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### ***Request under Freedom of Information Act 2000***

Thank you for your request for information which we received on 04 July 2018.

I am pleased to confirm the following.

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

Trays – 41,300 annually  
Supplementary products – 40,268 annually

- **Period from 1<sup>st</sup> January 2017 – 31<sup>st</sup> December 2017, Total Count of Instruments processed, *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.***

The Trust does not record this information centrally. To obtain this information would entail trawling through Trust documentation and exceed the appropriate time limit.

- **Current Sterile Service Department Staffing/Personnel Organisation Structure?**

1 x WTE Head of Decontamination Services – Band 8a  
1 x WTE Deputy Manager – Band 6  
1 x WTE Quality Administrator – Band 5  
1 x WTE Senior Team Leader – Band 4  
3 x WTE Team Leaders – Band 3  
10 x WTE Decontamination Technicians  
1 x WTE Stores Assistant  
1 x WTE Orderly

- **Current Sterile Services Job Titles and Pay Banding?**

Head of Decontamination Services – Band 8a  
Deputy Manager – Band 6  
Quality Administrator – Band 5  
Senior Team Leader – Band 4  
Team Leaders – Band 3  
Decontamination Technicians  
Stores Assistant  
Orderly

- **Current WTE / FTE employed for each job title?**

- 1 x WTE Head of Decontamination Services
- 1 x WTE Deputy Manager
- 1 x WTE Quality Administrator
- 1 x WTE Senior Team Leader
- 3 x WTE Team Leaders
- 10 x WTE Decontamination Technicians
- 1 x WTE Stores Assistant
- 1 x WTE Orderly

- **Current Sterile Services shifts operated and staffing numbers / grades associated with each shift?**

Department operational from Monday – Friday 08.00-19.00 & Saturday 08.00-16.00 on call from Saturday 16.00 through to Monday at 08.00 (staffed by 1WTE band 3)

Shift pattern 08.00-16.00 1 senior team leader, 1 team leader and 5 technicians, 1 orderly and 1 stores assistant, shift pattern 10.00-19.00 2 x team leaders and 5 technicians.

Management team hours to meet the needs of service typically core hours 08.00-16.00 the unit also includes endoscopy decontamination which is managed by the same management team as above.

The operational staffing for endoscopy decontamination is as follows; 2 x WTE Team leaders and 6 x WTE decontamination technicians. (1x team leader and 3 x technicians for each shift) Shift patterns are 07.00-15.00 and 11.00-19.00.

Shifts are Monday – Friday 07.00-19.00 Saturday 08.00-16.00 on call from 19.00 - 07.00 each weekday night & Saturday 08.00-16.00 on call Saturday from 16.00 until 07.00 Monday (all endoscopy decontamination technicians and team leaders participate in the on call a week and a time, 1 staff member per call out)

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If you are unhappy with the information received in response to this request, please address your complaint to the Patient Affairs Office at Milton Keynes Hospital NHS Foundation Trust, Standing Way, Eaglestone, Milton Keynes MK6 5LD. If, after exhausting our internal process, you are still unhappy with the information received, you may write to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

If you need any further assistance, please do not hesitate to contact us at the address above.

Yours sincerely,

Freedom Of Information Co-ordinator  
For and on behalf of Milton Keynes Hospital NHS Foundation Trust

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