

26 July 2018

**Our Ref:** RFI 24142

Dear

**Freedom of Information Act 2000  
Information in Relation to Sterile Services Activity and Staffing**

I am writing to confirm that the South Eastern Health & Social Care Trust (the Trust) has now completed its search for information relating to the above which you requested on 4 July 2018.

A response to each of the questions raised has been provided by the Human Resources and Estates Directorate and is attached in Appendix A.

If you are unhappy as to how this request has been handled, you have the right to seek a review within the Trust in the first instance. You should write to the Information Governance Department, Lough House, Ards Community Hospital ([informationgovernance@setrust.hscni.net](mailto:informationgovernance@setrust.hscni.net)) within two months of the date of this response and your complaint will be considered and a response provided, within 20 working days of receipt.

If, after receiving a response, you remain unhappy, you can refer your complaint to the Information Commissioner at The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. It is important to note that if you refer any matter to the Information Commissioner, you will need to show evidence of having gone through the Trust's internal review procedure to try to resolve the matter with the Trust in the first instance.

If you have any queries about this letter, please do not hesitate to contact me. Please remember to quote the reference number above in any future communications.

Yours sincerely

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**Catherine Treanor  
Information Governance Assistant**

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

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

Please see Table 1 below which shows total number of items processed from 1<sup>st</sup> January 2017 to 31<sup>st</sup> December 2017.

**Table 1**

<b>Tray sets</b>	<b>Soft packs</b>	<b>Inst packs</b>	<b>Ward packs</b>	<b>Singles</b>
125494	222060	7088	39412	786330

- **Period from 1st January 2017 – 31st 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.**

This information is not centrally recorded.

- **Current Sterile Service Department Staffing/Personnel Organisation Structure?**
- **Current Sterile Services Job Titles and Pay Banding?**
- **Current WTE / FTE employed for each job title?**

Head of Service – Band 8a x 0.33 wte  
 Service lead - Band 7 x 1 wte  
 Service manager - Band 6 x 2 wte  
 Assistant operational manager - Band 4 x 4 wte  
 Supervisor - Band 3 x 10.53 wte  
 Office administration Band 3 x 1 wte  
 Assistant Technical Officer - Band 2 x 17.82 wte  
 Office administration Band 2 x 1 wte  
 Decontamination technician assistant - Band 1 x 28 wte

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

Please see Table 2 which is broken down into Band and type of shift.

**Table 2**

	Band 7	Band 6	Band 4	Band 3	Band 2	Band 1	Band 2 Office	Band 3 office	Total
Nightshift				1	4	1			6
Weekend night				1	1				2
Weekend day				2	3~	3~			8
Day shift	1	2	4	6.53	6.82	24	1	1	46.35
LVH ERU				0	3				3

The figures provided do not account for sickness, annual leave \*or rest days of staff who have worked the weekend shift or weekend night shift.

~ Not always the ratio for weekend day shift.