# Job Description

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| 1. **JOB IDENTIFICATION** | Job Title | Healthcare Scientist Decontamination Technician Supervisor, Band 4 | |
| Department(s)/Location | Decontamination Unit, Broxden Dental Centre, Perth | |
| Number of Job Holders | 1 | |
| CAJE | SC06-5507b-2016CP | |
| JOB PURPOSE The post holder will be accountable for the management of a team of Decontamination Technicians in the Decontamination Unit of Broxden Dental Centre to ensure provision of specialised decontamination of reusable medical devices service that contributes to the clinical care of patients.  The post holder will be responsible for the supervision, preparation and processing of decontaminated reusable medical devices and equipment for use in a range of clinical areas, in NHS Tayside, in order to support clinical activity and carry out tasks in the implementation and maintenance of the devices as and when required.  The post holder will respond to queries from clinical staff and will provide supervision and support to the development of existing and less experienced staff. | | | |
| ORGANISATIONAL POSITION Senior Dental Officer  **|**  Support Services Manager  **|**  **Decontamination Technician Supervisor**  **|**  Decontamination Technicians | | | |
| SCOPE AND RANGE The Decontamination Unit in Broxden Dental Centre, Perth provides high-quality cost-effective decontamination services to Public Dental Service sites and other Community Services throughout NHS Tayside. There is an average of 50 different types of theatre instruments trays, cassettes, packs, supplementary items, and soft goods covering a wide range of specialties. | | | |
| 1. **MAIN DUTIES/RESPONSIBILITIES** 2. To complete training and assessment program in all key stages of decontamination process (Disinfection, Inspection, Assembly & Packaging and Sterilising). 3. Complete training on Decontamination Supervisor/Managers course. 4. Operate and undertake mandatory daily and weekly tests on Washer Disinfectors and Sterilisers, in compliance with SHTM 01-01 Decontamination of Medical Devices in a CDU part B Test Equipment/Methods. Recording results. 5. Operate and undertake mandatory daily tests on heat seal equipment in compliance with relevant regulatory requirements for packaging for terminally sterilised medical devices. Sealable pouches and reels of porous materials and plastic film construction. Requirements and test methods. Recording results. 6. Conduct regular protein monitoring tests in accordance with SHTM01-01. Recording results and actioning in line with quality procedures. 7. Apply comprehensive knowledge to operate dedicated computerised track and trace I.T system throughout each stage of the decontamination process. Ensuring all items are logged and released appropriately in accordance with quality procedures. Undertaking initial investigations into non-conformance reports. Raising non-conformances where appropriate (e.g. repairs, missing items). 8. Conduct additional final checks at disinfection and sterilising key stages ensuring compliance with independent monitoring systems for both Washer Disinfectors and Sterilisers. 9. Produce quality products in compliance with appropriate Medical Devices Quality Management systems and Medical Devices Directive regulations. 10. Participate in local and national audit systems to ensure quality of decontamination process, assisting in departmental audits and the audit of data held on Decontamination information systems. 11. Ensure compliance to procedures and regulations regarding Management of reusable surgical instruments during transportation, storage and after clinical use. 12. Apply knowledge of manufacturer’s instructions ensuring correct processing methods are adopted for each reusable medical device at each key stage of decontamination process (e.g. soaking, flushing, manual, automated wash, specialist multi-irrigation systems, disassembly and steam/low temperature sterilising). 13. Lubricate and test function of all motorised reusable medical devices in accordance with manufacturer instructions as required utilising appropriate fume/extraction hoods. Ensure lumens are clear of water using compressed air. 14. Inspect reusable medical devices for functionality, damage and cleanliness. Record data for soiled devices requiring reprocessing. 15. Liaise and co-ordinate with internal estates staff /external contractors and report and record operational faults in the relevant plant history books. Control and authorise works access to equipment using work permits. Escalating where necessary. 16. Ensure on loan goods are reprocessed, packaged and transported in a manner to comply with Medical Device Regulations, relevant standards and National Decontamination Guidance on Loan Medical Devices (Reusable): Roles & Responsibilities. Retaining relevant documentation and proving decontamination certificates to Users. 17. Comply and ensure staff compliance to departmental policies, procedures and practices in relation to security and health and safety regulations. Adhere to good manual handling practice, fire safety awareness, risk assessment recommendations and COSHH. 18. Work in hazardous areas taking all safety measures to prevent danger, avoid injury and prevent damage to equipment. Ensure safe handling of sharps and safe disposal of sharps as per policy. 19. Record through a planned flushing regime low utilisation water outlets to minimize risk of legionella. 20. Carry out with Training/Development and Mentoring of Decontamination Technicians and Trainees to maintain compliance to regulatory compliance. Promoting and maintaining an efficient and effective, motivated workforce. 21. Compiling staff rosters, adopting a flexible approach, ensuring all key areas have adequate workforce in place. 22. Responsible for conducting annual appraisals for designated teams providing information on training opportunities. 23. Solely responsible for organising and supervising a team of up to 7 individuals managing own work load whilst allocating work and deploying the team to meet production requirements. 24. Manage staff and productivity issues in accordance with relevant NHS policies i.e. Employee Conduct Policy and Management of Capability Policy. 25. Monitor staff performance, instances of lateness, etc taking action or referring to management as appropriate. 26. Conduct Return to Work Interviews, Formal Attendance Reviews and Occupational Health referrals in accordance with Promoting Attendance at Work Policy. 27. Demonstrate clear understanding and comply with all relevant Organisation policies and protocols and assist in the regular review of standard operating procedures for own work area. 28. Responsible for liaising with relevant companies, raising repair orders ensuring faulty equipment is decontaminated, dispatched and documented before returning to Users. Investigate queries from suppliers and company’s regarding payments. 29. Ensure continuation of service provision following delivery of equipment coordination workflow to meet clinical demand (Priority, etc). Recording information in communication diaries. 30. Co-ordinate receipt of goods on arrival at the Unit. 31. Ensure packaging of all reusable medical devices using aseptic technique in accordance with Users and manufacturers requirements. 32. Investigate and deal with tray pack inconsistencies and non-conformances recording actions taken and outcomes on quality documentation. 33. Ensure application of chemical and biological indicators during sterilisation of reusable medical devices and equipment loads. Visually assessing that all items have achieved set parameters are fit for product release, signing batch, and apply despatch labels. 34. Responsible for quality inspection of new reusable medical equipment ensuring risk assessments are carried out in line with quality procedures. 35. Transfer items to cooling racks. Despatch through IT system then load onto designated trolleys or tamper resistant containers for distribution to users across Tayside. 36. Follow policies, procedures SHTM`s, statuary guidelines, and codes of practice as relevant and propose changes to working practices for own work area. 37. Provide assistance and support in departmental Stores areas as and when required. 38. Carry out tasks in the implementation and maintenance of reusable medical devices as and when required, in line with MDD guidance.   **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. | | | |
| 1. **COMMUNICATIONS AND RELATIONSHIPS**   Possess and demonstrate excellent communication skills with managers, staff, Users and external groups and agencies at all times.  Liaise with external agencies in relation to updates on procedures and upgrades to reusable medical devices and equipment on a frequent basis.  Liaise directly with companies and their representatives, verbally and by e-mail, regarding repairs to equipment and quotations for repairs monthly, or as required.  Liaise daily with Managers, Staff and clinical colleagues utilising all methods of communication.  Ability to understand and communicate complex information in relation to the decontamination process and reusable medical devices.    Ability to supervise teams of individuals promoting supportive, positive co-operative relationships.  Apply a positive and professional manner and attitude at all times.  Possess the ability to adapt to change within the Organisation.  Energetic, dynamic and positive approach to challenging situations.  Provide training, mentorship and coaching when required, sharing expert technical advice and support to all staff.  Communicate and apply knowledge of all Organisational policies and local procedures to staff groups at all times.  Ensure cascading of relevant information in a timely manner. | | | |
| 1. **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 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;   * Basic microbiology, infection prevention and control. * Containment and transportation of reusable medical devices. * Cleaning and disinfection. * Inspection, function testing, assembly and packaging. * Terminal processes (sterilization). * Storage and distribution.     The post holder will have undertaken, or will undertake management training (ILM Introduction to Team Leader or equivalent level of qualification) to allow them to supervise a large number of experienced/qualified staff.  The post holder will be trained in Decontamination Unit quality assurance control and data logging IT systems.  The post holder will engage in the development of Decontamination Unit protocols and procedures to enhance the service provided, ensuring they are adhered to by staff.  The post holder will attend leadership and management training (both internal and external) defined as necessary by the Public Dental Service management team.  The post holder will be compliant with all core mandatory training requirements and have an understanding of NHS Policies. | | | |
| 1. **SYSTEMS AND EQUIPMENT**   Frequent daily use –   * IT tracking and traceability system * Independent data logging system   Frequent use throughout the week–   * Multi and single chamber Washer Disinfectors * Large porous load steam sterilisers * Compressed air * Heat seal machines * Lubrication unit * Fume/Extraction cabinet * Staff net * Email   Several times throughout the year –   * Learnpro * Turas * Datix   The post holder will be competent in the use of knowledge of IT systems and packages,  including but not limited to NHS Mail, Staffnet, Microsoft/Open Office, Learn Pro, Turas and specialised IT systems related to traceability with a Decontamination Unit environment.  **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. | | | |
| 1. **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.  Frequent lifting, pulling, pushing, twisting and turning to transfer trays, containers, packs and cassettes of reusable medical device, to workstations throughout the day. Loading to thermal disinfection in washer’s disinfectors.  Repeatedly lifting and loading packaged reusable medical devices throughout the day, onto trolleys, pushing loaded trolleys. Involving twisting and turning  Prolonged periods of standing throughout the day.  **Mental demands**  Frequent daily use of display screen and keyboard equipment requiring 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, 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. | | | |
| 1. **DECISIONS AND JUDGEMENTS**   The post holder is responsible for the daily supervision of a team of Decontamination Technicians, prioritising urgent workloads in response to often unpredictable request from clinical teams to support patient safety.  Responsible at all times for ensuring that the reusable medical devices are to the required quality standards for use in clinical areas throughout NHS Tayside.  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 daily and works autonomously, managerial support available if required.  Plan and organise the workload to a team of Decontamination Technicians throughout the day to find prioritised proactive solutions to suit the needs of the service, applying skills, judgement, and experience to minimize and control the hazards to patients, staff, visitors, and themselves.  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 on a daily basis. | | | |
| 1. **MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**   Continuously maintain and develop 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.  Maintain high levels of concentration required for the continued accuracy of work whilst taking constant interruptions from telephone calls and staff.  Dealing with all staffing issues. | | | |
| 1. **JOB DESCRIPTION AGREEMENT**   A separate job description will need to be signed off by each postholder to whom the job description applies. | | | |
| **Job Holder’s Signature:** | | | **Date:** |
| **Head of Department’s Signature:** | | | **Date:** |