

Job Description

Job Information	
Job Title:	Surgical Instrument Co-ordinator
Directorate/Service:	Surgical Care Group
AfC Band:	Band 3
Responsible to:	Theatre Team Leader
Accountable to:	Theatre Operational Manager
Base Location:	Whiston Hospital
Job Code:	409-TH5954100

Job Summary
<p>To provide day to day support to the theatre department in relation to the receipt, putting away and subsequent stock rotation of surgical trays to support efficient theatre use and service delivery over MWL Theatre departments.</p> <p>To receive loan sets and new instruments, checking goods against delivery notes.</p> <p>To assist the registered theatre team and Assistant Decontamination Manager with handling of items for repair and replacement.</p> <p>To assist the lead contact within theatre department for loan sets and instrumentation queries and escalate to Assistant decontamination Manager if required.</p>

Dimension & Context of the role
<p>To ensure compliance with the Health and Safety at Work Act and COSHH regulations reporting any untoward incidences according to Trust Policy.</p> <p>Supporting the Operational Leads in achieving departmental and corporate objectives.</p> <p>To assist the Theatre Operational Leads/Team Leader with the supply of surgical instrument trays to the department including loan and hire instrument trays.</p> <p>Communicate effectively with the team in order to ensure the highest standard of work within the larger multi-disciplinary team within theatres.</p> <p>Support effective communication between the trust and the sterile services provider, ensuring good working relations are maintained and the reputation and integrity of the trust is upheld.</p>

Key Responsibilities
<p>KEY DUTIES</p> <ul style="list-style-type: none"> • Ensure practice complies with the Trust Policies and Procedures. • Scan in all received sterile instrument trays and supplementary items for traceability purposes. • Check all incoming sterile instruments and trays to the Trust from Steris against delivery notes ensuring all items are present and correct. Report any discrepancies on the Steris portal system and notify Assistant Decontamination Manager. • Receive and check loan instrument sets and implants, liaising with company representatives regarding the delivery and collection of these and uploading instrument lists and decontamination information provided by the company onto the Steris system. • Report and assist with the collection and delivery of repairs and serviced instruments liaising

with external company representatives.

- Maintain accurate records of instruments out for repair.
- Organise and utilise bank stock instrumentation when replacements are needed on sets.
- Replace instrumentation on to trays following their return from repair/acquisition of replacements in conjunction with the Assistant Decontamination Manager. Provide information, including price to the procurement team to enable the replenishment of instruments on trays where needed.
- Assembling of new sets and instrumentation under the instruction of a registered theatre practitioner and undertaking administrative task in relation to setting up new trays on the Steris tracking system.
- Arrange and record the transfer of any stock or instruments across sites.
- Produce and utilise reports from the Steris tracking system to manage short dated and expired surgical trays and instrumentation and return any out of date or damaged trays to Steris for reprocessing.
- Ensure that the surgical tray stock in the instrument room is stored correctly and stock is rotated.
- Participate in periodic deep cleaning of the instrument store room.
- Complete service reports on the Steris tracking system after consulting with clinical staff and respond to customer service reports on the Steris tracking system.
- Ensure stock rotation of implants within trays replenishment of implants on instrument trays.
- In conjunction with the housekeeper, assist with checking the theatres linen stock of scrub suits, blankets and towels daily and replenish from the linen store in the hub and assist with collection and removal of rubbish to appropriate collection points.
- To answer phones and relay messages.
- Provide day to day support to the operating department team, liaise and inform theatre staff of any missing trays/instrumentation or issues which impact on services.
- To act at all times in the best interests of the Trust in their relationships with the service provider.

ADMINISTRATIVE RESPONSIBILITIES

- To maintain accurate records using the Steris system.
- Maintain accurate records for instrumentation out for repair/or servicing.
- Scan and send all relevant documentation for all loan instrumentation to service provider.
- Submit Fast Track requests on the Steris system for all theatre instrumentation when needed.

TEACHING & TRAINING RESPONSIBILITIES

- To attend regular mandatory update training and any other training relevant to the post.

- To promote an environment within one's own work area that is conducive to learning.
- To actively develop own learning skills.
- Support learning in the use of Steris Portal by Theatre Staff.
- Assist in the training programmes developed for theatre staff in your work area.

GENERAL DUTIES

- To observe the provisions of and adhere to all Trust policies and procedures.
- To actively participate in the annual performance review to identify personal development needs
- To attend Trust Statutory and Mandatory training sessions as required and any other training courses relevant to the post.
- To fully comply with the relevant sections of the Health and Safety at Work Act. They must also understand and implement St Helens and Knowsley Hospitals NHS Hospitals Trust "Statement of Policy on Health and Safety at Work" and the Trust corporate "Health and Safety Policies and Procedures". You are required to follow all applicable rules and procedures relating to Health and Safety at Work and to take all responsible precautions to avoid actions.
- To be aware of the confidential aspects of the post. To keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively. Breaches of confidentiality will result in disciplinary action that may involve dismissal. You must maintain the confidentiality of information about service user staff and organisational business in accordance with the General Data Protection Regulation 2018 (GDPR) and Caldicott principles.
- The post holder should also be aware that, regardless of any action taken by the employing authority, breaches of confidentiality could result in civil action for damages.
- All staff will be treated with respect by management, colleagues, patients and visitors and equally staff will treat management, colleagues, patients and visitors with the same level of respect. Staff will be supported to challenge any discriminatory behaviour that may be based on differences in race, disability, language, culture, religion, sexuality, age, and gender or employment status.
- You will be expected to undertake the Trusts' commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.
- To ensure that when creating, managing and sharing information records it is done in an appropriate way, subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines. All employees are responsible for implementing and maintaining data quality, ensuring that records are legible and attributable and that the record keeping is contemporaneous
- In accordance with the Health and Social Care Act 2008, the post holder will actively participate in the prevention and control of infection within the capacity of their role. The Act requires the post holder to attend infection prevention and control training on induction and at regular updates and to take responsibility for the practical application of the training in the course of their work. Infection prevention and control must be included in any personal development plan

and/or appraisal.

- To adhere to relevant Code of Practice of Professional body (if appropriate)
- The post holder must be flexible in the duties performed and it is expected that similar duties, not specifically listed above, will be carried out as required and may be cross site.
- The duties contained in this job description are not intended to be exhaustive. The duties and responsibilities of this post are likely to evolve in line with the Trust's continued organisational development.
- To adhere to the NHS Constitution and its principles and values. You must be aware of your Duty of Candour which means that you must be open and honest during your employment and if you see something wrong, you must raise it. You must read the NHS Constitution in full and can download this from the Trusts intranet site or the www.gov.uk website. Hard copies are available from the HR Department on request.
- The Trust is a non-smoking site. Failure to follow this rule could lead to disciplinary action.