

Freedom of Information request 314-18

Request

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

1. 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?
2. 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.
3. Current Sterile Service Department Staffing/Personnel Organisation Structure?
4. Current Sterile Services Job Titles and Pay Banding?
5. Current WTE / FTE employed for each job title?
6. Current Sterile Services shifts operated and staffing numbers / grades associated with each shift?

Response

1. The table below shows monthly figures for packs/trays processed in 2017:

Month	Instrument Pack	Tray Set	Single	Soft Pack	Total
January	3,075	842	5,333	498	9,748
February	2,883	1,022	5,391	490	9,786
March	3,544	1,379	6,875	693	12,491
April	2,804	1,144	5,086	472	9,506
May	3,051	1,326	5,706	613	10,696
June	2,947	1,266	5,541	523	10,277
July	2,395	1,045	4,429	495	8,364
August	2,872	1,216	6,208	536	10,832
September	2,722	1,315	5,422	479	9,938
October	2,627	1,247	5,434	582	9,890
November	2,935	1,328	6,613	605	11,481
December	2,453	1,188	5,626	532	9,799

2. The table below shows monthly figures for individual items processed in 2017:

Month	Instrument Pack	Tray Set	Single	Soft Pack	Total
January	20,705	26,222	5,460	1,203	53,590
February	19,996	32,610	5,551	1,110	59,267
March	23,161	42,667	7,027	1,519	74,374
April	20,462	36,794	5,197	1,180	63,633
May	21,885	42,320	5,868	1,344	71,417
June	20,234	39,205	5,541	1,297	66,277
July	17,670	32,684	4,568	1,176	56,098
August	20,856	38,216	6,403	1,298	66,773
September	20,012	40,463	5,553	1,219	67,247
October	19,240	38,089	5,568	1,418	64,315
November	20,582	40,633	6,793	1,375	69,383
December	19,175	36,946	5,767	1,234	63,122

3,728 Flexible Endoscopes were also processed by the department in 2017.

Please note that some packs classed as single items may contain two items if they are a set, therefore there is a variance between figures for single items between the two tables above.

3. Please find attached below structure chart.



ASDU Structure
Chart.pdf

4-5. Please see below table detailing ASDU Department job titles and banding:

Job Title	Banding	WTE
ASDU Coordinator	6	1
ASDU Chargehand	4	1
Decontamination Technician	2	11.23

6. Please see below table detailing shifts and staffing numbers:

Position	Shift Pattern
ASDU Coordinator	37.5 hrs per week (08:00-16:30 Monday-Thursday, 08:00-13.30 Friday)
ASDU Chargehand	37.5 hrs per week over 4 days (9.5 hrs x3 days + 9 hrs x1 day) covering Monday to Friday (days off rotate on a weekly basis)
Decontamination Technician (x8)	37.5 hrs per week over 4 days (9.5 hrs x3 days + 9 hrs x1 day) covering Monday to Friday (days off rotate on a weekly basis)
Decontamination Technician (x1)	35 hrs per week over 4 days (8.5 hrs x 2 days + 8 hrs x 2 days) covering Monday to Friday (days off rotate on a weekly basis)
Decontamination Technician (x1)	28 hrs per week over 4 days (7.5 hrs x 4 days) covering Monday to Friday (days off rotate on a weekly basis)
Decontamination Technician (x1)	24 hrs per week over 3 days (8.5 hrs x 3 days) covering Tuesday, Wednesday, Thursday
Decontamination Technician (x1)	21 hrs per week over 3 days (7.5 hrs x 3 days) covering Monday, Wednesday, Friday

If you are not satisfied with the way your request has been handled or the decision given, you may ask NHS Borders to review its actions and the decision. If you would like to request a review please apply in writing to, Freedom of Information Review, NHS Borders, Room 2EC3, Education Centre, Borders General Hospital, Melrose, TD6 9BS or foi.enquiries@borders.scot.nhs.uk.

The request for a review should include your name and address for correspondence, the request for information to which the request relates and the issue which you wish to be reviewed. Please state the reference number **314-18** on this request. Your request should be made within 40 working days from receipt of this letter.

If following this review, you remain dissatisfied with the outcome, you may appeal to the Scottish Information Commissioner and request an investigation of your complaint. Your request to the Scottish Information Commissioner should be in writing (or other permanent form), stating your name and an address for correspondence. You should provide the details of the request and your reasons for dissatisfaction with both the original response by NHS Borders and your reasons for dissatisfaction with the outcome of the internal review. Your application for an investigation by the Scottish Information Commissioner must be made within six months of your receipt of the response with which you are dissatisfied. The address for the Office of the Scottish Information Commissioner is, Office of the Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife.