

2018-394 - FOI Request - Sterile Services Activity and Staffing Data

<p>Period from 1st January 2017 - 31st December 2017, Activity for Sterile Services Department, either broken down monthly or annually, <i>i.e. how many trays and bagged/supplementary items processed?</i></p>	<p>Trays: 62131 Supplementary/bagged items: 44259 Total: 106390 (excluding endoscopes)</p>
<p>Period from 1st January 2017 - 31st December 2017, Total Count of Instruments processed, <i>i.e. total count of instruments processed in the make-up of trays or bagged/supplementary items broken down into totals either monthly or annually? For example 100 trays processed containing 25 instruments would total 2,500 instruments processed.</i></p>	<p>62131 trays with varying numbers of instruments per tray.</p>
<p>Current Sterile Service Department Staffing/Personnel Organisation Structure?</p>	<p>Manager Quality Control Officer Supervisor HSDU Assistants Admin/Clerical</p>
<p>Current Sterile Services Job Titles and Pay Banding?</p>	<p>Band 7 Manager Band 4 Quality Control Officer Band 2 Admin/Clerical Band 3 Supervisor Band 2 HSDU Assistant/Technician</p>
<p>Current WTE / FTE employed for each job title?</p>	<p>Band 7 Manager x1 WTE Band 4 Quality Control Officer x1 WTE Band 2 Admin/Clerical x0.67 WTE Band 3 Supervisors x6.33 WTE Band 2 HSDU Assistants x30.89 WTE</p>

<p>Current Sterile Services shifts operated and staffing numbers / grades associated with each shift?</p>	<p>Department opening times:</p> <p>6.15am - Midnight on Monday-Friday</p> <p>8.30am - 7:00pm on Saturday (dependant on Endoscopy may over run)</p> <p>8.30am - 3.30pm on Sunday (open later at the moment to facilitate Endoscopy until around 7pm)</p> <p>*Please find below grades associated with each shift.</p>
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* Grades associated with each shift.		
Band 3	Mon- Fri 6.15-14.30	37.5hrs
Band 3	Mon Tue 6.15-12.15 Sat 8.30-19.00 Sun 8.30-15.30	28.5hrs
Band 3	Mon- Fri 8.15-16.30	37.5hrs
Band 3	Mon- Fri 8.15-14.30	30hrs
Band 3	Mon-Fri 12-19.00	32.5hrs
Band 3	Mon-Fri 16.30-midnight	35hrs
Band 2	Mon-Friday 6.15-10.15	20hrs
Band 2	Tue-Fri 6.15-14.30	30hrs
Band 2	Mon-Fri 6,15-14.30	37.5 hrs
Band 2	Mon- Fri 8.15-12-15	20hrs
Band 2 x3	Mon- Fri 8.15-14.30	37.5
Band 2	Mon- Fri 9.30-15.30	30hrs
Band 2	Mon- Fri 10.00-16.00	30hrs
Band 2	Mon- Fri 11.00-18.00	32.5hrs
Band 2	Mon- Fri 12.00-18hrs	30hrs

Band 2	Mon- Fri 12.30-16.30	23hrs
Band 2 x2	Mon-Fri 14.00-18.00	20 hrs
Band 2	Mon Tue Wed 14.00-22.00 Sat-Sun 9.30-15.30	34.5hrs
Band 2	Wed Thur Fri 12-18.00 Sat 8.30-19.00 Sun 8.30-1530	34.5hrs
Band 2	Mon-Fri 15.00-20.00	25hrs
Band 2 x 2	Mon-Fri 16.00-21.00	25hrs
Band 2	Mon-Fri 16.30-Midnight	35hrs
Band 2 x 2	Mon-Fri 18.00-Midnight	30hrs
Band 2	Mon-Fri 20.00-Midnight	20hrs
Band 2	Sat-Sun 9.30-15.30	12hrs
Band 2	Sat- 8.30-18.30 Sun 8.30-15.30	16hrs
Band 7	Mon- Fri 8.15-16.30	37.5hrs
Band 4	Mon- Fri 8.15-16.30	37.5hrs
Band 2 A/C	Tue-Fri 8.30-15.30	26 hrs
Taken from June 2018 staff lists (we use overtime from vacant post to facilitate additional lists).		