



## JOB DESCRIPTION

- Job Title:** HDSU Assistant
- Reports to:** HDSU Operations Manager
- Responsible to:** Theatre Manager
- Accountable to:** Matron / Chief Executive
- Objectives:** To be part of the Theatre team in providing a high standard of patient care.
- To provide an efficient and safe service supplying sterile goods for use in the hospital.

### Duties:

1. Cleaning, inspecting, assembling, packing, sealing, labelling and sterilising of instruments, trays and equipment.
2. Proficient in the use of sterilizers, washing machines, endoscopy equipment and any other equipment used.
3. Maintaining adequate stock levels of sterile goods.
4. Collecting used packs from wards, outpatients and supplying these areas with daily requirements.
5. Cleaning and washing transport trolley from theatres
6. Ensuring cleanliness and order in the work area, prioritising workload in accordance with Theatre lists.
7. Reporting any accidents/incidents to person in charge.

### General Duties

1. Read, understand and adhere to all Ulster Independent Clinic policies and procedures.
2. Undertake any educational programme deemed necessary and attend all mandatory in-service training and lectures.
3. Comply with the Ulster Independent Equal Opportunities Policy at all times.
4. Actively participate and contribute to the continuous improvement of the service in own work area.



5. Carry out all duties & responsibilities in accordance with Health & Safety policies and statutory regulations.
6. Communicate effectively with all users of service, being courteous and respectful at all times.
7. Participate in annual performance review and maintain own personal development file.
8. Is responsible for own professional development and maintenance of knowledge and skills according to professional guidelines.
9. Adhere to and abide by professional code at all times (where relevant).
10. Any other duties as delegated by the HDSU Operations Manager.

***This job description may be subject to review in the light of changing circumstances and is not intended to be rigid and inflexible, but should be regarded as providing guidelines within which the individual works.***



**Personnel Specification**

CATEGORY	ESSENTIAL	DESIRABLE
<b>Knowledge, Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Proven experience of accuracy and attention to detail.</li> </ul>	<ul style="list-style-type: none"> <li>• Recent experience in an acute healthcare setting.</li> <li>• Recent experience in a HDSU or endoscopy setting.</li> </ul>
<b>Training / Qualifications</b>	<ul style="list-style-type: none"> <li>• Numerate and Literate</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of completion of specific training courses related to sterile services / decontamination / endoscopy</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• The post holder will be required to be flexible in their working pattern to meet service needs</li> <li>• Proficient in the use of computers</li> </ul> <p>Satisfactory completion of the following checks:</p> <ul style="list-style-type: none"> <li>• References</li> <li>• **Evidence of right to live and work in UK</li> <li>• Health screening</li> <li>• Qualification checks (where relevant)</li> <li>• Satisfactory *ACCESSNI clearance.</li> </ul>	
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Ability to work well within a team.</li> <li>• Effective Communication and Interpersonal Skills.</li> <li>• Ability to prioritise, plan and organise.</li> </ul>	



## Information for Applicants

Please refer to our website <https://ulsterindependentclinic.com/jobs/> for the following policies in relation to your application:

- Policy on the Recruitment of Ex-Offenders
- Criminal Records Information Policy
- Fair Processing Notice for Candidates and Applicants

\*Applicants can obtain information about AccessNI at the following website address:

<https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks>

\*AccessNI Code of Practice at the following website address:

<https://www.nidirect.gov.uk/publications/accessni-code-practice>

\*AccessNI Privacy Notice at the following website address:

<https://www.justice-ni.gov.uk/publications/ani-privacy>

\*\* You must have the legal right to work in the UK and in line with its legal obligations Ulster Independent Clinic will carry out Right to Work documentation checks prior to appointment. This will include checking documentation for those with Settled or Pre Settled status under the EU Settlement Scheme. Please note that whilst we welcome all applications regardless of national origin we do not hold a UK Home Office Sponsor License and we are therefore unable to sponsor applicants under the new UK Home Office points based immigration process.