

Freedom of Information Request: Our Reference CTHB_284_18

You asked:

I am the Sterile Services Deputy Decontamination Manager for the Robert Jones and Agnes Hunt Orthopaedic Hospital, I am wishing to establish a comparison across other Sterile Services regarding activity and staffing structures.

Would your organisation be able to provide information or data for the following questions below?

1. Period from 1 January 2017 – 31 December 2017, Activity for Sterile Services Department, either broken down monthly or annually, i.e. how many trays and bagged/supplementary items processed?

Prince Charles Hospital (PCH) Central Sterile Services Department (CSSD) processed 35,364 Theatre Trays, 34,953 Packs with a total of 1,483,196 items processed in financial year 2017/2018.

Royal Glamorgan Hospital (RGH) Hospital Sterilisation and Decontamination Unit (HSDU) processed 35,627 Theatre Trays, 22,846 Packs with a total of 951,241 items processed in financial year 2017/2018.

Please note difference in how checklists are created between sites regarding total items processed i.e. set of ten artery forceps will be recorded as 10x forceps (PCH) or 1x set of 10 forceps (RGH). Royal Glamorgan HSDU also processes endoscopes which are not included in figures.

2. Period from 1 January 2017 – 31 December 2017, Total Count of Instruments processed

As above.

3. Current Sterile Service Department Staffing/Personnel Organisation Structure?

	Head of Service	
Assistant Manager (RGH)	Production Manager (PCH)	
HSDU Supervisor	CSSD Supervisor	Admin Assistant
HSDU Assistant	CSSD Assistant	

4. Current Sterile Services Job Titles and Pay Banding?

Head of Service Band 7	1WTE
Managers Band 6	2WTE 1 Vacant
CSSD Supervisors Band 4	3WTE
HSDU Supervisors Band 4	2WTE
Admin Assistant Band 3	1WTE
CSSD Assistants Band 3	17.6WTE
HSDU Assistants Band 3	14.5WTE 0.8 Vacant

5. Current WTE / FTE employed for each job title?

As above.

6. Current Sterile Services shifts operated and staffing numbers / grades associated with each shift?

PCH CSSD

Operational between Mon – Fri 0800-1900 plus Weekend Cover and operate 2 shift patterns (4 Staff members on adjusted hours not included 1.6WTE Assistants 0800-1400 1.8WTE assistants works to below shifts but days vary)

Day 1 0800-1600(2WTE Supervisors 5.6WTE Assistants) Day 2 1100-1900(1WTE Supervisor 5.4WTE Assistants)

Day 1 1100-1900(2WTE Supervisor 5.4WTE Assistants) Day 2 0800-1600(1WTE Supervisors 5.6WTE Assistants)

RGH HSDU

Operational between 0800-2400 Mon – Fri 0900-1500 Saturday & Sunday

Day Supervisor 0700-1500
 Evening Supervisor 1600-2400
 Autoclave Assistant 0730-1530
 1.6WTE Assistants 0800-1400
 0.6WTE Assistant 0800-1300
 0.8WTE Assistant 0900-1500
 1.6WTE Assistants 0930-1530
 0.8WTE Assistant 1000-1600
 1.2WTE Assistants 1000-1500
 0.8WTE Assistant 1030-1630
 0.5WTE Assistant 1100-1500
 1.6WTE Assistants 1200-1800
 0.4WTE Assistant 1230-1600
 0.7WTE Assistant 1230-1800
 1.6WTE Assistants 1400-2000
 0.8WTE Assistant 1800-2400
 0.5WTE Assistant 2000-2400