

Job Description

Job Title	HSSD Operative – Maternity Leave Contract
Department	HSSD
Reports to	HSSD Manager or Supervisor
Date	October 2012

Overall Purpose of Job

To assist in ensuring production of sterile medical devices for use in designated areas in the hospital where we will provide exceptional patient care in an environment where quality, respect, caring and compassion are at the centre of all we do.

Key Responsibilities and Deliverables

- Report to the Department Manager or Supervisor at the start of the shift.
- Ensure correct policies & procedures are maintained at all times.
- Stock rotation is done everyday.
- Ensure daily checks on autoclaves and washer disinfectors are done before the machines are used.
- Staff will rotate through each area of the department, in time this could include the scope cleaning room in the Endoscopy Department.
- To ensure the department is kept clean at all times.
- Confidentiality is maintained at all times regarding patient information and hospital business.
- To help build a good working relationship with other employees.
- Organise workload to ensure services are maintained and correct standards are adhered to at all times.
- Report abnormal incidents to the Department Manager or Supervisor.
- Assist in the training of new staff members.
- Flexibility with regards to weekend work and willingness to call out in emergencies will be required.
- Ensure to keep up to date with new practices regarding the Department.
- To ensure to adhere to Health & Safety Act.
- Carry out any other duties that may be assigned from time to time.

Person Specification

Qualifications	Good standard of education.
Experience	Experience in Sterile Services desirable but not applicable, training will be given.
Job Specific Competencies and Knowledge	Computer skills useful, attention to detail essential. Good communication skills.
Personal Competencies	All posts in UPMC Beacon Hospital require a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required by their manager or hospital management.

This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.

Job Description received by employee: _____
Signature Date