THEATRES

Sterile Services Decontamination (SSD) Lead

Join the growing team at Welbeck's new centre at Unity Campus, Cambridge, opening in 2027 — consultant-led specialist care and a premium, personalised patient experience.

LOCATION
Welbeck Cambridge, Unity Campus

REPORTING TO
Theatre Manager

CONTRACT
Permanent

About Welbeck Cambridge

Welbeck Cambridge is opening at Unity Campus in 2027. The transformation of the Orion Building will bring outpatient, diagnostic and surgical services together under one roof, with advanced imaging, modern operating theatres and specialist services designed around high standards of care. The new Cambridge Centre builds on Welbeck's established London model of consultant-led specialist care and a premium, personalised patient experience. Welbeck Cambridge is based at Unity Campus, just south of Cambridge, with access to the M11, Whittlesford Parkway station and the Cambridge Biomedical Campus. On-site parking will also be available.

Welbeck Cambridge was established by a group of leading clinicians with a shared vision to create a state-of-the-art private day-case centre serving the Cambridge and wider East of England region.

The centre provides a comprehensive range of outpatient diagnostic, procedural, and day-case interventions within a modern, purpose-built environment. Services include specialties such as Ear, Nose & Throat, Cardiology, Respiratory, Orthopaedics, Gynaecology, Dermatology, Ophthalmology, and Gastroenterology.

Welbeck Cambridge forms part of Welbeck Health Partners, a growing network of innovative healthcare centres across the UK, including the flagship facility at London Welbeck. Additional centres are also planned both nationally and internationally.

Our values

Collaboration	Ambition	Kindness	Empowerment
Harnessing strength in difference	Seeing beyond the now	Supporting others	Unleashing potential

The role

The SSD Lead is responsible for the effective management and day-to-day operational oversight of the in-house Sterile Services Department at Welbeck Cambridge. This includes decontamination and sterile processing services supporting main theatres/endoscopy, minor operations rooms/outpatient services. The post holder will:

- Ensure all decontamination activities are carried out in accordance with current legislative requirements: HTM 01-01, HTM 01-06, BS EN ISO standards, MHRA guidance and CQC, maintaining patient safety and service quality at all times.
- Ensure a high standard of documented evidence-based decontamination practice is delivered at all times.
- Ensure the safe and timely supply of sterile instrumentation to Theatre, Endoscopy, Minor Operations/Outpatients.
- Provide clinical and managerial leadership to the SSD team, supporting ongoing staff development and service improvement.

- Proactively respond to and lead on decontamination incidents and equipment issues, with support from the Theatre Manager.

Aim of the role

The post holder will be expected to support their teams, departments and centre to achieve the Welbeck values in their day-to-day work. These include:

The post holder will provide a responsive and efficient clinical service to meet the needs of Welbeck Cambridge. They will use their reason, intellect and judgement to work on their own initiative to deal with matters on behalf of their team.

The post holder will be an effective decision maker, who is able to prioritise their own workload whilst responding to interruptions. The post holder will be able to deal with unpredictable work patterns and proactively deal with issues without reference to others.

Key Relationships & Stakeholders

The role will require multidisciplinary collaboration with consultants; clinical and non-clinical teams, and the centre senior leadership team. There will also be engagement with external bodies including equipment manufacturers, service engineers, external sterile services providers (where applicable), CQC and regulatory inspection bodies, MHRA, and UKAS.

Main Duties and Responsibilities

The SSD Lead will be responsible for the provision of quality, evidence-based decontamination and sterile services within Welbeck Cambridge. This will include:

- Lead and manage the day-to-day running of SSD, ensuring efficient and timely turnaround of surgical instrumentation across Welbeck Cambridge.
- Manage and coordinate instrument tracking, loan set processing and tray management systems.
- Oversee decontamination workflows for reusable medical devices (RMDs), including rigid and flexible endoscopes, in line with HTM 01-06 and manufacturer's instructions for use (IFU).
- Act as the primary point of contact and expert resource for all decontamination-related queries across the clinical areas.
- Receive, sort, and decontaminate used surgical instruments and RMDs in accordance with HTM 01-01 and manufacturers' instructions.
- Ensure full compliance with HTM 01-01, HTM 01-06, BS EN ISO standards, MHRA guidance, and CQC requirements relating to decontamination and sterile services.
- Maintain and update Standard Operating Procedures (SOPs) relevant to the SSD department.
- Coordinate and support internal and external audits, inspections and validation activities (washer disinfectors, autoclaves, endoscope reprocesses).
- Manage non-conformance reporting, investigate decontamination incidents and implement corrective actions.
- Maintain accurate records for traceability, including cycle records, biological indicators and patient traceability logs.
- Line manage, supervise, and mentor SSD technicians and decontamination support staff.
- Conduct appraisals and support staff development in line with hospital policy.
- Oversee the reprocessing of flexible endoscopes in accordance with HTM 01-06, including manual cleaning, AER (Automated Endoscope Reprocessor) use, leak testing and storage.
- Ensure full traceability of scopes from patient use through to storage, including EWD (Endoscope Washer Disinfector) cycle documentation.
- Liaise closely with endoscopy nursing staff and theatre coordinators to manage scope availability against procedure lists.
- Support Welbeck Cambridge teams by preparing and issuing instrumentation for upcoming lists (e.g. next-day preparation and same-day turnaround where required).

- Maintain complete and accurate records for all reprocessing cycles and patient traceability, supporting audit and inspection readiness.
- Report any quality concerns, near misses, or incidents via the business incident reporting system.
- Lead in SSD quality improvement activities and the ongoing development of SSD policies and procedures.

The above list indicates the main areas of responsibility and is not intended to be exhaustive. The job description will be subject to review by agreement between the post holder and the Director of Clinical Services, according to the changing needs of the service. The role description gives a general outline of the duties of the post and is not intended to be an inflexible or finite list of tasks. It may be varied, from time to time, after consultation with the post holder.

Governance

- Patient Safety and Confidentiality — Ensure all patient information is handled in accordance with GDPR, information governance policies, and local procedures, maintaining confidentiality and discretion at all times.
- Regulatory Compliance — Adhere to all centre policies, procedures, and statutory requirements, supporting compliance with CQC standards and other regulatory frameworks including AfPP standards for perioperative practice.
- Incident Reporting and Escalation — Identify, report, and escalate complaints, concerns, incidents, or near-misses promptly, ensuring accurate documentation in line with centre governance processes and the Radar reporting system.
- Audit and Quality Assurance — Lead and participate in audits, checks, and quality improvement initiatives. Lead the process of continuous quality improvement through regular audit and practice review.
- Continuous Improvement — Support a culture of learning and development, proactively suggesting and implementing improvements to patient pathways and service delivery.
- Professional Accountability — Act with integrity, discretion, and professionalism at all times, representing Welbeck Cambridge positively to patients, colleagues, consultants and external stakeholders.

Person specification

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
Education/Professional Qualifications			
Level 3 Certificate in Decontamination (City & Guilds or equivalent)	✓		A
Evidence of ongoing professional development in sterile services or decontamination	✓		A/I
Management or leadership qualification or equivalent experience		✓	A
Experience			
Significant experience in SSD environment	✓		A/I
Experience managing or supervising a decontamination team	✓		A/I
Experience in endoscope decontamination and AER operation	✓		A/I
Experience in leading and managing operational shifts	✓		A/I
Experience in a private hospital or independent sector setting		✓	A/I

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
Experience supporting minor operations/day surgery environment		✓	A/I
Involvement in CQC or UKAS inspections		✓	A/I
Knowledge and Skills			
In-depth knowledge of HTM 01-01 and HTM 01-06	✓		A/I
Familiarity with instrument tracking software	✓		I
Strong organisational and time-management skills	✓		I
Effective verbal, written, and non-verbal communication skills	✓		I
Sound understanding of infection prevention and control principles	✓		I
Computer skills for reports, audits and data management	✓		I
Personal Abilities			
Demonstrates Welbeck values	✓		I
High attention to detail and commitment to quality	✓		I
Ability to manage competing priorities across multiple clinical areas	✓		I
Calm and professional under pressure; able to prioritise and problem-solve	✓		I
Ability to work autonomously and collaboratively across functions	✓		I

Evidence key: A = application I = interview T = test

Working at Welbeck

The following apply to all Welbeck roles.

Infection Prevention & Control

All Welbeck employees, whether involved directly or indirectly in the provision of healthcare, have a duty to cooperate with and implement business policies and procedures in preventing and controlling infection. This includes co-operation with colleagues and contractors also involved in providing healthcare so far as is necessary to enable the business to meet its obligations under the Health and Social Care Act 2008.

Safeguarding

Welbeck is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects all staff and volunteers to share this commitment and ensure they work in accordance with the Welbeck Safeguarding Child and Adult at Risks Policies and Procedures.

Employees must ensure that they remain up to date with safeguarding training requirements and know how to report safeguarding concerns or allegations against staff and should follow safeguarding policy and procedures and the allegations against staff policy.

Confidentiality

Maintain confidentiality in relation to personal data held for colleagues and patients, ensuring that it is processed lawfully; for no purpose other than that for which it was obtained; is relevant to that purpose; is retained for no longer than is necessary; is processed in accordance with the rights of the subject to access and accuracy; and is protected from accidental loss or damage by the requirements of the Data Protection Act (as amended), and records management guidance.

Maintain confidentiality of patient-identifiable personal data using a non-identifiable alternative, where practicable, and limiting access on a strictly need-to-know basis under the responsibilities of the Welbeck Caldicott Guardian.

Risk

The postholder will hold personal responsibility for contributing to a safe working environment and the effective management of clinical and organisational risk. This includes:

- Avoiding any action that would knowingly create unacceptable risk to patients, colleagues, or the organisation, and actively intervening to prevent others from doing so in accordance with Welbeck policy and training
- Identifying, reporting, and where immediately practicable mitigating actual or potential hazards and risks in the working environment, using the Welbeck incident reporting system in accordance with the NHS Patient Safety Incident Response Framework (PSIRF, 2022)
- Reporting to the appropriate authority any incident involving risk, neglect, abuse, or endangerment of a vulnerable adult or child, in accordance with the Welbeck Safeguarding Policy and the postholder's statutory safeguarding duties
- Adhering to the Welbeck Personal Protective Equipment Policy, ensuring appropriate selection and use of PPE at all times in accordance with UK Health Security Agency (UKHSA) standard precautions guidance
- Complying fully with all applicable Health and Safety legislation, including the Health and Safety at Work Act 1974 and associated regulations, and completing mandatory Health and Safety training as required by Welbeck Cambridge

Equality & Diversity

Welbeck recognises and values the benefits of a diverse workforce that is reflective of the communities we serve. Welbeck is committed to equality of opportunity in employment and to the elimination of all forms of unlawful discrimination, harassment, and victimisation.

Welbeck actively promotes positive working relations between all staff, patients, volunteers, contractors, and bank staff, and expects all individuals to contribute to an inclusive and respectful working environment.

The postholder has a personal responsibility to adhere to the Welbeck Equality, Diversity and Inclusion Policy and to apply and uphold the principles of the Equality Act 2010 in all aspects of their work. Discriminatory or inequitable behaviour of any kind will not be tolerated. All staff have a duty to challenge and report discriminatory practices through the appropriate channels.

Health and Safety at Work

In addition to the responsibilities of Welbeck under health and safety legislation, the postholder is reminded of their personal duties under the Health and Safety at Work Act 1974 and associated regulations. These include the duty to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions in the course of their work, and to cooperate with Welbeck in the discharge of its statutory obligations.

The postholder must adhere to all Welbeck policies and procedures relating to health and safety, and must report all accidents, dangerous occurrences, unsafe practices, and damage to property promptly to their line manager using the Centre's incident reporting system, in accordance with the NHS Patient Safety

Incident Response Framework (PSIRF, 2022) and relevant reporting obligations under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The postholder must make appropriate use of all safety equipment, personal protective equipment, and protective clothing provided, and must attend all mandatory health and safety training as required by Welbeck Cambridge

Disclosure and Barring Service (DBS)

If the post you are undertaking requires you to complete a DBS disclosure, this will be managed and processed in line with the DBS Policy, and you will be required to sign up and maintain your subscription to the DBS Update Service.

This job description outlines the main areas of responsibility and is not exhaustive. It may be reviewed by agreement between the post holder and their manager according to the changing needs of the service.

How to apply

Castlefield Recruitment is managing recruitment for this role exclusively. To apply, submit your CV via the advert below or email Stephen directly.

https://www.castlefieldrecruitment.com/jobs/sterile-services-department-ssd-lead-skw20853

Stephen Warne

Manager – Healthcare Division, Castlefield Recruitment

M: 07570 721 519 | T: 0161 938 7234

stephen.warne@castlefieldrecruitment.com