

Job Description: Bank CSSD Technician

Location: Welbeck, London

Corporate Function: Surgery Centre

Reporting to: Theatre Manager, Surgery Centre

Contract: Bank

About Welbeck: Redefining Private Day Surgery

Welbeck is built on a simple philosophy: medical excellence without compromise. We're a growing network of specialist day-case centres setting a new standard for private healthcare - combining calm, confidence, and clinical credibility in environments designed around people, not process.

We reject the impersonal and process driven. Instead, we create refined, patient-centred spaces where consultants and teams are empowered to deliver world-class care and a seamless patient experience. Every Welbeck centre reflects our belief that excellence is achieved through partnership, purpose, and precision.

Corporate Functions: Expert Partners, Driving Performance

Our corporate teams bring deep subject-matter expertise that strengthens every part of Welbeck. They work as proactive, insight-driven partners to enable safe, efficient, and high-quality delivery across a variety of functions including finance, people, marketing and governance. Together, they create the foundations that allow our operational teams to excel and our services to thrive.

The Role: Instrument Coordinator/CSSD Technician

As an Instrument Coordinator & CSSD Technician, you will play a vital role in supporting surgical services by ensuring all instruments and equipment are properly decontaminated, sterilised, and prepared in line with strict clinical standards. Working within a state-of-the-art day surgery centre, you will collaborate closely with theatre teams to ensure the timely availability of safe, functional instrumentation across a wide range of specialities. This role offers the opportunity to develop professionally while contributing to a high-quality, patient-focused service.

Key Responsibilities

Sterilisation & Instrument Processing

- Reprocess surgical instruments and medical equipment according to industry standards and manufacturer's instructions, including decontamination, cleaning, disinfection, and sterilisation.
- Inspect instruments under magnification for defects or damage; perform lubrication as required.
- Sort and arrange instruments into proper trays per facility guidelines.
- Wrap trays and individual items according to manufacturer's instructions.
- Operate sterilisers, washers, and other processing equipment following protocols and operational instructions.
- Perform and document biological and chemical monitoring tests for all equipment and machineries.
- Respond appropriately to failed air removal tests, sterilisation cycles, or indicator failures.
- Ensure only instruments approved for re-sterilisation and multiple patient use are processed.

Infection Control & Safety

- Maintain clean and orderly sterile processing and instrument storage areas; ensure clear separation of clean and dirty workspaces.
- Transport contaminated instruments in closed, biohazard-marked containers.
- Properly mix cleaning solutions according to manufacturer's instructions.
- Dispose of contaminated waste in accordance with policies and procedures

Inventory Management & Documentation

- Maintain accurate inventory of instruments, trays, and other supplies that support the CSSD operational activities
- Maintain and update tray list inventory regularly.
- Document counts of instruments loaned, borrowed, or returned.
- Oversee and facilitate the management of instrument loans, borrowing, and returns during periods when the Instrument Coordinator is unavailable.
- Monitor expiration dates and package integrity of sterilised items; replace items as necessary.
- Update daily humidity and temperature records as per procedures
- Follow up on existing CSSD orders to ensure timely stock availability.
- Maintain accurate records, trackers, and ensure all documentation is up to date.

Coordination & Communication

- Collaborate with theatre teams and theatre leads to ensure instruments and equipment are ready and available for procedures.
- Report faulty or damaged instruments promptly and take action to rectify issues, escalating when necessary.
- Work as an active member of the Team and maintain positive working relationships.
- Engage collaboratively with theatre staff to support efficient workflow and patient care.

Professional Development & Miscellaneous Duties

- Attend required training, education sessions, and skills development programs
- Perform other miscellaneous duties as assigned to support CSSD operations and ensure smooth functioning of the surgical and theatre teams.

About You

You are a motivated and detail-oriented professional with experience in a theatre or CSSD environment, committed to delivering high standards of patient safety and care. You thrive in fast-paced clinical settings, demonstrating excellent organisational, communication, and teamwork skills. With a strong understanding of sterilisation processes and compliance standards, you take pride in maintaining accuracy, efficiency, and quality in all aspects of your work while contributing positively to a collaborative surgical team.

You'll also bring:

- Minimum 1 years' experience in a theatre or CSSD setting
- Current Basic Life Support (BLS) certification
- Strong understanding of sterilisation standards and infection control practices
- Excellent organisational skills with attention to detail
- Ability to work independently and as part of a multidisciplinary team
- Strong communication and interpersonal skills
- Ability to work under pressure and manage competing priorities effectively
- Good numeracy and literacy skills to maintain accurate records and documentation

Why Welbeck

- **Autonomy & Influence:**-A leadership community that trusts your expertise to drive excellence and growth.
- **Purpose-Driven Culture:** A values-led environment where world-class clinical care and operational performance go hand in hand.
- **Growth & Impact:** Be part of a network defining best practice in day-case healthcare and delivering experiences patients genuinely remember.

Infection Prevention and Control

All Welbeck employees, whether involved directly or indirectly in the provision of healthcare, have a duty to co-operate with and implement business policies and procedures in preventing and controlling infection. This includes co-operation with colleagues and contractors also involved in the provision of healthcare so far as is necessary to enable the Business to meet its obligations under the Health and Social Care Act 2008.

Safeguarding

Welbeck is committed to safeguarding and promoting the welfare of children and young people and adults at risk and expects all staff and volunteers to share this commitment and ensure they work in accordance with the Welbeck Health Partners Safeguarding Child and Adult at Risks Policies and Procedures.

Staff should ensure that they remain up to date with safeguarding training requirements and know how to report safeguarding concerns or allegations against staff and should follow safeguarding policy and procedures and the allegations against staff policy.

Confidentiality

Maintain confidentiality in relation to personal data held for colleagues and patients, ensuring that it is processed lawfully; for no purpose other than that for which it was obtained; is relevant to that purpose; is retained for no longer than is necessary; is processed in accordance with the rights of the subject to access and accuracy; and is protected from accidental loss or damage in accordance with the requirements of the Data Protection Act (as amended), and records management guidance.

Maintain confidentiality of patient identifiable personal data using a non-identifiable alternative, where practicable, and limiting access on strictly need to know basis in accordance with the responsibilities of the Business's Caldicott Guardian.

Health and Safety at Work

In addition to the Business responsibilities under the Health and Safety legislation, you are reminded of your responsibilities for health and safety at work under the Health and Safety at Work Act 1974 (as amended) and associated legislation. These include the duty to take reasonable care of the health and safety of yourself and others in your work activities and to co-operate with your employer in the discharge of its statutory duties. You must adhere strictly to the Business policies and procedures on health and safety and report all accidents, dangerous occurrences, unsafe practices or damage to your manager promptly using the Business incident reporting system. You must make use of appropriate training, safety equipment, protective clothing and footwear and attend training. Failure to comply with these requirements may result in disciplinary action.

Risk

Accept personal responsibility for contributing to Welbeck's management of risk, including the reasonable avoidance of any action which would knowingly cause unacceptable risk to self, others, or to the Business.

As far as is reasonably practicable attempt to prevent other people from undertaking tasks or actions which would knowingly cause risks to self, others, or to the Business, in accordance with the business policy and training. Identify and report actual or potential hazards/ risks in the work environment in accordance with business policies and take immediate action to minimise risks where it is reasonably practicable to do so.

Identify and report to the appropriate authority incidents of risk, neglect, abuse or endangerment to vulnerable adults and children. Follow, Welbeck Health Partners policy on use of Personal Protective equipment e.g., Masks, Gloves, Visors etc. Awareness of and compliance with Health and Safety Regulations.

Equality and Diversity

The Business recognises the benefits of a diverse workforce reflective of the communities that we serve and is committed to equal opportunities in employment with a devotion to eliminate all forms of unlawful discrimination. The Business aims to promote equality of opportunity and good relations between staff and patients (including volunteers, contractors and bank staff).

All individuals have a duty to adhere to the Business Diversity and Equality Opportunity policy and an individual responsibility towards the application and understanding of the Equality Act 2010. Inequitable behaviour will not be tolerated, and every person has a responsibility to highlight discriminatory practice.

Disclosure and Barring Service (DBS)

If the post you are undertaking requires you to complete a DBS disclosure, this will be managed and processed in line with the DBS Policy and at the appropriate level required for the post.