



JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: Local Decontamination Unit Operative

Responsible to : Senior Dental Nurse Infection Control & Decontamination

Department(s): Dental Services

Directorate: Clinical Services

Last Update : March 2021

2. JOB PURPOSE

The post holder will participate in the decontamination and processing of dental/medical instruments and the operation of machinery to ensure the safe and effective production of all goods from the local decontamination unit.

This will involve the safe and secure transportation of contaminated goods to the local decontamination unit and the timely dispatch of processed products to the dental surgeries.

The post holder will be responsible for ensuring that all data is collected, processed and stored on a daily basis, work unsupervised and to be accountable to the Senior Dental Nurse. The post holder will work in the decontamination room without direct supervision.

3. DIMENSIONS (Job Facts and Figures)

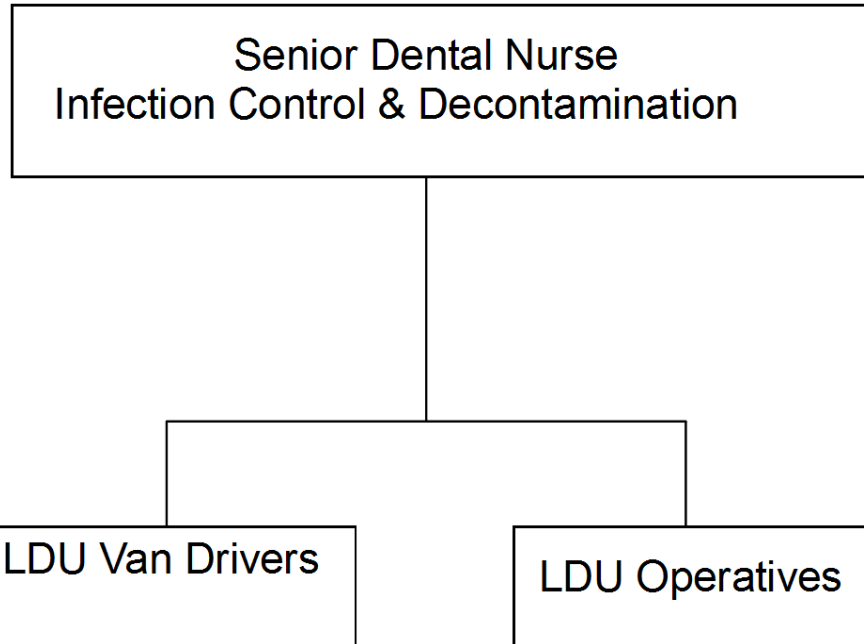
The population of Shetland is approximately 22,000 spread over a remote and rural island group stretching almost 100 miles, with 14 inhabited islands. There are 11 Dental chairs throughout the islands, aligned to three operational units that act as the base for Dental Teams.

The three operational units of the Dental Service are:

- Lerwick Montfield Site,
- Gilbert Bain Dental Centre
- Brae, Yell and Whalsay

In addition to the eleven dental chairs, there are staff employed by the Dental Service supporting the Childsmile Project, the Tooth Brushing Programme and the National Dental Inspection programme (NDIP).

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

What services does the department, division or section provide?

- Public Dental Services
- Orthodontic Services in Partnership with NHS Grampian
- Community Dental Services
- Oral Surgery through Gilbert Bain Hospital, in Partnership with NHS Grampian
- 11 dental chairs throughout Shetland
- Oral Hygiene Services
- Toothbrushing programme
- Childsmile Programme
- Provision of National Dental Inspection Programme (NDIP)

How do these services help the Organisation achieve its objectives?

- Ensuring that oral and dental health are optimised for NHS Shetland patients
- Ensuring that Dental Clinical Governance is effective in supporting safe, effective, best value, person centred dental services.

Within this

- The Local Decontamination Service receives the contaminated instruments from the clinics and using set processes they are cleaned, disinfected and sterilised, making the instruments safe for use. They are then returned to the clinics to be used again.

6. KEY RESULT AREAS

Ensure all housekeeping duties are carried out on a daily basis.

Carry out all daily tests on ultrasonic machines (not routinely used), washer disinfectors and sterilizers prior to use on contaminated items. Ensure all documentation is accurately completed. Resolve faults detected if appropriate, if required contacting line manager or engineering staff to assist.

Clean and maintain all equipment within the unit ensuring adequate levels of all substances required to operate machinery are available.

Ensure adequate supplies of all required stock are maintained and notify the appropriate staff when extra supplies are required.

Carry out work delegated by the LDU line manager effectively and completely.

Use all tools, equipment and materials safely as per NHS Shetland Policies and procedures e.g. COSHH, Infection Control, Health & Safety.

Store tools, equipment and materials in a secure place.

Leave the work area clean and safe.

Ensure all data for machinery is stored appropriately.

Correctly prepare and decontaminate all equipment and instruments sent to the LDU using ultrasonic (not routinely used), assistina, washer disinfectors and sterilizers on a daily basis.

Use the scanners to track the instruments through the decontamination cycle.

Replace keydots and update system as required.

Identify and assess the risks involved in working within the LDU e.g. recognition and management of moving and handling of equipment, noxious substances, any issues relating to infection control e.g. instruments contaminated with blood and body fluids, operating machinery that functions at extremely high temperatures and high steam pressures e.g. sterilizers, be aware of the risks, chemical cleaning agents and hazardous substances. Take appropriate action to manage an emergency situation summoning assistance immediately, as necessary taking appropriate action to contain the situation.

Ensure correct assembly of complicated instruments.

Checking instruments prior to dispatch. Dispatch to correct areas.

Ensure prompt reporting of faults and log on the appropriate sheet the faults and error codes when detected in the decontamination process to the LDU line manager.

Occasionally driving the van to collect /deliver instruments to any of the clinics.

Following all the COVID related

7a. EQUIPMENT AND MACHINERY

Ultrasonics, used for cleaning the contaminated instruments, (not used routinely)

Instrument cassettes, for carrying the instruments within the decontamination cycle.

Washer disinfectors for cleaning and disinfecting the instruments

Assistina, to clean and oil handpieces before they go into the steriliser

Autoclaves, used after the ultrasonic/ washer disinfector to sterilize the instruments

Laptop/computer, used to download the data from the autoclaves, and for Turas, Learn pro, email and to upload photos of cleaning efficacy tests from the camera.

Scanners to scan the instruments into the system etc.

Camera to take photos of the cleaning efficacy tests.

Personal Protective Equipment, gloves masks, visors and aprons, used whilst working with the contaminated instruments.

Headsets and cameras on the computers for Teams meetings/training courses.

Van you may be required to drive the van to collect the instruments or deliver instruments.

7b. SYSTEMS

NHS Shetland standard office support systems and programmes eg Microsoft Office, outlook and the Networked drive system.

Collect all required data and information on a daily basis and report and accurately document all data in Machinery logs to Nationally agreed standards.

Dentrak, keydot system to track the instruments through the decontamination process and for tracking instruments to a specific clinic.

Weekly downloads from the autoclaves and washer disinfectors.

Timesheets monthly forwarding to your line manager.

Annual leave requests as required to be signed off by your Line Manager.

Resolve faults detected if appropriate, if required contacting line manager or engineering staff to assist.

8. ASSIGNMENT AND REVIEW OF WORK

The post holder is a key worker in providing a full decontamination service for all used goods from the Dental Clinics.

The post holder will be required to have the skills and knowledge in decontamination of used goods, processing through the correct equipment used for washing and disinfection. The post holder will follow set instruction, using specific work instructions, set procedures and following set standards within the quality manual held with in the department specific to meet ISO 13485 2003 (Medical devices- Quality Management Systems- Requirements for Regulatory purposes)

The used instruments will come from Montfield, Brae, Yell, Whalsay and the Dental Suites.

Works closely with the LDU line manager to ensure educational opportunities are met. E.g. IT skills, Infection Control and mandatory training are undertaken and recorded by the individual.

Your work will be reviewed regularly by discussion with your line manager.

There will be an informal review in the first few weeks of holding the post and a formal review within 1 year.

Identifies own development needs in relation to current practise and possible future work and sets personal development objectives. Maintains Personal Development Plan.

9. DECISIONS AND JUDGEMENTS

The post holder will be expected to calculate when there are changes to the delivery of the instruments or numbers of surgeries working.

The post holder will be expected to inform the Estates department if there is a breakdown of equipment filling out the relevant paperwork and logging the job number from Estates

The Senior Dental Nurse for Infection Control & Decontamination should be informed if you are unsure of how you should proceed.

Participate in departmental meetings making constructive suggestions as to how services can be improved within the LDU.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

There may be times when due to a breakdown of equipment you are still expected to manage the instrument that come through the LDU this will be difficult due to less machinery, same work load.

11. COMMUNICATIONS AND RELATIONSHIPS

Liaise with the Dental Clinics in receipt of LDU processed equipment on a daily basis.

Communicate with people in an appropriate manner consistent with their needs and culture, either face to face, by telephone, documentation and e-mail.

The post holder recognises potential communication difficulties in LDU and manages them appropriately but seeks assistance from the Senior Nurse of Infection Control and Decontamination if difficulties persist or require a higher level of management. This may include non co-operation from users or maintenance staff that would adversely affect patient's health and safety if left unattended. I.e. faulty machinery, mishandled instrumentation and equipment.

Recognise the need to feedback information to senior staff and colleagues. This might include issues such as equipment failure, instrument damage and faulty decontamination processes.

Maintain confidentiality during communication consistent with legislation and employers policies e.g. Dignity at Work, Diversity and Equality. This is particularly significant in a small close-knit community where staff often know patients.

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12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Working in a room that can get hot. You would be on your feet a large part of the day. Sitting / standing drying and packing instruments is repetitive. Working under pressure to return the instruments to the surgeries when very busy. Manual dexterity required when handling instruments individually.

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB
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QUALIFICATIONS TRAINING Educated to Standard Grade Level in English & Numeracy KNOWLEDGE AND SKILLS Infection Control Good interpersonal skills Ability to work as part of a team Able to use own initiative and to work without direct supervision DISPOSITION Well mannered Honest Reliable Flexible High standard of personal hygiene OTHER Must be willing to work early/late or weekend shifts if the service requires. You will be expected to comply with the Induction Standards and Code of Conduct for Healthcare Support Workers within 3 months of commencing your role Must be willing to undertake NES Decontamination of RMD's e learning Course NES Scottish IPC Education Pathway – Foundation e learning Course. The LDU training record to be completed before working without supervision.

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.	
Job Holder's Signature:	Date:
Head of Department Signature:	Date:

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