

HOSPITAL SERVICES

STERILE SERVICES ASSISTANT / TRAINEE TECHNICIAN

PSE GRADE B

JOB DESCRIPTION

JOB SUMMARY:

The Sterile Services Assistant is responsible for the cleaning, packing, storage and distribution of sterile supplies, and sterilisation of medical equipment/accessories, in accordance with the policies and procedures put in place by hospital management.

As well as providing general assistance to facilitate the smooth running of the department.

RELATIONSHIPS:

REPORTS TO:	Sterile Services Supervisor
RESPONSIBLE TO:	Department Manager
ACCOUNTABLE TO:	Theatre Manager and Lead Nurse – Surgical
LIAISES WITH:	Hospital departments, Medical staff and outside clinics

MAIN DUTIES AND RESPONSIBILITIES:

- Collect used instruments from the Wards and Clinics.
- Disassemble and prepare instruments for cleaning.
- Use washer disinfectors to decontaminate instruments.
- Once cleaned, check instruments, re-assemble, ensure they are working correctly then pack and prepare for sterilising.
- Sterilise instruments and trays in steam machines called autoclaves.
- Use computers and scanners to record the decontamination process.
- Test machinery and report any faults.

- Distribute sterile instruments and trays to hospital departments.
- Help maintain stock levels and maintain and update records.
- Train in Endoscopy to provide support to Endo staff. Once trained you would be required to work in Endoscopy processing the flexi scopes routinely alongside Endo staff (this department is currently based in the Day Patient Unit). Full training will be provided by Endo staff.

KEY CRITERIA:

ESSENTIAL

1. Good general education.
2. Attention to detail, dexterity and clear handwriting for labelling packs.
3. Excellent communication skills.
4. Physically fit for lifting and manual handling.
5. Flexible with working hours, to participate in out of hours on call service to cover weekends and public holidays i.e. Christmas/New Year/ Easter.
6. Must be able to work both independently and as part of a team.
7. Ability to maintain confidentiality.
8. Willing to undertake necessary training and work towards relevant qualifications in both Sterile Services Department and Endoscopy.