

JOB DESCRIPTIONS FOR STERILIZATION MACHINE OPERATORS

1.1 Sterilization Machine Operator

Job Title : Sterilization Machine Operator

Grade : Sterilization Machine Operator

Responsible To : Unit-In-Charge

Accountable To : Head of Department

Job Purpose

To provide accurate and high quality work within the framework of current requirements for reprocessing, decontamination/sterilization and distribution of products for use in theatres and other clinical departments

Main Duties and Responsibilities

- Follow decontamination guidelines to clean, sterilize and pack surgical equipment.
- Collect used instruments/equipment from Wards and Units/Departments.
- Clean dirty instruments and other equipment either manually or mechanically.
- Pack dressings, linen, surgical instruments and other instruments sets for theatre.
- Distribute sterile instruments/equipment to Wards and Units/Departments.
- Perform other official duties that may be assigned

Communication and Working Relationship

- Maintain effective communication with work colleagues.
 - Attend and contribute at general staff meetings.

Person and People Development

- Attend in-house training sessions relating to sterilization procedures including safe operation of automated machinery to update skills and knowledge
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Health & Safety Responsibilities

- Take care of own safety and that of other colleagues and clients as appropriate.
- Work in compliance with all GHS health and safety requirements
- Operate all machinery including instrument washing machines, equipment dryers, sterilizers and other machinery correctly and safely, wearing the appropriate personal protection equipment provided for such tasks.
- Report any accident/incidents in the course of duty to Superior Officers in accordance with standard protocols.

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the sterilization services.

Further Information

- The post holder must at all times:
 - o Work in accordance with GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification Sterilization Machine Operator

Criteria	Essential	Desirable
Educational Qualification and Experience	GCE O'Level/ SSSCE Certificate Equivalent/NVTI	
Knowledge	General knowledge in sterilization services	
Skills & Abilities	Ability to speak, read and write simple English Ability to follow instructions / protocol / daily timetable Ability to carry out routine / repetitive duties Ability to work under pressure Good interpersonal relationship Ability to work with others as a team member	
Personal Attributes	Physically fit and capable of undertaking strenuous duties. Integrity, commitment and courteous	

1.2 Senior Sterilization Machine Operator

Job Title : Sterilization Machine Operator

Grade : Senior Sterilization Machine Operator

Responsible To : Unit-In-Charge

Accountable To : Head of Department

Job Purpose

To provide accurate and high quality work within the framework of current requirements for reprocessing, decontamination/sterilization and distribution of products for use in theatres and other clinical departments

Main Duties and Responsibilities

- Follow decontamination guidelines to clean, sterilize and pack surgical equipment.
- Collect used instruments/equipment from Wards and Units/Departments.
- Clean dirty instruments and other equipment either manually or mechanically.
- Pack dressings, linen, surgical instruments and other instruments sets for theatre.
- Distribute sterile instruments/equipment to Wards and Units/Departments
- Perform other official duties that may be assigned

Communication and Working Relationship

- Maintain effective communication with work colleagues.
 - Attend and contribute at general staff meetings.

Person and People Development

- Attend in-house training sessions relating to sterilization procedures including safe operation of automated machinery to update skills and knowledge
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Health & Safety Responsibilities

- Take care of own safety and that of other colleagues and clients as appropriate.
- Work in compliance with all GHS health and safety requirements
- Operate all machinery including instrument washing machines, equipment dryers, sterilizers and other machinery correctly and safely, wearing the appropriate personal protection equipment provided for such tasks.
- Report any accident/incidents in the course of duty to Superior Officers in accordance with standard protocols.

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the sterilization services.

Further Information

- The post holder must at all times:
 - o Work in accordance with GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Senior Sterilization Machine Operator

Criteria	Essential	Desirable
Educational Qualification and Experience	GCE O'Level/ SSSCE Certificate Equivalent/NVTI and at least THREE (3) years working experience at the level of Sterilization Machine Operator plus continuing training in sterilization services	
Knowledge	Knowledge in sterilization services	
Skills & Abilities	Ability to speak, read and write simple English Ability to follow instructions / protocol / daily timetable Ability to carry out routine / repetitive duties Ability to work under pressure Good interpersonal relationship Ability to work with others as a team member	
Personal Attributes	Physically fit and capable of undertaking strenuous duties. Integrity, commitment and courteous	

1.3 Principal Sterilization Machine Operator

Job Title : Sterilization Machine Operator

Grade : Principal Sterilization Machine Operator

Responsible To : Unit-In-Charge

Accountable To : Head of Department

Job Purpose

To provide accurate and high quality work within the framework of current requirements for reprocessing, decontamination/sterilization and distribution of products for use in theatres and other clinical departments

Main Duties and Responsibilities

- Supervise and direct the activities of the Junior sterilization machine operators
- Ensure compliance of decontamination guidelines for cleaning, sterilisation and packing of surgical equipment.
- Collect used instruments/equipment from Wards and Units/Departments.
- Clean dirty instruments and other equipment either manually or mechanically.
- Pack dressings, linen, surgical instruments and other instruments sets for theatre.
- Distribute sterile instruments/equipment to Wards and Units/Departments.
- Deal with service requests and queries from Theatres and Units/Departments.
- Actively participate in the management of the Units/Department's Store.
- Participate in roster planning and monitoring in the unit
- Perform other official duties that may be assigned

Communication and Working Relationship

- Maintain effective communication with work colleagues.
- Attend and contribute at general staff meetings.

Person and People Development

- Attend in-house training sessions relating to sterilization procedures including safe operation of automated machinery to update skills and knowledge
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Health & Safety Responsibilities

- Take care of own safety and that of other colleagues and clients as appropriate.
- Work in compliance with all GHS health and safety requirements
- Operate all machinery including instrument washing machines, equipment dryers, sterilizers and other machinery correctly and safely, wearing the appropriate personal protection equipment provided for such tasks.

- Report any accident/incidents in the course of duty to Superior Officers in accordance with standard protocols.

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the sterilization services.

Further Information

- The post holder must at all times:
 - o Work in accordance with GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient’s Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Principal Sterilization Machine Operator

Criteria	Essential	Desirable
Educational Qualification and Experience	GCE O'Level/ SSSCE Certificate Equivalent/NVTI and at least FIVE (5) years working experience at the level of Senior Sterilization Machine Operator plus continuing training in sterilization services	
Knowledge	Broad knowledge in sterilization services	
Skills & Abilities	Ability to speak, read and write simple English Ability to follow instructions / protocol / daily timetable Ability to carry out routine / repetitive duties Ability to work under pressure Good interpersonal relationship Ability to work with others as a team member	
Personal Attributes	Physically fit and capable of undertaking strenuous duties. Integrity, commitment and courteous	

