

Sterile Service Technician (2 x posts available)

1 JOB DESCRIPTION

Faculty / School or Division: Faculty of Health and Life Sciences, Bristol Dental School

Faculty/School or Division Address: 1 Trinity Quay, Avon Street, Bristol

Job Family:	Technical Services		
Grade:	D	Salary range:	£24,685 – £26,093 per annum (pro rata for part-time position)
Hours of work:	35 hours per week and 14 works per week	Contract type:	Open Ended
Work pattern:	Full time – Monday to Friday Part time – Thursday and Friday	Vacancy Reference Number: SUPP113871	

1.1 Main Job Purpose

Assist in the provision of essential core facilities support: working to support and assist the day to day running of the of the sterile service department and provide essential technical support to ensure the smooth and effective running of the service.

1.2 Main Statement of Responsibilities

Professional Practice

Assisting within wider sterile service team in the provision of essential day to day operational support for the sterile service facility, typical duties would be:

- Assist with maintaining equipment and Personal Protective Equipment, including appropriate testing and/or cleaning.
- Working in line with relevant Health & Safety guidelines.
- Removal and handling of both hazardous and non-hazardous waste.
- Assist in training others in basic processes.
- Maintaining stocks of materials and consumables, by using University purchasing system. Placing, checking and appropriately dealing with received orders.
- Maintaining records, such as inventories and deliveries.
- Use of equipment to support research and/or teaching activities, for example autoclaves, washer /disinfector, track and trace system and any supplementary equipment.

The Student Experience

Interacting with and providing basic support to students such as checking the date and sterility of instruments also to check the packaging for any damage.

Planning & Organising Resources

Checking and maintaining stocks/inventories.

Prioritise own workload within clearly defined limits.

Ensure key daily and weekly tasks are completed in a timely manner whilst allowing time to respond to urgent requests.

Governance and Compliance

Understand and comply with local rules and University Health & Safety policies, and ensure compliance amongst all other users.

Report any incidents of non-compliance as appropriate.

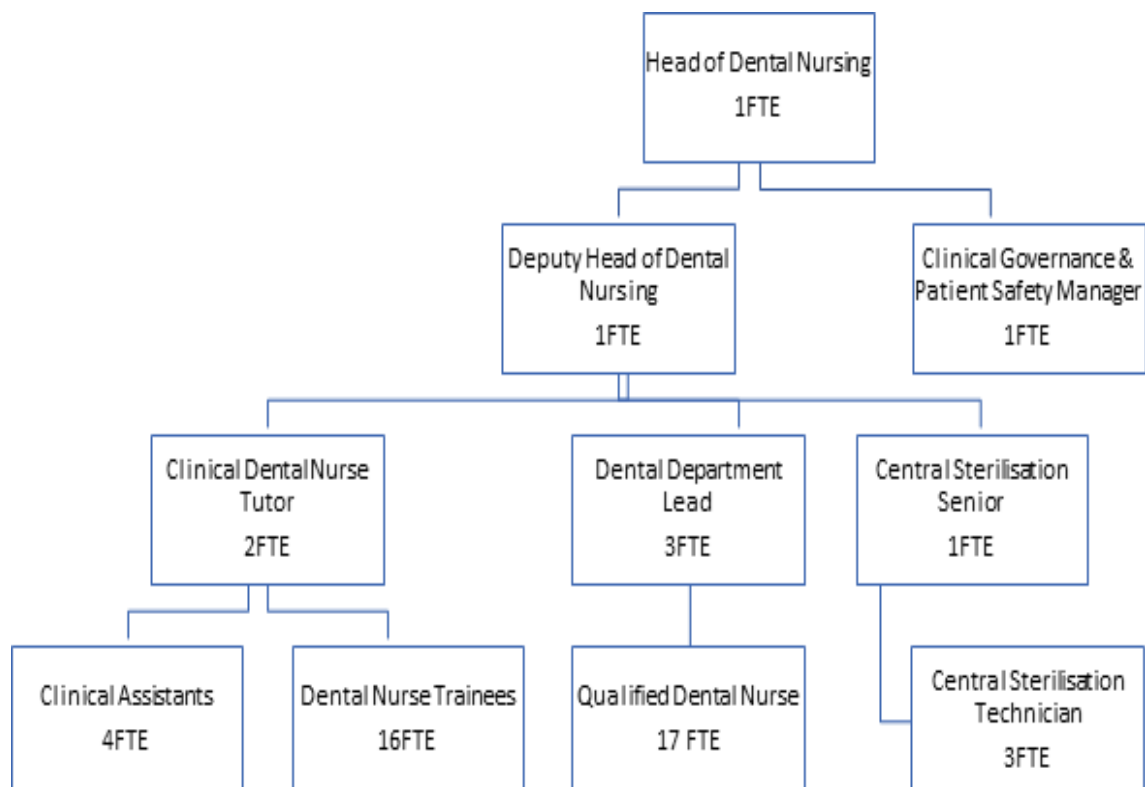
1.3 Relationships

1.4

Line manager: Sterile Services Supervisor

Line manager to (where appropriate): Not applicable

1.5 Organisation Chart



1.6 Job Hazards/Safety Critical Duties (Pre-employment health screening)

Data – fair processing notification

Please note that, for the purposes of compliance and governance in a healthcare environment – including requirements for Care Quality Commission (CQC) registration and audits – Dental School management responsible for compliance, in addition to HR, will need to see and securely store evidence of relevant employment checks including the below.

DBS

In accordance with the [University's Disclosure and Barring Policy](#) (DBS), this role involves contact with patients in a healthcare setting and as such appointment will be subject to receipt of a satisfactory Standard-level DBS check prior to taking up duties, along with re-checks every three years.

Pre-employment Health Screening

The following duties are an intrinsic part of the role, and any offer of employment will be conditional upon satisfactory health screening by the University Occupational Health Service:

- Chemical Hazards - regular use of latex or nitrile gloves; dust and use of compounds associated with practice and training of Dentistry; radiation hazards through use of radiology equipment.
- Physical Hazards - standing for extended periods of time/postural demands; dexterity of hands; manual handling and use of equipment such as adjustable dental chairs and trolleys for transportation of equipment.
- Biological Hazards – potential contact with human tissue such as human teeth; working in clinical areas with direct patient contact; handling of sharps such as needles.

Mandatory training and induction

Post holders have personal responsibility to ensure that they undertake mandatory training as identified by their manager prior to commencing patient-facing work, and arrange to attend induction and subsequent updates as required, in line with the requirements of the role. Attendance and evidence of completion on some of these courses is mandatory. Evidence of up-to-date core continuing professional development and update training will also be needed to support organisational CQC registration and audits. This may include but is not limited to: induction, safeguarding, patient confidentiality, data protection, health & safety, equality & diversity, IRMER, basic life support, infection control & prevention, legal & ethical issues and complaints.

2 PERSON SPECIFICATION

2.1 Relevant Experience, Skills and Knowledge

Essential

- Proven experience of working in a similar environment, or equivalent practical skills learned in an alternative environment
- Good IT skills, and an ability to learn to effectively use new software or IT systems when required
- Excellent organisational skills, with the ability to deal with and prioritise a range of ongoing tasks at the same time, and to be able to cope under pressure

- Ability to follow instructions and procedures in an accurate and timely manner
- Proven experience of completing tasks to a high level of accuracy, with attention to detail and a methodical approach to work.

2.2 Relevant Qualifications

Essential

- Relevant qualification at GCSE, or NVQ level 2/3, or equivalent level, or equivalent work experience

2.3 Communication and Interpersonal Skills

Essential

- Polite and courteous approach when dealing with others
- Ability to work as part of a team working towards defined objectives
- Ability to convey basic instructions to service users

2.4 Additional Criteria

Essential

- Commitment to customer care and to providing a quality service
- Commitment to maintaining skills