite interruptions and changes in service demand.  Work under pressure whilst ensuring that standards are maintained.  **Emotional**  Complaints from users in an appropriate and professional manner.  Contact with challenging or unpredictable behaviour e.g. verbal and physical abuse from users and staff.  Details regarding patients rarely accompany returned trays from theatre which can cause distress  Frequent contact with unconfined bodily fluids/tissue and contaminated sharps.  High risk of needle-stick injuries when working in some areas of the service.  **Environmental**  Frequent contact with unconfined bodily fluids/tissue and contaminated sharps.  Working within a controlled environment and wearing the appropriate PPE.  Fluctuation in temperature levels due to building fabric design.  Working with high temperatures due to the heat exuded from steam sterilisers.  Working with hazardous substances e.g. chemicals. |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE | |
| Educated to SCQF level 7 e.g. Completion of in-house local induction, training and assessment programme to ensure instrument and tray knowledge over 12–18-month period.  Participation in local training sessions undertaken by manufacturing machine representatives.  Demonstrate through continual assessment throughout the training period that the training objectives have been met and become fully proficient in all aspects of the decontamination process i.e. Wash/Disinfection, Inspection/Assembly/Packing/Sterilising, Dispatch.  Knowledge on operation of all HSDU equipment.  Detailed knowledge of the different types of surgical instruments used in operating theatres and re-processed in HSDU and how they require to be cleaned, inspected, tested, and complex instrumentation disassembled and re-assembled.  Knowledge of function testing of surgical instruments to ensure they are suitable for surgical procedures.  Experience of handling of expensive specialist and intricate delicate instrumentation.  Knowledge of methods of sterilization and compatibility/ suitability with equipment.  Experience of record keeping.  Effective organisational skills.  Effective interpersonal skills and experience working as part of a multidisciplinary team. | |
| **14. JOB DESCRIPTION AGREEMENT** | |
| Job Holder’s Signature:  Head of Department Signature: | Date:  Date: |