

Freedom of Information Request

Ref: UHB 18-410

Date 27 July 2018

By Email

Dear Sir/Madam,

Thank you for your request for information under the Freedom of Information Act 2000. The Trust's response is as follows:

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

Please see the Trust's response in the table below.

Question	Response
<ul style="list-style-type: none"> 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? 	<p>Main site: CSSD Kingsdown production</p> <ul style="list-style-type: none"> Single items: 92,839 Trays: 83,968 <p>BEH site:</p> <ul style="list-style-type: none"> Single items: 33,022 Trays: 20,904 <p>BDH site:</p> <ul style="list-style-type: none"> Single items: 467,800 Trays: 55,880
<ul style="list-style-type: none"> 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 	<p>Unable to answer this accurately as we don't have this broken down but if we used your calculation of 25 instruments per instrument tray then answered as follows:</p> <p>Main site: 2,099,200 items</p>

<p>annually? For example 100 trays processed containing 25 instruments would total 2,500 instruments processed.</p>	<p>BEH: 522,600 items</p> <p>BDH: 1,397,000 items</p>
<ul style="list-style-type: none"> • Current Sterile Service Department Staffing/Personnel Organisation Structure? • Current Sterile Services Job Titles and Pay Banding? • Current WTE / FTE employed for each job title? 	<ul style="list-style-type: none"> • Head of CSSD – Band 8A – x 1 wte • Operations Manager – Band 6 – x 1wte • Quality and Resources Manager – Band 5 – x 1 wte • Office Manager – Band 5 – x 1 wte • Training Officer – Band 4 – x 1 wte • Supervisors – Band 3 – x 6.56 wte funded, 6.04 in post • Technicians – Band 2 – x 50.45 wte funded, 46.15 in post
<p>Current Sterile Services shifts operated and staffing numbers / grades associated with each shift?</p>	<p>Main site:</p> <ul style="list-style-type: none"> • Night shift runs from 10pm on a Sunday night through to Friday morning. Commences at 10pm and ends at 6am following morning. <p>1 x Band 3 supervisor each night</p> <p>8 x Band 2 technicians – Sunday to Tuesday</p> <p>8.6 Band 2 technicians – Tuesday to Friday</p> <ul style="list-style-type: none"> • Day shift Monday to Friday: <p>07:30 – 15:30 – Training Officer Band 4 x 1</p> <p>07:30 - 15:30 – Supervisor Band 3 x 3 or 4</p> <p>07:45 – 15:45 – Technicians Band 2 x 12</p> <ul style="list-style-type: none"> • Late shift Monday to Friday: <p>13:00 – 21:00 – Supervisor Band 3 x 1</p> <p>13:00 – 21:00 – Technicians Band 2 x 14</p> <ul style="list-style-type: none"> • Saturday

	<p>08:00 – 16:00 – Supervisor Band 3 x 1</p> <p>08:00 – 16:00 – Technicians Band 2 x 6</p> <p>11:00 – 19:00 – Supervisor Band 3 x 1</p> <p>11:00 – 19:00 – Technicians Band 2 x 6</p> <ul style="list-style-type: none"> • Sunday <p>08:00 – 19:00 – Supervisor Band 3 x 1</p> <p>08:00 – 16:00 – Technicians Band 2 x 6</p> <p>11:00 – 19:00 – Technicians Band 2 x 6</p> <p>BEH site: Monday to Friday only</p> <ul style="list-style-type: none"> • Day shift Monday to Friday: <p>07:30 - 15:30 – Supervisor Band 3 x 1</p> <p>07:45 – 15:45 – Technicians Band 2 x 2</p> <ul style="list-style-type: none"> • Late shift Monday to Friday: <p>13:00 – 21:00 – Supervisor Band 3 x 0</p> <p>13:00 – 21:00 – Technicians Band 2 x 2</p> <p>BDH Site: Monday to Friday only</p> <p>08:00 – 16:00 – Band 2 x 2</p> <p>08:30 – 16:30 – Band 2 x 2</p>
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This concludes our response. We trust that you find this helpful, but please do not hesitate to contact us directly if we can be of any further assistance.

If, after that, you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to:

Trust Secretary
University Hospitals Bristol NHS Foundation Trust
Trust Headquarters

Marlborough Street
Bristol
BS1 3NU

Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Publication

Please note that this letter and the information included/attached will be published on our website as part of the Trust's Freedom of Information Publication Log. This is because information disclosed in accordance with the Freedom of Information Act is disclosed to the public, not just to the individual making the request. We will remove any personal information (such as your name, email and so on) from any information we make public to protect your personal information.

To view the Freedom of Information Act in full please click [here](#).

Yours sincerely

FOI Team
UH Bristol NHS Foundation Trust