***Endoscope Decontamination Trainee Technician***

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| 1. **JOB IDENTIFICATION** | | |
| **Job Title:** | Endoscopy Decontamination Trainee Technician | |
| **Responsible to:** | Endoscopy Decontamination Asst. Manager | |
| **Department(s):** | Endoscopy Decontamination Units | |
| **Directorate:** | Facilities | |
| **Job Reference number (coded):** |  | |
| 1. **JOB PURPOSE**   The core activity of an endoscope decontamination unit is the decontamination, disinfection, and transportation of flexible endoscopes.  The trainee post holder will undertake all training tasks appropriate to the grade of Endoscope Decontamination Trainee Technician throughout the Board’s Endoscope Decontamination Units. Key learning aspects of the post include;   * Disassembly * Manual Cleaning * Disinfection * Transportation * Re assembly   It will be a requirement of all trainee post-holders to become trained and multi-skilled in all zones of the EDU in order to satisfy all the requirements of the trainee post. Once fully trained in all the zones of the EDU, staff will be rostered in such a way as to rotate through the various zones on a regular basis.  The trainee post holder will undertake a 1 year basic training period and be expected to go to other sites which could be any of the Acute Hospitals or ACADs in order to release staff for training.  There may be a need to move between all decontamination locations within NHSGGC | | |
| **3. ORGANISATIONAL POSITION** | | |
| **4. SCOPE AND RANGE**  There are 7 EDU’s within Glasgow and Clyde Acute Hospitals in which decontamination of flexible endoscopes takes place. Almost all decontamination takes place adjacent to the location where procedures take place using a variety of flexible endoscopes.  The EDUs supply a service to Endoscopy Rooms, Urology, ENT, Respiratory Medicine, Operating Theatres, SITU, and other localised users.  The Units will provide a service 12 hours per day, Monday to Friday. Various shifts are required i.e. [8-4, 9-5, 10-6, 11-7 & 12-8] THIS WILL BE AS PER ROTA OF THE INDIVIDUAL UNITS. Weekend working may be required, this will be based on the clinical needs of the individual units.  Hours etc are based on the clinical needs of the service, although these may change in future. | | |
| **5. MAIN DUTIES/RESPONSIBILITIES** Training to include accurate inspection, manual cleaning, correct loading of Endoscope Washer Disinfectors of all flexible scopes for use in surgical procedures to ensure continuing customer satisfaction for the benefit of patient care.  1. Training in cleaning of flexible scope equipment to comply with Decontamination Standards. 2. Training to ensure compliance with all Departmental/ Divisional Health and Safety Fire, Security and other policies /regulations to ensure safe working practices and a safe working environment. 3. Training in use of correct/safe operation of washer disinfectors, drying cabinets and all other EDU equipment to ensure compliance with testing regime and SHTM2030. 4. Trained in operation of equipment to ensure tracking and traceability from EDU to each individual patient is achieved. 5. Trained to ensure completion of Documentation to ensure tracking and traceability of equipment through the decontamination process. 6. Carry out duties/daily tests as trainee operator. | | |
| **6. SYSTEMS AND EQUIPMENT**  **Equipment**  Compressed air systems  Washer disinfectors  Drying Cabinet  Lear Test Equipment  RO Unit  Chemical and disinfectant dosage systems  **Systems**  Personal computer (Microsoft, Excel, Word etc.)  Tracking and traceability system  Testing programmes to validate washer disinfectors and drying cabinets.  Washer disinfectors independent monitoring systems.  Process logging equipment. | | |
| **7. DECISIONS AND JUDGEMENTS**  The trainee jobholder is expected to use own initiative in the operation of routine duties, once trained this may involve making decisions on instrument repairs and functionality when checking scopes and equipment. | | |
| **9. PHYSICAL DEMANDS OF THE JOB**  **PHYSICAL EFFORT/SKILLS: -**   * Regular combination of sitting, standing, walking, lifting, pushing and pulling * Requirements to exert moderate physical effort involving lifting and handling EDU equipment and stock items. * Need for excellent hand and eye co-ordination in order to ensure accuracy and speed especially at the terminal checking process. * Working with high risk equipment * Lifting of heavy containers of chemicals * Lifting and stretching when loading scopes into washers / cabinets   **MENTAL EFFORT/SKILLS:**   * Flexibility of working requirements due to fluctuations in demand. * Requirement for intense concentration during operation of equipment. * Requirement for prolonged concentration during assembly and checking procedures. * Ability to maintain concentration despite interruptions.   **EMOTIONAL EFFORT/SKILLS:**   * Handling contaminated equipment * Stressful during trainee’s training period.   **ENVIRONMENTAL DEMANDS:**   * Working with hazardous substances. * Exposure to highly unpleasant conditions, e.g. blood and body fluids & Tissue | | |
| 1. **MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**  * Learning to handle contaminated equipment and exposure to body fluids, and Tissue. * Requirement for total concentration to ensure accuracy in all aspect of duties. * To have confidence in taking responsibility for day-to-day performance in order to ensure provision of a high quality service. * Prioritising own workload | | |
| **11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**  The trainee jobholder requires to have knowledge of, be proficient in, or undertake training in the following: -   * 1 year’s trainee training to be undertaken in all aspects of operation of equipment/machinery and   policies/procedures within EDU   * Understand and develop proficient knowledge on operation of all EDU equipment including washer/disinfectors and drying cabinets * Learning methods of decontamination and compatibility/suitability with equipment. * Ability to learn and adapt to strict quality procedures. * Ability to train new Technicians once fully trained. * Good all round education. * Numerate, literate and practical. * Good communication skills. * Good team-worker * Knowledge and understanding of NHS Glasgow   Policies including:   * + Environmental   + Health & Safety policies and procedures   + Infection Control   + Staff Governance   + Waste Management. | | |
| **12. JOB DESCRIPTION AGREEMENT**  A separate job description will need to be signed off by each trainee jobholder to whom the job description applies.  **Trainee Jobholder’s Signature:**  **Head of Department Signature:** | | **Date:**  **Date:** |

**JOB DESCRIPTION APPENDIX –**

**ADDITIONAL ROLES AND TRAINEE RESPONSIBILITIES**

**Please use this form to describe any additional roles or responsibilities currently fulfilled by a trainee jobholder that are not an integral part of the person’s substantive job (e.g. Radiation Protection Supervisor, “Link Practitioner” etc)**

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| **1. TITLE OF JOBHOLDER’S SUBSTANTIVE POST:** | |
| **2. DEPARTMENT:**  **3. AGREEMENT OF ABOVE DESCRIPTION**  **Trainee Jobholder’s Signature:**  **Head of Department Signature:** | **Date:**  **Date:** |