NHS TAYSIDE – AGENDA FOR CHANGE

JOB DESCRIPTION

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| 1. JOB IDENTIFICATION
 | Job Title | Mechanical Decontamination Person  |
| Department(s)/Location | Estates |
| Number of job holders | 1 |
| JOB PURPOSEThe Post Holder will act as a fully trained and certificated Mechanical Decontamination Person to provide Mechanical/Disinfection/Sterilization Services to meet the needs of the service.  To Install, Repair and Maintain Mechanical/Decontamination Equipment within all Properties  of the Organization in order that the equipment can carry out its intended purpose safely, and  to ensure the smooth operation of the Mechanical/Decontamination Systems within the  Organisation. |
| ORGANISATIONAL POSITIONSupervisor[Chargehand[ Mechanical Decontamination Person --- Outside Contractors [ Semi-skilled Maintenance Assistants |
| SCOPE AND RANGE To perform a range of Mechanical and Specialist duties, including activities that may be demanding, complex, and/or non-routine. Responsible for Testing, Fault Finding and Repair on Mechanical Plant and Equipment (Heating, Ventilation and Air Conditioning Systems, Calorifier Systems, Low and Medium Pressure Hot Water Systems, Medical Gas Systems, Hydraulic and Pneumatic Systems, Compressors.) Responsible for the Testing, Fault Finding and Repair on Unwrapped Instrument, Porous Load, Fluid, Laboratory, Dry Heat, endoscopy reprocessors and Ethylene Oxide Sterilizers. |
| MAIN DUTIES/RESPONSIBILITIES* To work in accordance with the requirements of Scottish Health Technical Memorandum 01-01 , as an Approved Competent Person.
* To work in Hazardous areas taking all Safety measures to control risk, avoid injury, and prevent damage to Equipment.
* To have an intermediate level of theoretical knowledge of Electrical and Plumbing systems and equipment, which is essential to maintain the complex Decontamination Systems within the Organisation.
* Carry out Weekly and Quarterly Tests on Decontamination equipment .
* Have an in-depth knowledge of the various types of Decontamination equipment used within the NHS Tayside properties and carry out repairs and maintenance on them.
* To participate in the operation of Mechanical Planned Maintenance Schemes, and the Labour Management System (Job Dockets, Timesheets).
* To undertake essential repair work, general maintenance activities and use the Building Management System for the control of Plant under the instruction of the Mechanical Chargehand/Supervisor.
* To liaise with the Mechanical Chargehand/Supervisor regarding plant or equipment failures and to request supply of goods and/or services as necessary.
* To carry out Planned Preventative Maintenance, Inspection, and Testing in accordance with Standard Operating Procedures and relevant Scottish Health Technical Memorandum.
* To complete all report sheets, Test Certificates, and Log Books as necessary.
* To follow detailed Mechanical/Electrical Engineering drawings and Manufacturers Specifications with reference to the Mechanical Chargehand/Supervisor when necessary.
* To use all relevant tools and equipment within safety guidelines as necessary for the completion of works.
* To undertake Multi Aspect Faultfinding on Complex and Critical Decontamination Systems and Equipment, using fault finding skills and detailed examination to gain a solution.
* To carry Communication Devices (Pagers and/or Two way Radios) to facilitate immediate response to emergencies.
* To erect and use Access and Restraint Equipment safely and effectively.
* Assist in Statutory Insurance Inspections.
* Ensure compliance with all relevant Polices, Procedures S.H.T.M.`s, Statutory Guidelines, and Codes of Practice.
* Propose changes to working practices for own work area.
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| COMMUNICATIONS AND RELATIONSHIPS* Ability to Understand and Communicate complex information to non-technical staff.
* Ability to work unsupervised or as part of a team while fostering positive co-operative relationships with other estates groups and departments.
* Liaise with Decontamination Users, Authorised Persons and Test Engineers with regard to testing, performance and repairs of Decontamination equipment .
* Good Communication Skills, both in writing and orally.
* To project a positive and professional manner and attitude at all times.
* To be adaptable to change within the organization.
* Energetic, dynamic and positive approach to challenging situations.
* To provide training as appropriate to trainees and assistants.
* To provide Technical Advice and Support to Electricians and Mechanical Craftsmen on Mechanical and Decontamination repairs.
* To be responsible for the supervision of Trainees and Assistants while working with them.
* To liaise with and assist Specialist Contractors.
* To input Test information into computer systems, while at all times constantly monitoring results.
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| KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB Recognized and registered EITB or CITB (or equivalent) craft apprenticeship. Plus HNC/ ONC/ BTEC Mechanical Engineering Or City and Guilds 205 Mechanical Engineering Maintenance Part 2. Or  City and Guild 214 Mechanical Engineering Maintenance Part 2. Or Equivalent Approved Qualification, or in special circumstances equivalent experience. Plus City and Guild Large porous load sterilizers quarterly testing (to NHS guidance)  And/Or City and Guild Automated Endoscope reprocessors – periodic testing (to NHS guidance)  And  City and Guild washer Disinfectors – periodic testing (to NHS guidance)  And Experience and Training, which will be appropriate to satisfy the necessary academic standards, required. And  Experience within the Decontamination Fields.* In-House Training on Unwrapped Instrument, Porous Load, Fluid, Laboratory, Dry Heat, Ethylene Oxide Sterilizers, Endoscope reprocessors and Washer Disinfectors.
* Trained in Lifting and Handling, First Aid, Asbestos Awareness, Confined Spaces, Fall Arrest Systems, Scaffolding Erection, and Safety at Work.
* Trained and certificated in Tig welding.
* To attend training establishments/on the job training as necessary.
* To have knowledge of own trade to a high level of skill that will enable them to deliver a constant and consistent high standard of work, which they have been trained in or are otherwise experienced to deliver.
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 ESSENTIAL ADDITIONAL INFORMATION

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| 1. SYSTEMS AND EQUIPMENT
* Complex Systems: -
* Medical Gas & Medical Vacuum Distribution Equipment, Standby Generators.
* Complex Decontamination Systems: -
* Unwrapped Instrument, Porous Load, Fluid, Laboratory, Dry Heat, Ethylene Oxide Sterilizers, Endoscope reprocessors and Washer Disinfectors.
* Service, Test, Diagnose, and Repair Advanced Systems: -
* Air Compressors, Heat Exchangers, Industrial Kitchen and Laundry Equipment, Low and Medium Pressure Hot Water Systems, Compressors.
* Calibration and Repair of Test Instruments.
* Calibration and Repair of, Unwrapped Instrument, Porous Load, Fluid, Laboratory, Dry Heat, Ethylene Oxide Sterilizers, Endoscope reprocessors and Washer Disinfectors and check results against National Guidelines, Validation Records, S.H.T.M.`s.
* Repair and Maintain using relevant Tools and Equipment Existing Equipment and Fixtures: -
* Pumps, Heating and Ventilation Plant, Valves, Shafts and Bearings.
* Install and Commission New Equipment and Fixtures as required: -
* Replacement Pipe work, Radiators, Steam and Air Valves.

**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. |
| PHYSICAL DEMANDS OF THE JOB * Periods of Intense Physical Effort: -
* Installation/Extraction of Pumps, Gearboxes, and Ventilation Plant. Installing Heavy Piping.
* Lifting Heavy Portable Sterilizers in excess of 20 kgs on and off benches.
* Periods of Intense Mental Effort: -
* Using fine tools, welding, taking measurements to fine tolerances of engineering components, fabrication of replacement parts, and fault finding on complex systems.
* Configuration and calibration of Decontamination and Test Equipment.
* Periods of Emotional Effort: -
* Working in Post Mortem Suites, Body Fridges, Children’s Wards, and Contact with Terminally ill and Isolated Patients.
* Working in Confined Spaces: -
* Working in and around Ducting and Pipe work, Plant rooms, Roof Spaces, Water Tanks, Voids and Crawl Spaces.
* Working in Hazardous Areas: -
* Working on Sluice Machines/Waste Disposals, Working at Heights, Steam Plant, Chemical Pumps, Working in Controlled Infectious Areas.
* Working with Ethylene Oxide Sterilizers and Hazardous Waste Sterilizers.
* Working in Dusty/Dirty/High/Low Temperature Areas: -
* Working in Plant rooms, Calorifier rooms, Main Kitchen, Laundry Plant and Equipment, Cold Rooms.
* Working in and around Steam Sterilizers.
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| DECISIONS AND JUDGEMENTSPlan and Organise, own workload to find, Prioritised, Proactive Solutions to suit the needs of the service, applying Skills, Judgement, and Experience while minimizing the hazards to patients, staff, visitors, and themselves within the properties of the Organization.Operate Unsupervised and 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.Interpret Test Results of Critical Sterilization and Disinfection Equipment to ensure compliance with HTM`s, National Guidelines and Validation Records, while minimizing downtime and the associated effects on the service and patient care. |
| MOST CHALLENGING/DIFFICULT PARTS OF THE JOBKeeping up to date with the advances of technology in the Mechanical fields through training and personal development.Location of Heating Faults, and Isolation of Steam and Hot Water Pipework within continuously changing properties and systems.Keeping up to date with advances in Decontamination Systems, Decontamination Equipment and Processes through in-house and external training. |
| JOB DESCRIPTION AGREEMENT The job description will need to be signed off using the attached sheet by each postholder to whom the job description applies. |

**JOB DESCRIPTION AND ESSENTIAL ADDITIONAL INFORMATION FORM – SIGNATURE OF AGREEMENT**

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| **Post Title** | Mechanical Decontamination Person |
| **Reference Number** |  |

The attached job description and essential additional information will be used as part of the Agenda for Change assimilation exercise and therefore the job-matching panel may wish to seek further clarification on any issues contained within the documents. Should this be necessary please identify an appropriate Manager and Staff representative who can be contacted.

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| **Responsible Manager** | Garry Johnstone  |
| **Contact No.** | 32405  |
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| **Staff Representative** |  |
| **Contact No.** |  |