

Apprentice Sterile Service Technician



Department: Health and Care Jersey

Division: Surgical Services Care Group

Reports to: Team Leader

JE Ref: HCJ1357

Grade: CS04

JE Date: 25/04/2025

Job purpose

The role supports the decontamination process of medical devices used across Theatres, Wards, and Departments, ensuring high standards of hygiene and safety in patient care.

The Apprentice Sterile Service Technician role is an entry-level position designed to provide comprehensive training and development in all aspects of sterile services. Successful apprentices will be expected to progress to a Sterile Service Technician role upon completion of the apprenticeship and mandatory training.

Job specific outcomes

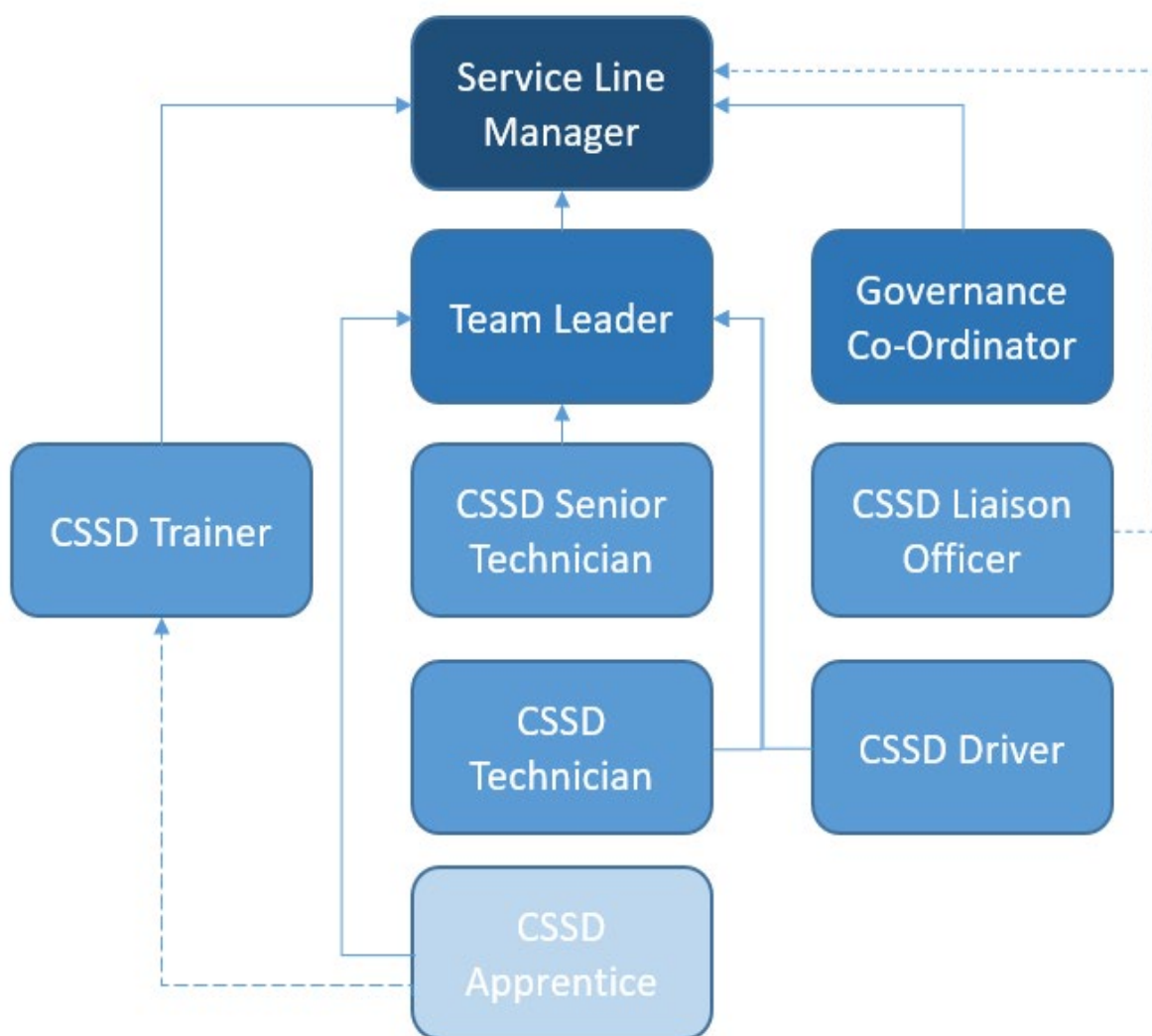
- Assist in the decontamination, cleaning, disassembly, reassembly, packaging, and sterilisation of medical devices under supervision to ensure they are thoroughly cleaned and free from contaminants before being reused on patients. This includes following strict protocols to prevent cross-contamination, adhering to infection control measures, and maintaining high hygiene standards.
- Operate decontamination equipment and conduct routine checks in line with Planned Preventative Maintenance Schedules and Quality Standards to ensure that all machinery functions optimally, minimising the risk of malfunction or compromised sterilisation. This involves carrying out daily safety checks, reporting any issues promptly, and working in compliance with regulatory guidelines to uphold patient safety.
- Adhere to Departmental Policy, Standard Operating Procedures (SOPs), and the Quality Management System to ensure that all tasks are performed consistently and in alignment with industry best practices. This includes staying updated on any policy changes, participating in audits, and ensuring compliance with health and safety regulations to maintain a safe and efficient working environment.
- Record tasks using the T-DOC system to ensure accurate tracking and tracing of medical devices throughout the decontamination process. This ensures accountability, allows for efficient retrieval of records when needed, and supports audits or investigations into equipment use and maintenance history.

- Communicate with healthcare staff and users in a polite and helpful manner, referring to senior staff for advice when necessary to ensure effective collaboration and the smooth operation of decontamination services. Clear communication helps resolve any issues quickly, improves teamwork, and ensures that medical devices are processed and delivered according to the needs of healthcare professionals.
- Notify Senior Technicians or Team Leaders of stock shortages and assist in ensuring that stock is rotated appropriately to ensure the availability of necessary materials and prevent delays in the sterilisation process. This includes monitoring stock levels, following proper storage procedures, and supporting efficient inventory management to minimise waste and maintain service continuity.
- Participate in initial investigations into non-conformance reports (NCRs) as directed to ensure that any discrepancies, faults, or issues are promptly identified and addressed. This helps improve the overall quality of the decontamination process, supports continuous improvement, and ensures compliance with safety regulations.
- Take part in all aspects of the decontamination process, gaining valuable experience in preparing medical devices for safe reuse to ensure that all equipment meets the highest hygiene and safety standards. This hands-on experience allows for skill development, enhances understanding of best practices, and supports career progression in healthcare science.
- Attend and engage in all training sessions, both practical and theoretical, as part of the apprenticeship programme to ensure continuous professional development and competency in all aspects of the role. This includes actively participating in workshops, assessments, and on-the-job training to build expertise and stay up to date with evolving industry standards and practices.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Health and Care Jersey Information Governance Organisational Structure



Government of Jersey Organisational structure



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<p>Educated to GCSE Maths, English and Science.</p> <p>A high level of IT skills including Excel.</p> <p>A good understanding of stock control and stock ordering processes.</p> <p>Good communication skills.</p>	<p>C1 driving licence</p> <p>Previous background in decontamination of surgical devices</p>
Knowledge	<p>Knowledge of the department's services and the importance of the decontamination process and customer experience</p>	<p>Knowledge of the department's computer systems.</p>

Technical / Work-based Skills	<p>Ability to proficiently use Microsoft software packages.</p> <p>Able to demonstrate a range of information technology skills i.e. an ability to effectively use IT equipment and role specific software.</p>	
General Skills/Attributes	<p>No prior experience necessary; full on-the-job training provided.</p> <p>Basic understanding of hygiene, infection control, and attention to detail.</p> <p>Ability to follow detailed instructions and work under supervision.</p> <p>Good communication and teamwork skills.</p> <p>Strong attention to detail</p>	
Experience	<p>Represent the critical thinking, prioritisation and planning skills required together with stakeholder engagement and risk management to support the delivery continuous improvement projects.</p> <p>Support the development of and shares learning with other members of staff.</p>	
Criteria relating to Safeguarding		

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.