



Ref: FOIA Reference 2018/19-194

Royal Stoke University Hospital
Quality, Safety and Compliance Department
Newcastle Road
Stoke-on-Trent
Staffordshire
ST4 6QG

Date: 18th July 2018

Tel: 01782 676474
Email foi@uhn.nhs.uk

Dear

I am writing in response to your email dated 4th July 2018 (received into our office 5th July) requesting information under the Freedom of Information Act (2000) regarding sterile services activity.

As of 1st November 2014 University Hospitals of North Midlands NHS Trust (UHNM) manages two hospital sites – Royal Stoke University Hospital, and County Hospital (Stafford). Therefore the response below is for the two sites combined from that date where appropriate.

Q1 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?

A1 90,147 items were processed in the timeframe requested.

Q2 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.

A2 Information not held as we do not collate information relating to the total number of individual instruments processed

Q3 Current Sterile Service Department Staffing/Personnel Organisation Structure?

A3 Please see attached document:

Q4 Current Sterile Services Job Titles and Pay Banding?

A4 Please see below:

| | |
|--------|-------------------------------|
| Band 2 | HSDU Technician |
| Band 3 | Trainer |
| Band 4 | Team Leaders |
| Band 2 | Clerical Staff |
| Band 3 | Office Facilitator / Auditors |

| | |
|---------|--|
| Band 5 | Production Coordinators & QA Coordinator |
| Band 6 | Deputy Manager (County) |
| Band 7 | Operations / Quality Manager (RSUH) |
| Band 8A | Manager |

Q5 Current WTE / FTE employed for each job title?

A5 Please see below:

- Band 2 = 102.81
- Band 3 = 0.75
- Band 4 = 10.98
- Band 5 = 4.05
- Band 6 = 1
- Band 7 = 0.91
- Band 8a = 1

Q6 Current Sterile Services shifts operated and staffing numbers / grades associated with each shift?

A6 Please see below:

| | |
|---------------------------------|---|
| RSUH Band 2 staff Days 6-2pm | County Band 2 staff Days 7 – 4PM |
| Band 2 = 33 | Band 2 = 9 |
| Band 4 Team leaders = 2.85 | Band 4 = 1.87 |
| Band 5 Prod Co = 2 WTE | |
| Band 3 = 1 | Hrs worked between 2pm – 10pm Band 2 in hours |
| Hrs worked between 2pm – 10pm | Band 2 = 8 |
| Band 2 = 31.25 | Band 4 = 1 |
| Band 4 = 3.25 | |
| Band 5 Prod Co x 1 | Hrs worked between 8pm – 4am Band 2 in hours |
| Hrs worked between 10pm – 6am | Band 2 = 3 |
| Band 2 = 18.5 | |
| Band 4 Team leaders x 2 | |

*Please note that any individuals identified do not give consent for their personal data to be processed for the purposes of direct marketing.

UHNM NHS Trust is a public sector body and governed by EU law. FOI requestors should note that any new Trust requirements over the EU threshold will be subject to these regulations and will be advertised for open competition accordingly.

Where the Trust owns the copyright in information provided, you may re-use the information in line with the conditions set out in the Open Government Licence v3 which is available at

<http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/>. Where information was created by third parties, you should contact them directly for permission to re-use the information.

This letter confirms the completion of this request. A log of this request and a copy of this letter will be held by the Trust.

If you have any queries related to the response provided please in the first instance contact my office.

Should you have a complaint about the response or the handling of your request, please also contact my office to request a review of this. If having exhausted the Trust's FOIA complaints process you are still not satisfied, you are entitled to approach the Information Commissioner's Office (ICO) and request an assessment of the manner in which the Trust has managed your request.

The Information Commissioner may be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or via www.ico.org.uk.

If following review of the responses I can be of any further assistance please contact my secretary on 01782 676474.

Yours,

A handwritten signature in black ink, consisting of a large, loopy initial 'M' followed by a horizontal line extending to the right.

Mojgan Casillas
Interim Information Governance Manager



**University Hospitals
of North Midlands**
NHS Trust