

Delivering care through collaboration

**NHS Golden Jubilee**

Beardmore Street, Clydebank G81 4HX

Telephone: 0141 951 5000

[www.nhsgoldenjubilee.co.uk](http://www.nhsgoldenjubilee.co.uk)



Chair: Susan Douglas-Scott CBE

Chief Executive: Professor Jann Gardner

Recruitment line: 0800 0283 666

Dear Candidate,

**POST: Decontamination Services Production Supervisor/ Trainer Supervisor**

**HOURS: 37.5 hours per week**

**SALARY: Band 4- £23,709 to £25,982 per annum**

**CLOSING DATE: 8<sup>th</sup> July 2022**

NHS Golden Jubilee welcomes your enquiry in connection with the above post. Please find enclosed an information pack.

Should you wish to submit an application for the above post, please ensure you do so in advance of the closing date. Late applications will not be forwarded for short listing.

When providing referees on the application form, please be aware that we require a minimum of two references to cover at least **two years** of previous employment/training history. If there is insufficient space on the application form to list all of your referees, please provide on an additional page. Where possible, please provide us with e-mail addresses for contact. Additionally, you should note that as part of the pre-employment checks a PVG or Disclosure Scotland check will be completed. **It is an offence for barred individuals to apply for regulated work.**

Should you contact the recruitment team to discuss any queries regarding your application it is advisable that you retain the job reference number as you will be asked to quote this when you call.

In the meantime, I wish you success with your application and should you require any further information please do not hesitate to contact the recruitment team on the contact telephone number shown above.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'G Swinyard', written over a light blue horizontal line.

Gabriella Swinyard  
Senior Recruitment Advisor

## **NHS Golden Jubilee**

### **General Information for Candidates**

- This information package has been compiled to provide prospective candidates with details of the post and background information about NHS Golden Jubilee.
- The contents of this package are as follows:
  - Job Description/Person Specification
  - Terms and Conditions of Service
  - Information on Agenda for Change
- The Equal Opportunities Monitoring form which you will be requested to complete via our electronic application system is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.
- NHS Golden Jubilee operates a No Smoking Policy on all Premises and Grounds and in shared vehicles.
- All offers of employment will be subject to the receipt of two year's satisfactory References, Occupational Health screening and Disclosure Scotland clearance. Please note that it is an offence under the act for barred individuals to apply for regulated work.
- Please submit your completed application through the Jobtrain Recruitment System.
- The shortlisting process will take place shortly after the closing date.
- As a Disability Confident Leader we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities all applicants who are disabled and who meet the minimum criteria expressed in the person specification will be guaranteed an interview.
- The organisation has introduced a set of shared values. These values will be measured during our Values Based Competency Interview. Our values are:
  - Valuing dignity and respect
  - A "can do" attitude
  - Leading commitment to quality
  - Understanding our responsibilities
  - Effectively working together

**Person Specification for Production Supervisor**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Educated to Standard Grade level</li> <li>• Supervisory Qualification at SVQ level 3 or above</li> <li>• Decontamination Qualifications IDSc Technical Certificate or equivalent</li> <li>• Significant experience within a Sterile Services role</li> </ul>	
<b>Working Experience</b>	<ul style="list-style-type: none"> <li>• A clear understanding of the strict codes of practice required within Decontamination</li> <li>• Excellent knowledge of the underlying Decontamination legislation</li> <li>• Previous experience in a successful decontamination unit</li> <li>• Working understanding of ISO13485:2016</li> </ul>	<ul style="list-style-type: none"> <li>• Supervisory experience in previous role</li> </ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Good IT skills</li> <li>• Ability to understand, retain and instruct others in the decontamination processes and procedures</li> <li>• Ability to problem solve</li> <li>• Ability to work with other staff from within and outside of the department</li> <li>• Demonstrated ability to expand knowledge within current role</li> <li>• Excellent communication skills</li> <li>• Keen to develop management skills</li> </ul>	
<b>Additional job requirements Eg. car driver, unsocial hours</b>	<ul style="list-style-type: none"> <li>• Flexibility will be required to work shift patterns which includes weekends</li> </ul>	
<b>Any other additional information</b>	<ul style="list-style-type: none"> <li>• Ability to work well within a team environment</li> <li>• Adaptable to meet the needs of the service</li> </ul>	

## Job Description

### 1. JOB IDENTIFICATION

**Job Title: Production Supervisor**

**Department(s): Central Sterile Processing Department (CSPD)**

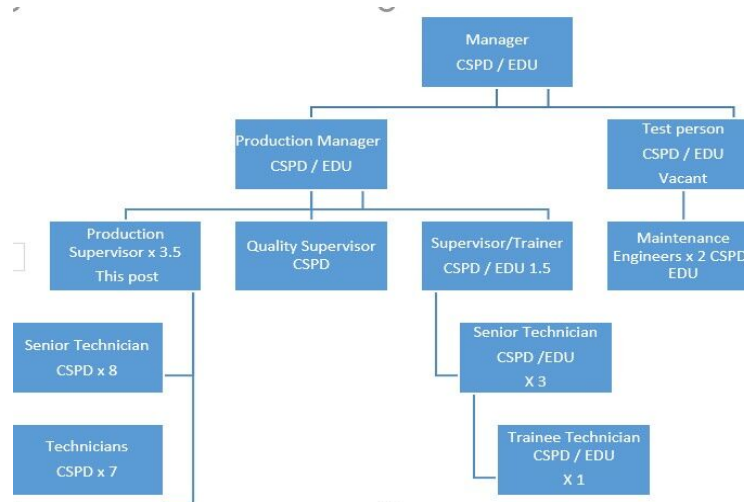
**Job Holder Reference:**

**No of Job Holders: 3.5**

### 2. JOB PURPOSE

- The postholder will actively participate as a member of the Management team in the production of a high quality cost effective Decontamination service within the GJUNH
- Assisting management to ensure a smooth work-flow through the department by utilising staff skills, prioritising items for a quick turnaround
- Alerting users of the service to any problem that could impact on their ability to manage the Theatre lists
- Responsible for training, developing and motivating the team of Senior Technicians and Technicians to demonstrate detailed processing, decontamination and sterilisation knowledge of all instrumentation
- Continually updating and increasing their personal skill base and ensuring the end product is fit for purpose

### 3. ORGANISATIONAL POSITION



#### **4. SCOPE AND RANGE**

- The Production Supervisor is directly responsible to the CSPD Production Manager and is responsible for managing the following processes:
- From receipt of used surgical instrumentation in the decontamination room through the various stages until the item is despatched back to user
- Ensuring safe handling of surgical instruments and all detergents
- Ensuring correct and safe operation use of decontamination equipment
- Ensuring department resources are used efficiently and effectively with no budgetary responsibility
- Delivering and monitoring training programs and have 1st line management responsibility
- Number of staff managed by post holders; 19 WTE
- Budget allocation: N/A
- Department Production figures:
- Instrument trays processed annually
- Supplementary Instruments processed annually
- Wards & Departments processed annually
- Services provided to:
- Theatres: Cardiac/ Thoracic, Orthopaedic, General, Ophthalmic
- Wards : ICU HDU 2 East 2 West 3East 3West
- Departments: Outpatients, Dental Suite, Cardiology

#### **5. MAIN DUTIES/RESPONSIBILITIES**

- Support CSPD Management in producing a quality product to specified/agreed standards within the given timescale
- Responsible for organising and directing work priorities to Senior Technicians and Technicians ensuring that the work allocated is appropriate to the knowledge and skills of each person and provide support and guidance where necessary in the performance of their duties and responsibilities
- Monitor staff performance, instances of lateness and taking action or referring to management as appropriate
- Carry out return to work interviews and advise Production Manager of Senior Technician and Technicians annual leave requests
- Sign off daily tests on WD and sterilisers as per requirements of the SHTM's, heat seal daily check should be accepted prior to use
- Deal with non-conformances of equipment, assess equipment which needs to be isolated and re-instated after appropriate remedial actions
- Liaise with engineers regarding equipment faults and scheduled testing
- Ensure log books are accurately filled out
- Assisting with the training and development of all Technicians and Senior Technicians, ensuring effective teamwork and compliance with standards
- Checking of new equipment including loan sets received into the Department, ensuring that the correct method of processing can be carried out as detailed in the manufacturer's instructions
- Liaise with company representatives and users should there be difficulties with the information provided

- Assist in trials of new equipment and new service developments. Reporting any difficulties to the CSPD Production Manager
- Ensuring Health & Safety instructions are carried out and liaise with Managerial staff to promote a good standard of H&S within the department
- Ensuring the department and hospitals Policies and Procedures are carried out and any new procedures developed are recorded and staff trained appropriately
- Performing Quality checks and document findings ensuring all records are up to date
- Ensuring safe handling of sharps and safe disposal as per hospital policy
- Ensuring the scheduled department cleaning is carried out as per work instructions and recorded as well as staff daily housekeeping duties to maintain the room standards
- Coordinate workflow through department to ensure that all trays are scanned into the department, where any items without a barcode is promptly dealt with
- Ensuring all priority instruments are dealt with timeously and where problems arise deal with them in an efficient and effective manner
- Ensure all staff are familiar with the Departmental objectives and these are met through the key performance indicators being achieved
- When dealing with missing instrument ensure user departments have been notified and all correspondence documented appropriately
- Compile tray lists for new sets, deliver instruction and training on these prior to introducing to the process
- Answering telephone enquiries and resolving problems within the capability of the position
- Carry out production work when required
- Responsible for quality inspection of new instruments
- Ensure stores are dealt with as per work instructions and that raw materials are available at all times to ensure production is maintained
- Responsibility to ensure items for repair are managed efficiently, with minimum downtime on sets
- Responsible for encouraging and motivating staff to produce work efficiently and effectively by adhering to the QMS work instructions
- Ensuring efficient use of departmental resources
- Ensuring the training needs are identified for both trained and trainee staff
- Develop a method of cascading training where new instrumentation or procedures are being introduced
- Ensure mandatory training is completed on time to ensure hospital targets are met
- May be required to work outwit normal operating hours covering emergency procedures
- Participate in Departmental meetings when required
- Operation of the computerised Tracker system to be competent in the use of all modules as well as the preparation of reports and investigation of trays history when required
- Ensure all staff wear PPE correctly in all areas, and the correct entry and exit procedures are adhered to
- Undertake microbial sampling as per the work instructions to ensure compliance to MHRA requirements
- Liaise with Andersen Caledonia Laboratory to ensure delivery of plates is satisfactory to meet the monthly test schedule
- Undertake Internal Audits as requested by the Quality Supervisor

## **6. SYSTEMS AND EQUIPMENT**

- Cart washer – For cleaning carts and equipment
- Ultrasonic Cleaner – Used as pre-clean prior to washer disinfectors
- Washer/disinfectors – For cleaning instruments, equipment & containers
- Sterilisers – For sterilising surgical instruments and equipment
- Anville system – Independent monitoring for steriliser and washer disinfectant cycles
- Heat Sealer – For sealing bags containing instruments and equipment prior to sterilisation
- Cart Lift Clean Area – For transferring sterile instruments to Theatre
- Cart lift Dirty Area – For returning contaminated instruments to the department
- Computers – Fingerprint Tracking System for rigid tracking of instruments and equipment through the above processes and for collating non-conformances
- Microsoft Word and Excel – for the preparation of reports

## **7. DECISIONS AND JUDGEMENTS**

- The postholder is expected to use own initiative in the carrying out of day to day duties ie: whether items are fit for purpose, interpretation of print out to accept loads from WD or Steriliser
- Using their knowledge and analytical/ judgemental skills, the postholder is expected to communicate with management and service users to offer suggestions for improvements workflow or the service
- In the event of an equipment breakdown the postholder must decide on priorities until equipment is back on line
- The postholder will address any problems which may arise in order to maintain the delivery of a quality service
- Delegating duties to Senior Technicians and Technicians based on knowledge and expertise to ensure workflow progresses efficiently throughout the department and make changes where necessary due to fluctuations of work, equipment faults, staffing levels due to sickness
- Ensure details of instruments requiring fast track are communicated to Senior Technicians and Technicians
- Ensure staff receive the training required to fulfil all tasks carried out
- Contribute to the planning of training programme monitor coordinate and feedback to Mentor and trainee
- Deal with problems and enquiries arising on a daily basis from users of the service
- Decide necessary actions in order to rectify problems. Ensuring any changes found necessary are conveyed to the relevant people and documented as required
- When responding to an emergency make a decision on whether it is an appropriate request
- Decide on when to isolate WD / Sterilisers and remedial actions necessary
- Overseeing subsequent cycles on all processing equipment ensuring faults and corrective actions are followed through and recorded in the log books
- Cover the department in the absence of the Production Manager
- The postholder is expected to help in the development of policies and procedures within the department
- Make assessments on Senior Technician and Technicians performance and deal with problem issues which may require further investigation and give feedback to management when necessary

- Postholder contributes to personal development appraisals and carries out return to work interviews after periods of absenteeism
- Compile tray lists including any special instructions for new sets including on loan and ensure staff are fully aware of the specific instructions to be carried out
- Postholder is expected to motivate and reassure staff especially during new developments in decontamination which may involve changes in practise by encouraging staff to work as a team to achieve targets and goals

## **8. COMMUNICATIONS AND RELATIONSHIPS**

- In order to maintain an efficient and cost effective compliant Sterile Service the postholder requires to develop and maintain effective communication links and working relationships with the following: Theatres / Wards / ICU / HDU / Dental / OPD
- To ensure good communication links between C.S.P.D and service users in regards to procedures, content check lists, instrumentation requirements and queries re service provision including fast track
- Medical Physics - Decontamination issues regarding new equipment. Sending faulty equipment previously used in Theatres
- Engineering - Liaising with engineers, reporting faults on machinery and plant equipment
- Human resources - Seek advice regarding staffing issues sickness, absences etc.
- Materials management - Request supplies, Queries against order
- I.T Department - Problems with accessing Office systems
- Housekeeping - Discuss issues with cleaning schedule, supply of scrubs for department staff
- External:
- Company representatives- Regarding loan equipment, implementation of new equipment, arrange training for new equipment
- Managers – Maintaining a network of colleagues within the field of decontamination
- Authorised Person (Decontamination) Advice on equipment suitability for the decontamination process
- Annual revalidation certificates of all processing equipment
- Notified body – Advise of any change to the process that could affect the current certification ISO13485: 2016

## **9. PHYSICAL DEMANDS OF THE JOB**

- These duties are carried out in the course of the day the time spent on each part of the process varies
- Good manual handling skills are necessary
- Wash / Decontamination room:
- Frequent standing at the sinks and setting up instruments in baskets
- Frequent pushing and pulling heavy transport carts from lifts
- Frequent lifting of instruments sets from transport carts
- Loading/ unloading instruments from ultrasonic cleaner
- Loading din baskets containing instruments onto washer rack pushing the rack into washer
- Lifting of instrument racks and baskets onto trolleys for washers
- Pushing carts into the cart washer
- Packing room:
- Standing at the heat sealer
- Removing hot racks from the washer on to trolley

- Lifting instruments and containers from washer
- Frequent sitting or standing checking and setting up instruments
- Frequent lifting of completed instrument sets into transfer hatch
- Lifting raw materials from the store to the racks
- Need for excellent hand eye coordination in order to ensure accuracy and speed
- Sterilisation room:
  - Lifting instrument sets from transfer hatch and loading onto Steriliser trolleys
  - Pushing and lining up trolley into steriliser.
  - Pulling hot trolley from steriliser.
  - Loading transport carts for Theatres
  - Despatch all items to correct designation using hand held scanner and tracker module
  - Pushing transport carts into lifts for Theatres
- Working environment:
  - Daily exposure to heavily soiled contaminated equipment ie; Blood, bone and tissue whilst handling instruments
  - Exposure to hot equipment possible burn hazard following decontamination and sterilisation
  - Increased temperatures in the decontamination room during constant activity

#### **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

- To have confidence in taking responsibility for making decisions in order to deliver and ensure provision of a high quality service
- Quick turnaround of instruments when demand is greater than available resources
- Machinery failures or breakdowns at critical times
- When out of hours work is necessary you work on your own initiative and are responsible for all decisions and actions taken
- Added pressure when scheduled staff are absent
- Late deliveries of equipment requiring a quick turnaround
- Maintaining effective communication
- To be sufficiently influential with Senior Technicians and Technicians and instil the highest possible standards for the delivery of the service
- To prioritise workload and deal with a number of different issues simultaneously
- Ongoing learning of new types of equipment and dealing with the complexities associated with the disassembly, reassembly to ensure adequate decontamination of such equipment.
- Ensuring all staff are trained and competent to deal with these
- Ability to work under pressure whilst ensuring that standards are maintained
- Ability to remain focused despite interruptions and changes in service demand

#### **11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

- The jobholder requires to have knowledge of, be proficient in or undertake training in the following:
  - Completion of Supervisory Management course
  - IDSc Technical certificate or equivalent knowledge and expertise to undertake the variety of work practises within Decontamination
  - HTM2010 / 2030 City & Guilds user course
  - Demonstrate substantial knowledge and experience in Sterile Service production and Quality Control

- Educated to standard grade level
- Knowledge in the operation of all Departmental equipment
- Internal Auditor QMS qualification
- Full understanding and operation of all Tracker modules
- Maintain departmental procedure and work instructions to ensure the legal and mandatory tracking requirements to individual patients is not compromised
- Interpretation of manufacturer's instructions to ensure compatibility with the process equipment
- Ability to learn and understand the requirements of the QMS
- Ability to meet tight timescales for turnaround of sterile goods
- Ability to address and resolve issues to ensure that the service is not compromised
- Ability to train and mentor new Technicians and Senior Technicians, recognising training issues as they arise
- Numerate, literate and practical skills
- Good communication and management skills both oral and written
- Good team leader
- Good interpersonal and organisational skills
- Be capable of adapting to situations and remaining calm under pressure
- Knowledge and understanding of Hospital wide policies including:
  - Environmental
  - Clean room protocol and awareness
  - Health & Safety policies including Manual Handling
  - RIDDOR
  - Infection Control
  - Staff / Clinical Governance
  - Waste Management
  - Datix reporting

**12. 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:**

**Person Specification for Decontamination Supervisor Trainer**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Educated to Standard Grade level</li> <li>• IDSc Technical Certificate or equivalent</li> <li>• Significant experience within Sterile Services</li> </ul>	<ul style="list-style-type: none"> <li>• Education and Training Qualification</li> <li>• SVQ Internal Auditor Qualification</li> </ul>
<b>Working Experience</b>	<ul style="list-style-type: none"> <li>• Experience in all sections of the decontamination process</li> <li>• Experience of Supervising decontamination staff and the process</li> <li>• Experience in the operation of all decontamination equipment</li> <li>• A clear understanding of the strict codes of practice required within Decontamination</li> <li>• Ability to work accurately under pressure</li> <li>• Ability to work within a team environment</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in a staff training position</li> </ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Extensive knowledge of medical device decontamination processes</li> <li>• Able to organise and manage workload efficiently</li> <li>• Working knowledge of the Quality Management Systems and Medical Device tracking system</li> <li>• Can demonstrate the ability to work to strict standards</li> <li>• Good IT Skills</li> <li>• Able to motivate others and act in a positive and professional manner at all times</li> </ul>	
<b>Additional job requirements Eg. car driver, unsocial hours</b>	<ul style="list-style-type: none"> <li>• Flexibility will be required to work shift patterns which includes weekends</li> </ul>	
<b>Any other additional information</b>	<ul style="list-style-type: none"> <li>• Adaptable to meet the needs of the service</li> </ul>	

## **Job Description for Decontamination Supervisor Trainer**

### **1. JOB IDENTIFICATION**

**Job Title: Decontamination Supervisor Trainer**

**Department(s): Central Sterile Processing Department (CSPD)**

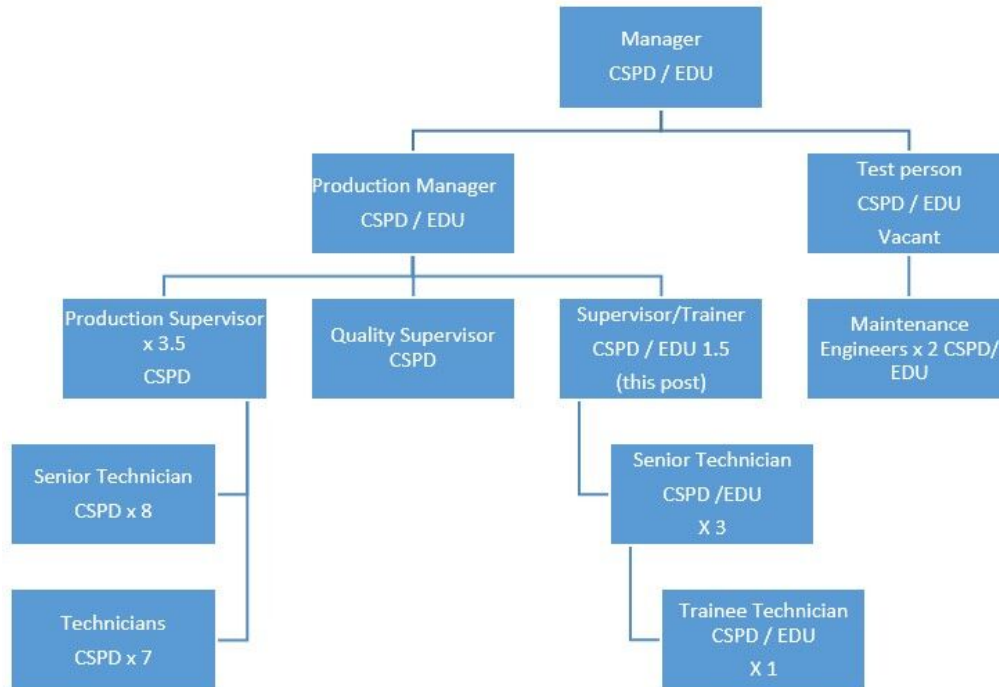
**Job Holder Reference:**

**No of Job Holders: 1.5**

### **2. JOB PURPOSE**

- To support the Central Sterilising Processing Department (CSPD) provide a high quality efficient and cost effective specialised service decontaminating reusable medical devices for all Theatres, Wards and Departments contributing to the clinical care of patient
- To deliver and co-ordinate training to staff to ensure that all staff are trained and competent to carry out the duties within the decontamination process
- To design, implement and maintain a documented training system for technical staff within CSPD, ensuring a consistent approach is applied throughout
- To ensure Departmental Standard Operating Procedures are adhered to by all Decontamination technical staff in accordance with Quality Management Systems
- To support the CSPD Manager in designing a training programme to meet accreditation and Healthcare Science qualifications in collaboration with academic institutions
- To maintain certification to ISO13485:2016 as well as adherence to the relevant European and National Standards
- To support senior members of the team deliver a training programme to meet team objectives

### 3. ORGANISATIONAL POSITION



### 4. SCOPE AND RANGE

- The post holder will demonstrate own activities and workplace routines to new or less experienced employees
- They will be required to develop and assess the skills and knowledge of all decontamination technical staff to ensure competence in all activities in the workplace
- There is currently 22 production staff
- Budget – The postholder has no direct budget responsibility, however is expected to contribute to the efficient use of the training resources available

### 5. MAIN DUTIES / RESPONSIBILITIES

- The Postholder is expected to proactively, meaningfully and consistently demonstrate the Board's Values in their every day practice, decision making and interaction with colleagues and patients if applicable
- Works closely with Production Supervisors and Managers
- The Postholder is expected to contribute to the development of new policies and procedures within the Department and using their own knowledge and analytical/ judgemental skill co-ordinating with own staff and external service users in the introduction of new/ revised procedures ensuring that a program of training for all staff is planned, implemented and recorded

- The Postholder communicates closely with the Supervisors and Production Manager regarding any new developments and discusses training schedules with them
- Develop the staff training plan and provide training support to all production staff
- To design and deliver training sessions of a technical nature and liaise with Colleges coordinating the academic element of the Healthcare Science qualification, thereby undertaking activities in support of national qualifications and the IDSc Education Framework (Institute of Decontamination Science)
- To undertake and review local departmental induction with all new members of staff and familiarise them with regulatory requirements, policies, procedures and standards of the service
- Devise a competency assessment tool to determine training needs of the Department and individuals in order to ensure operational standards are achieved and that all staff attend mandatory courses
- Continually audit, monitor and assess the effectiveness of the training program to ensure best practice
- Participate in designing and implementing new training requirements and presentations to staff. Ensure all training records are completed accordingly
- Support the decontamination service with organising / planning personal development plans and ensure learning needs are progressed
- To actively participate in the Organisation's appraisal system and personal development planning process in accordance with Organisation's Policy
- Provide operational training reports for the Department Managers.
- To be conversant with organisational Policies and Procedures including Health & Safety and Risk Management to ensure compliance within the department
- Liaise with the Supervisors regarding any quality issues, the processing of sets/ instruments, timescales, identifying and implementing training needs to resolve any problems
- Responsible for encouraging and motivating staff to ensure training and documented evidence complies with ISO 13485 Quality Management System
- Attend and participate in Departmental management meetings suggesting recommendations for improvement in the Quality Management System and report on outcomes regarding training reviews
- Be aware of all department procedures/policies and assure all members of staff adhere to them. Review work practices and procedures, and propose changes when necessary
- Work in accordance with Departmental Policy, Documented Procedures and Quality Management Systems
- To participate in the Department's audits and assist in the audit of data held on the decontamination information systems
- To assist in the evaluation of trials and new processes
- Clinical practice (20 %):
- Identifying sorting and preparation of dirty instruments and patient care equipment, for processing either manually or automated
- Operate and maintain washers as required
- Operation of computerised instrument Tracking System
- Checking, inspection and assembly of equipment
- The packing of instrument trays and supplementaries for Theatre, wards and departments
- Ensure compliance of documented procedures at all times
- The appropriate use of all equipment in accordance with written instructions
- Carrying out the routine testing and operating of Autoclaves as required
- Assist with Quality Control and Quality Assurance checks and document findings as necessary
- Reporting equipment faults and irregularities or difficulties to Senior management

- Instrument sets are correctly identified and contents are accurately documented

## **6. SYSTEMS AND EQUIPMENT**

- The postholder must demonstrate competence in the operation and also a technical knowledge of all the decontamination equipment in order to be able to train and support staff to gain knowledge and skills of all equipment operated within the department:
- High Temperature Washer Disinfectors
- Pressure Vessels (Sterilisers)
- RO Plant and equipment
- Ultrasonic Cleaners
- Cart Washer
- Heat Sealers
- The post holder will be required to use the Microsoft Office in developing and delivering training programmes and keeping records (TURAS and LearnPro)
- Preparation of reports required by Department Managers
- The post holder will be fully conversant in all the Tracker modules
- Staff training records will be managed in accordance with hospital policy and statutory requirements e.g. Data Protection Act

## **7. DECISIONS AND JUDGEMENTS**

- The Postholder is expected to use their own initiative in respect of staff training and development to make decisions/ judgements with regard to the training needs of the department
- Using their knowledge and analytical/ judgemental skills, the Postholder is required to communicate with management, staff and service users to offer suggestions on how to improve e.g. workflow processes and efficient running of the service
- The Postholder addresses any problems which may arise with the appropriate Supervisor / Manager in order to maintain quality service delivery
- Identify, assess and agree Department training needs and service requirements and develop a training programme to ensure staff are suitably trained for any tasks carried out
- Monitor training programs and co-ordinate with Manager and Supervisor, and trainee and participate in orientation visits
- Assist in the delivery of an on-going programme for the prevention of work-related moving and handling and musculo-skeletal problems of staff
- Support Department Managers and Supervisors to undertake departmental risk assessments
- Contributes to personal development appraisal programs for Technicians, Senior Technicians, Production & Quality Supervisors
- Ensure performance objectives are met by providing adequate training, support and continual monitoring and interaction with staff
- Taking pro-active measures where performance problems occur

## **8. COMMUNICATIONS AND RELATIONSHIPS**

- The post holder is expected to communicate with all levels of clinical and non-clinical staff within the Golden Jubilee National Hospital, and with colleagues in external organisations
- Is responsible for providing training, advice and mentoring of new and existing staff to meet departmental standards

- Will communicate and liaise between decontamination staff, service users and other members of healthcare staff in a respectful and helpful manner
- Is required to use tact and skills to explain the complicated procedures in the reprocessing of medical devices
- Will communicate with service users in the initial investigation of non-conformance
- Will inform effectively both verbally and at any staff meetings as required
- Will attend and actively participate in the Department's meetings
- Will communicate all relevant information within the team to ensure the continual and efficient running of the service
- Will support the team in managing change as the organisation develops
- Liaises with the Quality / Production Supervisor re quality issues (including any discrepancies or defects in quality), non-conformance, corrective actions and traceability issues, schedules for audits and changes to written work procedures
- Will communicate with CSPD Managers re service improvements and staffing issues (especially training needs)
- Will ensure the application of agreed standards and systems post staff training
- Will respect the confidentiality of all matters that they may learn relating to their employment and other members of staff
- All staff are expected to respect and conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date
- External:
  - Company representatives – Regarding on loan equipment, implementation of new equipment, receive training information and impart same knowledge to Technicians and Senior Technicians
  - Professional Bodies - IDSc MAC and other Sterile Service colleagues in other Health Boards
  - Academic Institutions – developing and implementing academic qualifications to ensure staff achieve Healthcare Science accreditation

## **9. PHYSICAL DEMANDS OF THE JOB**

- Physical Effort/ Skills
- Occasional working with high risk equipment
- Surgical instrumentation and equipment
- Frequent operation of computers
- Combination of sitting, standing, bending, lifting instrument racks and walking
- Excellent hand eye co-ordination to ensure accuracy during decontamination processes
- Mental Effort/ Skills
- Concentrate on different tasks and issues simultaneously
- Management of unpredictable workload to meet requirements
- Requirement to deal with constant interruptions
- Long periods of concentration required when working on Quality Database or generating reports
- Emotional Effort/ Skills
- Can be extremely stressful working to the constantly evolving decontamination requirements whilst maintaining a compliant quality service
- Occasional exposure to stressful and emotional circumstances when dealing with staff
- Environmental Demands
- Working with hazardous substances

- Exposure to highly unpleasant conditions (blood body fluids)
- Handling of contaminated equipment and exposure to dangerous sharps

#### **10. MOST CHALLENGING / DIFFICULT PARTS OF THE JOB**

- To be fully aware of changing trends and practices within Sterile Services and take responsibility for revising training materials to ensure staff remain competent and up-to-date with current processes
- To be sufficiently influential and maintain effective communication links with Production & Quality Supervisors, Senior Technicians and Technicians to instil the highest possible standards for the delivery of service
- In the event of major service disruption the Postholder is expected to be able to respond in accordance with the department's contingency arrangements
- The Postholder uses their own initiative, and is responsible for all training decisions and actions taken and escalate as appropriate
- To maintain a flexible attitude and ability to prioritise workload and deal with a number of different issues simultaneously

#### **11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

- The Postholder will have experience underscored by theoretical knowledge or relevant practical experience as follows:
- Must hold membership of Institute of Decontamination Science (IDSc) or be working towards achieving membership
- SVQ 3 / IDSc Technical Certificate or equivalent knowledge and expertise to undertake a variety of work practices which require specialist knowledge of the surgical instruments and equipment
- Have or be willing to work towards SVQ Internal Auditor Qualification
- Have or be willing to work towards an Education and Training Qualification
- Completion of the following course which provides technical knowledge of Washer Disinfectors and Sterilisers is desirable
- SHTM 2010 & 2030 User Course Pre September 2018
- SHTM0101 Users Course Post September 2018
- Knowledge and understanding of:
- The Medical Devices Directive and Compliance requirements
- All Decontamination requirements and associated legislative standards and legal aspects including the Consumer Protection Act 1987 (Product Liability)
- Operation of Quality Management systems including complaints and corrective action procedure
- Underpinning knowledge and operation of all CSPD process equipment
- All aspects of the decontamination process including different types of surgical instruments used in operating theatres and re-processed in the department and how they require to be cleaned, inspected, tested, and complex instrumentation disassembled and re-assembled. They also prioritise their own work and support/train staff make decisions as to whether or not instruments are fit/ safe for use in general and complex surgical procedures
- GJUNH policies including:
- Environmental
- Clean room protocol and awareness
- Health & Safety policies and procedures including Manual Handling

- Infection Control
- Staff Governance
- Waste Management
- Manufacturers training on new product and refresher training
- Excellent inter-personal and organisational skills in delivering training and when addressing and resolving production issues to ensure that the service is never compromised
- Good communication and management skills both oral and written and strong leadership skills/good motivator
- Ability to train and mentor Trainees, Technicians, Senior Technicians and Supervisors and recognise any training issues as they arise
- Computer/keyboard skills and knowledge of Microsoft office and e-learning
- Be capable of adapting to changing situations and remaining calm under pressure

## 12. 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:**

NHS Golden Jubilee  
**Terms and Conditions of Service**

The terms and conditions applicable to this post are those of all NHS Scotland Employees.

**1. Superannuation**

You have the option to join the NHS Superannuation Scheme, to participate in the State Earnings Related Pension Scheme or to take out a Personal Pension.

Employees contributions to the NHS Scheme range from to 5.2% to 14.7% of salary (depending on rate of Pensionable Pay) and the employers' contribution equates to 13.5% of salary. Employees in the NHS Scheme are "Contracted-out" of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. Employees who choose to participate in the State Earnings Related Pension Scheme pay the higher rate of National Insurance contribution. A Stakeholder Pension is also available.

**2. Salary**

£23,709 to £25,982 per annum

**3. Grade**

This post is offered at Band 4

**4. Annual Leave**

The annual leave entitlement in a full year commencing 1st April to 31st March is 27 days, rising to 29 days after 5 years' service and 33 days after 10 years' service. There are 8 Statutory and Public Holidays in each leave year. (Pro rata where applicable)

**5. Hours of Duty**

37.5 hours per week

**6. Tenure of Employment**

This post is offered on a permanent basis

**7. Asylum and Immigration Act 1996**

Under the Asylum and Immigration Act 1996, we are required to carry out checks to ensure that all prospective employees are entitled to live and work in the United Kingdom. You will therefore be asked to provide appropriate documentation prior to any appointment being made.

## **NHS Golden Jubilee Benefits**

### **NHS Superannuation scheme:**

New entrants to NHS Golden Jubilee who are aged sixteen but under seventy-five will be enrolled automatically into membership of the NHS Pension Scheme. Employee contributions vary from 5.2% to 14.7% depending on annual pensionable pay. Benefits include a lump sum and pension when you retire, life assurance of 2 years' pay - while you are working, pension and allowances for your spouse and children in the event of your death, and benefits for ill-health retirement.

Our pension scheme is provided by Scottish Public Pensions Agency. This scheme is a qualifying pension scheme, which means it meets or exceeds the government's new standards. All benefits including life insurance and family benefits are explained on the SPPA website <http://www.sppa.gov.uk/>

### **Annual leave entitlement (including public holidays):**

35 days' annual leave on appointment  
37 days' annual leave after 5 years  
41 days' annual leave after 10 years

### **Free car parking**

### **Continuing professional development opportunities**

#### **Discounts at the Golden Jubilee Conference Hotel**

- **Leisure Club membership** – Get fit and healthy at the Centre for Health and Wellbeing with a discounted membership rate of £25 per month.
- **Discounted Room Rates** - Rooms rates discounted subject to specific conditions
- **Discounted Dining** - 20% off food and beverage when dining in the hotel.
- **Golden Bistro (Hospital Restaurant)** - Discounted food in our award winning hospital restaurant.

### **NHS Staff Benefits**

As a staff member in NHS Golden Jubilee, you will have access to a wide variety of offers and discounts from local and national businesses using your NHS ID badge. For more information and to view these discounts, visit [www.nhsstaffbenefits.co.uk](http://www.nhsstaffbenefits.co.uk) - new offers are added on a weekly basis.