

Sterile Services Trainer



Department: Health and Care Jersey

Division: Surgical Services Care Group

Reports to: Service Line Manager

JE Ref: HCJ1360

Grade: CS07

JE Date: 25/04/2025

Job purpose

The Sterile Services Trainer is responsible for developing and delivering comprehensive training programs to ensure all staff within the Sterile Services Department maintain high standards of competency, safety, and compliance. This role will support ongoing departmental training, lead the development of apprentices, and oversee the induction program for new starters. The trainer will also be responsible for monitoring progress, assessing competencies, and ensuring that training aligns with departmental policies and standards.

Job specific outcomes

Ongoing Departmental Training:

- Identify training needs within the department and develop tailored training programs for all staff, ensuring that skills and knowledge remain current.
- Provide hands-on support and supervision to staff during their training sessions, ensuring best practices in sterilisation, decontamination, and equipment handling are followed.
- Conduct regular refresher courses on equipment, procedures, and regulatory updates.

Apprenticeship Training:

- Lead and manage the training of all apprentices within the department, ensuring they gain the required skills and knowledge to become competent Sterile Services Technicians.
- Act as a mentor to apprentices, providing guidance and support throughout their learning journey.

New Starter Induction:

- Lead the induction program for all new starters, ensuring a smooth onboarding process that covers department protocols, safety procedures, and equipment handling.
- Provide initial training on essential sterile services processes, including decontamination, inspection, packaging, and sterilization of medical devices.
- Ensure new employees understand their roles and responsibilities, working in accordance with regulatory guidelines and departmental standards.

Training Documentation & Compliance:

- Develop and maintain comprehensive training records, ensuring that all staff training is documented, and individual training needs are tracked.
- Regularly assess and evaluate the competency levels of staff, providing constructive feedback and additional training where necessary.
- Ensure training programs comply with healthcare regulations, including HTM 01-01, infection control standards, and other relevant legislation.

Collaboration & Communication:

- Work closely with department managers, supervisors, and HR to align training objectives with operational goals and quality standards.
- Stay updated with advancements in sterilization technology and industry best practices, integrating these into training programs.
- Attend meetings, participate in audits, and contribute to quality improvement initiatives within the department.

Statutory responsibilities

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

Organisation chart

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    CEO[Chief Executive Officer and Head of the Public Service] --> EMP[EMPLOYMENT, SOCIAL SECURITY AND HOUSING]
    CEO --> CHIL[CHILDREN, YOUNG PEOPLE, EDUCATION AND SKILLS]
    CEO --> ECON[ECONOMY]
    CEO --> EXREL[EXTERNAL RELATIONS INCLUDING OVERSEAS INTERS]
    CEO --> CAB[CABINET OFFICE]
    CEO --> HCA[HEALTH AND CARE SERVICES]
    CEO --> INF[INFRASTRUCTURE AND ENVIRONMENT]
    CEO --> JHA[JUSTICE AND HOME AFFAIRS]
    CEO --> TOS[Treasurer of the State]
    CAB --> OCH[OFFICE OF THE CHIEF EXECUTIVE]
    CAB --> POL[POLICY]
    TOS --> TRE[TREASURY AND FINANCIAL SERVICES]
    TOS --> TECH[TECHNOLOGY AND DIGITAL SERVICES]
    TOS --> PS[PEOPLE SERVICES]
  
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The organizational chart of the Government of the Republic of Serbia is structured as follows:

- Chief Executive Officer and Head of the Public Service** (Red box)
 - EMPLOYMENT, SOCIAL SECURITY AND HOUSING**
 - CHILDREN, YOUNG PEOPLE, EDUCATION AND SKILLS**
 - ECONOMY**
 - EXTERNAL RELATIONS INCLUDING OVERSEAS INTERS**
 - CABINET OFFICE**
 - OFFICE OF THE CHIEF EXECUTIVE**
 - POLICY**
 - HEALTH AND CARE SERVICES**
 - INFRASTRUCTURE AND ENVIRONMENT**
 - JUSTICE AND HOME AFFAIRS**
 - Treasurer of the State**
 - TREASURY AND FINANCIAL SERVICES**
 - TECHNOLOGY AND DIGITAL SERVICES**
 - PEOPLE SERVICES**

Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<p>AET – Level 3 Award in Education and Training, TAQA – Training, Assessment, and Quality Assurance or equivalent role based training and experience.</p> <p>Previous background in decontamination of surgical devices</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>	
Knowledge	Knowledge of the department's services and the importance of the decontamination process and customer experience	Knowledge of the department's computer systems.
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 critical software.</p>	
General Skills/Attributes	<p>Extensive experience in a sterile services or healthcare environment. Demonstrated ability to lead, mentor, and train team members.</p> <p>Strong knowledge of decontamination practices and sterile services equipment.</p>	

	<p>Proven track record in investigating and resolving non-conformance issues. Excellent organisational and problem-solving skills, with attention to detail. Strong communication skills and the ability to support a diverse team.</p> <p>Excellent communication and interpersonal skills with the ability to engage and motivate staff.</p>	
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<p>Experience</p>	<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>Previous experience as a Sterile Services Technician with in-depth knowledge of decontamination, sterilisation processes, and medical device management.</p> <p>Proven experience in delivering training or mentoring within a sterile services environment.</p> <p>Familiarity with healthcare regulations, particularly HTM 01-01 and infection prevention standards.</p> <p>Ability to assess training needs, develop structured training programs, and track progress.</p> <p>Supervisory or leadership experience within a sterile services or healthcare setting.</p>	
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Criteria relating to Safeguarding		

Core Accountabilities, Attributes and Behaviour Indicators

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.