

NHS Grampian

Agenda for Change Job Description

SECTION 1

JOB IDENTIFICATION	
Job Title:	Decontamination Technical Officer Team Leader
Department(s):	Decontamination Services
Location:	Central Decontamination Unit Foresterhill Health Campus
Hours:	37 Hours per week
Grade:	Band 4
Salary:	£29,116- £31,670 (pro rata) per annum
Contract:	Permanent

SECTION 2

	<p>Job Purpose –</p> <p>To provide N.H.S. Grampian with a high quality decontamination and sterilisation service.</p> <p>Carry out appropriate cleaning, inspection, function testing and sterilisation of re-usable medical devices as required by regulatory international standards supported by a Quality Management System audited by an accredited body.</p> <p>To supervise a team of Senior Assistant Technical Officers and Assistant Technical Officers within the Decontamination Service.</p> <p>To train Assistant Technical Officers in all aspects of duties within the Decontamination Service.</p> <p>To take responsibility for the day to day work flow within specific areas of the Decontamination Unit.</p> <p>To support the resolution of product service faults (PSF's)</p>
	<p>Organisational Chart (Please identify this post clearly in the structure – as a minimum show 2 levels above and 2 levels below (where relevant)).</p> <p>Organisational Chart Attached.</p>
<p>1</p>	<p>Communication and relationship skills</p> <p>Provide and receive routine information requiring tact or persuasive skills; barriers to understanding; provide advice, instruction or training to groups</p> <p>Communicating with staff, suppliers, patients or public where persuasion is needed; provides training</p> <p>Level 3</p> <p>Evidence:</p> <p>On a daily basis the post holder is expected to provide and receive routine information to inform work colleagues and external contact 'customers' of the service who are healthcare staff based throughout hospital sites and GP Practices across Grampian.</p> <p>Examples of this are as follows:</p> <p>Daily communication with other with Senior Assistant Technical Officers, Team Leaders, Deputy Manager, administration staff and Senior Managers regarding work in progress or to report work related issues.</p>

	<ul style="list-style-type: none"> • Communicating on matters such as allocation of duties, reporting of issues. • Communicating with colleagues within the Decontamination Service regarding receipt and storage of service stores, stocking up consumables and movement of items between locations. • Routine communication with staff at delivery and collection points which may include theatre and clinic staff • Attending and participating in team meetings within the Decontamination Service.
2	<p>Knowledge, training and experience</p> <p>Range of work procedures and practices, majority non-routine; intermediate level theoretical knowledge</p> <p>Professional knowledge acquired through NVQ level 3, City and Guilds or equivalent plus additional knowledge acquired through training and experience to diploma or equivalent level</p> <p>Level 4</p> <p>Evidence:</p> <p>For appointment to the post the minimum requirement is a good standard of general education, basic IT skills and the ability to work to a quality management system.</p> <p>On starting with the service Assistant Technical Officers are required to undertake induction in line with NHS Scotland Healthcare Support Worker Standards as well as work based 'on the job' practical training in a range of routine work procedures to a training programme that has been determined by the service in line with the Quality Management System (QMS).</p> <p>These include:</p> <p>Wash area Instrument assembly and packing (clean room) Autoclave sterilisation</p> <p>The post holder will also be trained to be competent working in all areas throughout the service, this includes:</p> <ul style="list-style-type: none"> • Central Decontamination Unit (CDU) • Woodend Hospital Decontamination Unit, • Endoscopy Decontamination Unit (EDU), • Dental Local Decontamination Unit (LDU) • Robotic Decontamination Unit (RDU) <p>After completing on the job training over a period of minimum 18 months the post holder is then re-graded as a Senior Assistant Technical Officer (SATO).</p>

<p>3</p>	<p>Analytical and judgemental skills</p> <p>Range of facts or situations requiring analysis; comparison of a range of options</p> <p>Investigates problems/issues and finds solutions</p> <p>Level 3</p> <p>Evidence:</p> <p>The post holder will be expected to make judgements involving facts or situations on a daily basis, some of which will require analysis and comparison of a range of options.</p> <p>For example:</p> <ul style="list-style-type: none"> • Under the guidance of a qualified staff, on receipt of an item or instrument set establish log status on dedicated IT system, check the contents of the instrument trays against the appropriate checklist and log any discrepancies, such as missing items, additional items and damaged equipment, using the appropriate recording system. • Under guidance make decisions on serviceability of individual items deciding whether the medical device is fit for purpose or in need of repair. • When using washer/disinfector the post holder must select the correct washer cycle for the equipment that is to be processed in line with the guidance supplied by both instrument and washer disinfector suppliers. • Basic fault finding on equipment e.g. clearing minor faults on the washer disinfectors. • Perform twice daily testing of heat sealers within the clean room. • Sterilisation of re-usable medical devices using autoclaves – performing daily checks ensuring that test levels are within given parameters and any issues are reported accordingly.
<p>4</p>	<p>Planning and organisational skills</p> <p>Plans and organises straightforward activities, some ongoing.</p> <p>Organises and adjusts rotas, plans work schedules</p> <p>Level 2</p> <p>Evidence:</p> <p>As a Team Leader within the service the post holder will be expected to allocate staff on shift to specific tasks on a daily basis under the overall management of a Deputy Manager.</p> <p>The post holder will</p> <p>The post holder will then be expected to work through their duties according to the priority determined by the person in charge.</p>

<p>5</p>	<p>Physical Skills</p> <p>Highly developed physical skills; accuracy important</p> <p>Assembling CSSD packs</p> <p>Level 3</p> <p>Evidence:</p> <p>Developed physical skills required for use of service equipment including dismantling, assembling of medical devices for washing and packing, where accuracy is important.</p> <p>Moving and handling skills</p> <p>Basic IT skills</p>
<p>6</p>	<p>Responsibilities for patient/client care</p> <p>Provide basic clinical technical services</p> <p>Decontamination, sterilisation and assembly of CSSD packs for theatre and other clinical areas.</p> <p>Level 3b</p> <p>(variation)</p> <p>Evidence:</p> <p>Act as a team leader within the Decontamination Service including:</p> <ul style="list-style-type: none"> • Inspect individual items for cleanliness, functionality, damage, replace from stock if available notify to user for repair and request decontamination certificate for items going off site. • Reassemble complex items, applying appropriate lubricant and ensure items are in accordance with the checklist then date, sign and request a qualified technician to countersign. • Under the guidance of qualified staff pack items in accordance with users and manufacturers requirements. Log again using I.T. system and transfer via air lock cabinets to autoclave area to allow processing to continue. • Under the guidance of qualified staff undertake operation of the autoclaves including daily function tests. • Under the guidance of qualified staff log items by using the I.T system to directly link to a specific individual autoclave and cycle number. Ensure dual record card is completed and accompanies load. Then apply knowledge to select the correct programme to sterilize products. • Upon completion of cycle and removal of the load, check the dual record indicator, log out of I.T system. Apply knowledge to assess that all packs are fit for release; sign batch and date stamp all items.

	<ul style="list-style-type: none"> Transfer to the sterile store and place items on appropriate racks in the absence of dedicated staff. Ensure items are then dispatched through I.T. system then load in to the appropriate cabinets/tamper resistant containers to intended areas across Grampian.
7	<p>Responsibilities for policy/service development</p> <p>Implement policies and propose changes to practices, procedures for own area</p> <p>Proposes, implements departmental policies</p> <p>Level 2</p> <p>Evidence:</p> <p>Works within NHS Grampian policy and procedure.</p> <p>Required to implement work instructions and procedures in line with Service Quality Management System for their work area.</p> <p>Able to propose changes to practices and procedures as required to ensure the smooth and efficient operation of the service.</p>
8	<p>Responsibility for Financial & Physical Resources</p> <p>Assembling, dismantling or ensuring safe use of equipment</p> <p>Safe use of complex CSSD machinery and equipment</p> <p>Level 2</p> <p>Evidence:</p> <p>Under the guidance of a qualified staff, disassemble complex medical equipment and prepare for decontamination in accordance with instrument manufacturer's instructions to ensure effective decontamination in compliance with regulatory requirements.</p>
9	<p>Responsibilities for human resources</p> <p>Day to day supervision, co-ordination of staff; provide training in own discipline, practical training, undertake basic workplace assessments</p> <p>Supervises staff; trains apprentices, support workers, trainees</p> <p>Level 2ac</p> <p>Evidence:</p> <p>Support the training of new or less experienced members of staff through demonstrating own duties.</p>

<p>10</p>	<p>Responsibilities for information resources</p> <p>Record personally generated information</p> <p>Completes timesheets or similar records</p> <p>Level 1</p> <p>Evidence:</p> <p>Records personally generated information through a number of means, for example:</p> <ul style="list-style-type: none"> • Completion of own timesheet • Establish log status on receipt of an item or instrument set using dedicated IT system, checks the contents of the instrument trays against the appropriate checklist and log any discrepancies using the appropriate recording system. • Recording information generated through use of sterilisers including load contents list, machine cycle printout, cycle graph, batch label and computer generated cycle reports, which are then kept for 25 years. • Use of departmental IT system and barcode scanners for the booking in and despatch of items. • Use of departmental IT system and barcode scanners for stock control.
<p>11</p>	<p>Responsibilities for research and development</p> <p>Undertake surveys or audits as necessary to own work.</p> <p>Participates in audits and surveys</p> <p>Level 1</p> <p>Evidence:</p> <p>Required to complete surveys and participate in audits as necessary to own work – for example NHS Scotland I-matter.</p>
<p>12</p>	<p>Freedom to act</p> <p>Clearly defined occupational policies, work is managed rather than supervised.</p> <p>Determines own work within established parameters, refers to manager when necessary</p> <p>Level 3</p> <p>Evidence:</p> <p>As a Team Leader within the Decontamination Service works at all times within the requirements of the Quality Management System</p> <p>There is a requirement to use own initiative on routine matters but supervision and guidance is available at all times from Deputy Managers or Senior Managers who</p>

<p>13</p>	<p>Physical effort</p> <p>Frequent moderate effort several short periods</p> <p>Lifting and pushing equipment</p> <p>Level 3</p> <p>Evidence:</p> <p>Frequent requirement for lifting and handling of sets of medical devices, weighing up to 20kg.</p> <p>Pushing, pulling of heavy, wheeled cabinets containing trays of instrumentation, and heavy wheeled autoclave trolleys.</p> <p>Frequent requirement to stand for long periods of time to undertake duties.</p> <p>Requirement to walk long distances within ARI when working in Endoscopy for collection and delivery of scopes to and from clinics.</p>
<p>14</p>	<p>Mental effort –</p> <p>Frequent concentration, work pattern predictable</p> <p>Frequent concentration for use of equipment</p> <p>Level 2</p> <p>Evidence:</p> <p>Frequent requirement for concentration where the work pattern is predictable</p> <p>For example:</p> <ul style="list-style-type: none"> • When providing training or assessing competence • Dealing with staff allocation and workflow • Inspecting individual items for cleanliness, functionality or damage. • Reassembly of complex items, application of appropriate lubricant and ensuring items are in accordance with the checklists. • Packing items in accordance with users and manufacturers requirements. Log again using I.T. system and transfer via air lock cabinets to autoclave area to allow processing to continue. • Undertake operation of the autoclaves including daily function tests.
<p>15</p>	<p>Emotional effort –</p> <p>Occasional exposure to distressing or emotional circumstances</p> <p>Level 2a</p> <p>Evidence:</p> <p>Occasional exposure to distressing or emotional circumstances, such as:</p> <ul style="list-style-type: none"> • Providing feedback on staff performance

16	<p>Working conditions</p> <p>Frequent exposure to highly unpleasant working conditions</p> <p>Frequent exposure to body fluids</p> <p>Level 4</p> <p>Evidence:</p> <p>Frequent daily exposure to contaminated sharps. Frequent daily contact with instrumentation grossly contaminated with potential infected body fluids including blood tissue and bone.</p>
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NHS GRAMPIAN
PERSON SPECIFICATION



The Person Specification should meet the demands of the job and comply with current legislation. Setting unnecessary standards may, for example, unfairly discriminate against one sex, the disabled or minority racial groups. Applicants should be assessed in relation to their ability to meet the real requirements of the job as laid down in the job description. Shortlisted candidates **MUST** possess all the essential components as detailed below.

POST/GRADE: Decontamination Services Team Leader

LOCATION/HOSPITALS: Central Decontamination Unit

WARD/DEPARTMENT: Decontamination Services

ATTRIBUTES	ESSENTIAL	DESIRABLE
<u>Qualifications & Experience</u>	Minimum of 24 months experience as an SATO Good standard of general Education IT Skills Good knowledge and understanding of the decontamination process. Ability to follow service procedures.	Previous team leading experience
Special Aptitude and Abilities	Willingness to learn and develop.	Flexibility to meet service needs.
Disposition	Team player	
Physical Requirements	Must have the ability to carry out all aspects of the role which includes to walk and stand for prolonged periods.	
Particular Requirements of the Post	Good communication skills	Understanding of the Quality Management System. Understanding of ISO 13485:2016

