NHS TAYSIDE – AGENDA FOR CHANGE

JOB DESCRIPTION

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| 1. JOB IDENTIFICATION | | Job Title | Healthcare Scientist  Decontamination Technician | |
| Department(s)/ Location | Central Decontamination Unit | |
| Number of job holders | 103 | |
| 2. JOB PURPOSE The post holder will be responsible for the preparation and processing of reusable medical devices and equipment throughout the decontamination cycle for use in Operating theaters, clinical departments and community services in NHS Tayside and NHS Fife, in order to support clinical activity. | | |
| 3. ORGANISATIONAL POSITION Production Officers  **|**  Decontamination Technician Supervisor  **|**  **Decontamination Technician** | | |
| 4. SCOPE AND RANGE The Central Decontamination Unit in Ninewells Hospital, Dundee provides high quality cost effective decontamination services to Operating Theatres, Wards, Clinics, and Community Services throughout NHS Tayside and NHS Fife. The Unit processes around 153,000 items weekly. There is an average of 2000 different types of theatre instruments trays, cassettes, packs, supplementary items, and soft goods covering a wide range of specialties. | | |
| 5. MAIN DUTIES/RESPONSIBILITIES  * 1. To complete training and assessment program in all key stages of decontamination process (Disinfection, Inspection, Assembly & Packing and Sterilsing). Demonstrating, through continual assessment, that training objectives have been met and become proficient in all aspects of the decontamination process.   2. Ensure quality procedures are adhered to in all areas and standards are met in line with regulatory requirements, ISO 13485:2016 Medical Devices Quality Management systems and Medical Devices Regulations (UK MDR 2002, Part ||, Annex V)   3. Apply knowledge to operate and conduct daily functioning tests for Washer Disinfectors and Sterilisers in compliance with SHTM 01-01 Decontamination of Medical Devices in CDU Part B Test equipment/methods. Clearing minor loading faults.   4. Apply knowledge to operate dedicated computerised track and trace I.T system process ensuring accurate receipt of reusable medical device trays, containers, cassettes, packs and supplementary items, throughout each stage of the decontamination process.      * 1. Disassemble complex reusable medical devices and prepare for decontamination, in accordance with manufacturer’s instructions, to ensure effective decontamination in compliance with regulatory requirements.   2. Apply specialist knowledge appropriate to individual pieces of equipment to enable selection of the appropriate disinfection processes including soaking, flushing, manual washing, specialist multi-irrigation systems, washer disinfectors.      * 1. Report and record any discrepancies, non conformances i.e. wrong quantities, items requiring repair to Supervisory staff.   2. Recognise priority workloads, loan kits and new instrumentation and deal with in line with the Units quality procedures.   3. Ensure safe handling of waste and sharps in accordance with NHS Tayside Waste Management Policy alerting Supervisory staff of any discrepancies.   4. Unload Washer Disinfectors, ensuring cycle parameters have been met and independent data confirm ‘Cycle Passed’. Record and release disinfected loads for packaging or return to the Wash room.   5. Apply knowledge to operate and conduct daily functioning tests for Heat Seal equipment in compliance with relevant packaging for terminally sterilised medical devices standards.   6. Apply Knowledge to operate and conduct daily functioning tests for fume/extraction cabinets.   7. Ensure all fluids are removed within the confines of the fume cabinet from lumens prior to packaging using compressed air.   8. Inspect individual reusable medical devices for cleanliness, functionality or damage, applying lubrication if required, in accordance with manufacturer’s literature. Record soiled devices and return to wash area. Replace damaged devices from stock if available.   9. Assemble complex reusable medical devices, in accordance with manufacturer’s instructions and ensure packaged with unique identification label and checklist. Investigate and record any non conformances.   10. Prepare, inspect and test dental motors utilising fume cabinets and extraction hoods.   11. Test conductivity of all Diathermy and Bi polar reusable medical devices.   12. Conduct final quality check prior to terminal packaging and apply specialist knowledge appropriate to individual pieces of equipment to enable selection of the appropriate aseptic packaging technique including: single use paper bags, plastic/paper reels, pouches, single use sheet wrapping material and sterilisation containers.   13. Apply knowledge to allow processing to continue using porous load steam sterilisers by establishing that required daily functioning tests have been completed and autoclaves are fit for purpose.   14. Apply specialist knowledge appropriate to individual pieces of equipment to enable loading and selection of the appropriate decontamination cycle i.e. extended drying.   15. Ensure that trays, cassettes, packs and supplementaries are dry and that the indicator tape or panel has changed, wraps/seals are intact and correct labels are applied prior to storage and dispatch.   16. Maintain steriliser logbooks accurately to check file charts / electronic charts / reports and report all faults to Supervisory staff.   17. Unload sterilisers, ensuring cycle parameters have been met and independent data confirm ‘Cycle Passed’. Record and release decontaminated loads for cooling and dispatch or return to the IAP room. Sign batch, and visually check chemical and biological indicators during dispatch label.   18. Dispatch to relevant transportation trolleys or UN approved containers in accordance with GUID 5010 Management of Reusable Surgical Instruments During Transportation, Storage and After Clinical Use.   19. Apply knowledge of the users requirements, manage own work load and, if required, support less experienced staff to maintain the high level of knowledge/skills required for the post.   20. Responsible for own and other team members health, safety and security by adhering to departmental policies, procedures and practices including the safe use of substances hazardous to health.   21. Follow policies, procedures SHTM`s, statutory requirements, and codes of practice as relevant and propose changes to working practices through appropriate departmental procedure.   22. Comply with Health and Safety regulations and adhere to manual handling training, fire safety training, risk assessment recommendations and COSHH.   23. To work in hazardous areas daily taking all safety measures to prevent danger, avoid injury, and prevent damage to equipment.   24. Participate in local and national audit systems to ensure quality of decontamination process.   25. Provide assistance and support in departmental Stores area as and when required.   26. In extreme circumstances there may be occasions where the post holder will be required work flexibly to support the service delivery of other areas of the Production Unit (CDU’s, LDU’s and Linen/Laundry Services).   **Induction Standards & Code of Conduct**  Your performance must comply with the national “Mandatory Induction Standards for Healthcare Support Workers 2009” and with the Code of Conduct for Healthcare Support Workers. | | |

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| 6. COMMUNICATIONS AND RELATIONSHIPS Ability to understand and communicate complex information relating to decontamination process and reusable medical devices.  Ability to work unsupervised or as part of a team while fostering positive co-operative relationships with other staff and departments.  Excellent communication Skills.  To project a positive and professional manner and attitude at all times.  To be adaptable to change within the organization.  Positive approach to challenging situations.  To mentor and provide technical advice and support to trainees and new starts when working with them as required.  To liaise with and assist specialist contractors during planned/unplanned maintenance several times a year or as required.  Liaise with Decontamination Supervisors and Production Officers frequently throughout the day.  Communicate and demonstrate policies procedures and use of decontamination and sterilisation equipment to less experienced staff as and when required.  Liaise with external agencies in relation to updates on procedures and upgrades to medical equipment and instruments frequently. |
| 7. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB The post holder will have achieved SVQ level 3 equivalents through the Institute of Decontamination Sciences (IDSc) Technical Certificate or have relevant knowledge and experience through the local 2 year decontamination training program. This level of qualification enables individuals working in organisations involved in the decontamination of reusable medical devices to demonstrate their knowledge, skills and understanding of all aspects of the decontamination cycle, over 6 core modules;   1. Basic microbiology, infection prevention and control 2. Containment and transportation of reusable medical devices 3. Cleaning and disinfection 4. Inspection, function testing , assembly and packaging 5. Terminal processes (sterilization) 6. Storage and distribution   In addition the post holder will be compliant with all core mandatory training requirements and have an understanding of NHS Policies. |

ESSENTIAL ADDITIONAL INFORMATION

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| 8. SYSTEMS AND EQUIPMENT  Frequent daily use  IT tracking and traceability system  Frequent use throughout the week  Staff net  Email  Multi and single chamber Washer Disinfectors  Compressed air  Heat seal machines  Lubrication unit  Fume/ Extraction cabinet  Test conductivity of all Diathermy and Bipolar reusable medical devices  Several times throughout the year  Learnpro  Turas  Datix  Steriliser independent data logging system  Large porous load steam sterilisers    **Responsibility for Records Management**  All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2011. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment. |
| 9. PHYSICAL DEMANDS OF THE JOB **Physical Skills**  Elevated levels of manual dexterity and concentration required for repeated daily disassembly, inspection and re-assembly of complex reusable medical devices and equipment to meet manufactures instruction and specifications.  Use of fine tools and devices required intermittently throughout the day in the above process demanding a high degree of accuracy. Frequent daily cleaning and inspection of oil-ways and cannulated devices. Testing conductivity of bi-polar/ diathermy cables using relevant test equipment.  **Physical Demands**  Manual handling skills are required for repeated daily transferral of fully loaded transport trolleys full of reusable medical devices weighing up to 150kg from reception to wash area and transfer of empty trolleys weighing 98kg to sterilsing area.  Frequent lifting, pulling, pushing, twisting and turning to transfer trays, containers, packs and cassettes of reusable medical devices averaging around 7kgs, to workstations in the wash and IAP room throughout the day. Loading cradles in the wash weighing 20 Kg for thermal disinfection in washer’s disinfectors.  Bending and stretching repeatedly daily to load and unload din baskets and containers averaging 7kgs, onto 9 tier wheeled trolleys in IAP room. Unloading din baskets from trolleys in the wash area and loading into transport trolleys and UN approved containers after sterilisation.  Repeatedly lifting and loading packaged reusable medical devices from conveyor belts throughout the day, averaging a weight of 7kgs, onto sterilsing trolleys, pushing loaded trolleys in and out of steam sterilizers. Involving twisting and turning  Prolonged periods of standing throughout the day predominantly in the wash and sterilising area, 50 % of time in the IAP area.  **Mental demands**  Frequent daily use of display screen and keyboard equipment which requires high-levels of concentration and accuracy to ensure track and trace of reusable medical devices.  High level of prolonged concentration and visual vigilance required when inspecting all reusable medical devices and equipment to ensure compliance with manufacturer tolerances and specifications.  High levels of concentration required when testing washer disinfectors and steam sterilizer parameters to ensure critical cycle stages are achieved in compliance with Scottish Health Technical Memorandum (SHTM) 01-01  High level of concentration required when using test equipment.  **Emotional demands**  Pressurised environment due to unpredictable clinical demand of specific specialized reusable medical devices.  **Working conditions**  Direct exposure to body fluids, feces, tissue and bone, etc on a daily basis.  Working in a high humidity, high temperature environment, regularly each week with washer disinfectors and steam sterilisers.  Continuously working with potentially dangerous and contaminated reusable medical devices, blades and needles. |
| 10. DECISIONS AND JUDGEMENTS Responsible at all times for ensuring that the reusable medical devices are to the required quality standards for use in clinical areas in NHS Tayside and NHS Fife.  Responsible at all times for ensuring that component parts of reusable medical devices are correctly disassembled/assembled throughout the decontamination process before dispatch to clinical areas.  Manages own workload and works autonomously throughout the day, supervision available if required.  Supports less experienced staff as and when required.  Identify prioritised workloads throughout the day and provide proactive solutions to suit the needs of the service, applying skills, judgement, and experience to minimise and control the hazards to patients, staff, visitors, and themselves.  Use own Initiative to establish the performance or other attributes of a system and to compare, analyse and interpret the results, to determine remedial action/spares required on a daily basis. |
| 11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB Continuously maintaining and developing technical knowledge/expertise of new developments in reusable medical devices and equipment.  Ensure the correct balance is maintained of pace and quality when faced with urgent clinical requests each day and unpredictability of clinical demand. |

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| **12. JOB DESCRIPTION AGREEMENT**  A separate job description will need to be signed off by each post holder to whom the job  description applies | |
| **Job Holder’s Signature:** | **Date:** |
| **Head of Department’s Signature:** | **Date:** |