

**Central Decontamination  
Unit Technician or  
Trainee Central  
Decontamination Unit  
Technician**

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## Welcome from Laura Skaife-Knight, Chief Executive

Thank you for your interest in this exciting position.

Orkney is a really great place to live and work. The relationship with our local community here is truly a special one, and like nothing I have experienced before.

We strive to look after our community, provide excellent care and grow local talent. We are also excited by the increasing diversity that our colleagues from elsewhere in the UK and the world bring to Orkney. If it's a move you are considering, like I did, you will no doubt have a lot of questions going through your mind about what it's really like you can find out more about living and working in Orkney our *Introduction to Orkney and NHS Orkney* section.



Below is some helpful information about working here to help you as you do your own research. I hope that you find this pack useful, and that it helps you come to the conclusion that you should apply to work here.

We are proud to employ 800 staff across our community, primary and secondary care services. We call this team, Team Orkney, recognising we are one team, all pulling in the same direction.

NHS Orkney is on an exciting journey of improvement. Our Promise (vision) is: Looking after our community and providing excellent care. Our recently published Corporate Strategy - called "Delivering what matters to our community: 2024-2028" is our compass at NHS Orkney and sets out our priorities.

Our values, aligned to those of NHS Scotland, are:

- **Open and honest**
- **Respect**
- **Kindness**

Our five strategic objectives, are:

1. **People** – by 2028 we will ensure NHS Orkney is a great place to work
2. **Patient safety** – by 2028 we will consistently deliver safe and high quality care to our community
3. **Performance** – by 2028 we will within our budget, ensure our patients receive timely and equitable access to care and services and use our resources effectively
4. **Potential** – by 2028 we will ensure innovation, transformation, education and learning are at the forefront of our continuous improvement
5. **Place** – by 2028 we will be a key partner in leading the delivery of place-based care which improves health outcomes and reduces health inequalities for our community

You can read more about our Corporate Strategy via our website:

<https://www.ohb.scot.nhs.uk/nhs-orkney-corporate-strategy-2024-delivering-what-matters-our-community-2024-2028>

I believe in compassionate and visible leadership and creating an open, honest and transparent culture that supports staff to innovate, and be bold and brave. I want us to have a listening and learning culture here, where staff feel supported, valued, looked after and safe speaking up when they have concerns, including those about safety, and confident knowing they will be listened to and acted on.

It is important that we consistently listen to and respond to patient and staff feedback so that we can learn and continuously improve what we do.

The final thing I would like to say to any prospective applicant who may be considering a move to Orkney is that the islands occupy an enviable location at the North of Scotland with breath taking beaches, hills, and rolling countryside right on our doorstep. Orkney has consistently come out top in national lifestyle and happiness surveys, and with an open and vibrant community, it is the perfect location to call home within a safe and welcoming community.

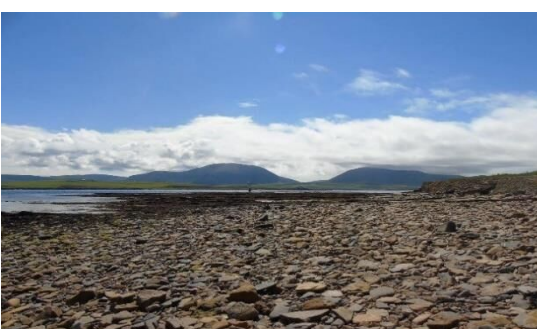
This, along with Orkney's direct flight connections to other major cities in Scotland and now further afield including London, means the area can offer staff so many rewarding opportunities for those in pursuit of finding the right work-life balance. If you'd like to discuss any opportunity, please get in touch with us and we'd be pleased to discuss further.

We recognise you will have many questions for us to help you to reach the right decision about your future. For me, choosing NHS Orkney was the best decision I ever made. I look forward to hearing from you, and I hope meeting and working with you.

**Laura Skaife-Knight**

**Chief Executive**

**NHS Orkney**





## Job Advert



**Central Decontamination Unit Technician or Trainee Central Decontamination Unit Technician**  
**The Balfour**  
**Band 3\* £26,689 - £28,998 plus Distance Islands Allowance pro rata per annum**  
**Full Time 37 hours per week**  
**Permanent**

An exciting opportunity has arisen for a technician to work in the Central Decontamination Unit to support health care services by participating in the decontamination and processing of surgical/ medical devices and the operation of machinery to ensure the safe and effective production of all goods received and dispatched from the Central Decontamination Unit.

The successful applicant will possess a SVQ3 in Decontamination or Institute of Decontamination Sciences Technical Certificate and they will have to undertake onsite training with some specific off-site training to meet local and national requirements.

This post may be offered as a trainee opportunity where the successful candidate does not hold the required experience and qualification, under Annex 21 training provisions. This approach will follow a structured two-year training and development plan. Year 1 will consist of an internal training programme undertaken within the department, which will be assessed by the Central Decontamination Unit Supervisor. Upon successful completion of Year 1 you will progress to Year 2, and you will undertake the Institute of Decontamination Sciences (IDSc) technical certificate. Upon successful completion of the two-year programme you will commence on the Band 3 salary as a qualified Central Decontamination Unit Technician.

In order to be eligible for this training opportunity you must:

- Possess 3 qualifications at National 4 or National 5/Standard Grade level including English, Maths and a science subject (or equivalent)
- Be able to demonstrate a willingness and commitment to learning and achieving the necessary qualifications and competencies for this role, your attention to detail and the ability to follow procedures

**For more information please contact Gary Drever, Decontamination Unit Manager on [gary.drever@nhs.scot](mailto:gary.drever@nhs.scot)**

This post is subject to a Disclosure Scotland check.

\*If following an Annex 21 programme your salary will be a percentage of the top of the Band 3 scale. For year 1 of the programme your salary will 70% followed by 75% in year 2.

# Job Description

<b>1. JOB DETAILS</b>	
<b>JOB TITLE</b>	Central Decontamination Unit Technician
<b>SERVICE</b>	NHS Orkney
<b>DEPARTMENT</b>	Central Decontamination Unit
<b>GRADE</b>	Band 3
<b>LOCATION</b>	The Balfour
<b>REPORTING TO</b>	Central Decontamination Manager

## **2. JOB PURPOSE**

To receive, decontaminate, inspect, package, sterilise and distribute reusable medical devices for use on patients in theatres, wards, clinics, and other patient treatment areas.

To operate within the complex environment of decontamination, continuously developing knowledge and skills through ongoing training and assessment.

To be part of a multi-skilled team within Decontamination Services, working together to achieve departmental objectives and service user requirements.

## **3. DIMENSIONS**

Operate as part of a multi-skilled team working in shifts to supply a wide range of patient treatment locations throughout NHS Orkney. This includes theatre, wards, clinics, GP practices, HDU, A&E, maternity, dental, podiatry for the following specialities – Dental, ENT, Gastrointestinal, General, Gynae, Obstetrics, Ophthalmology, Orthopaedic, Vascular and Endoscopy.

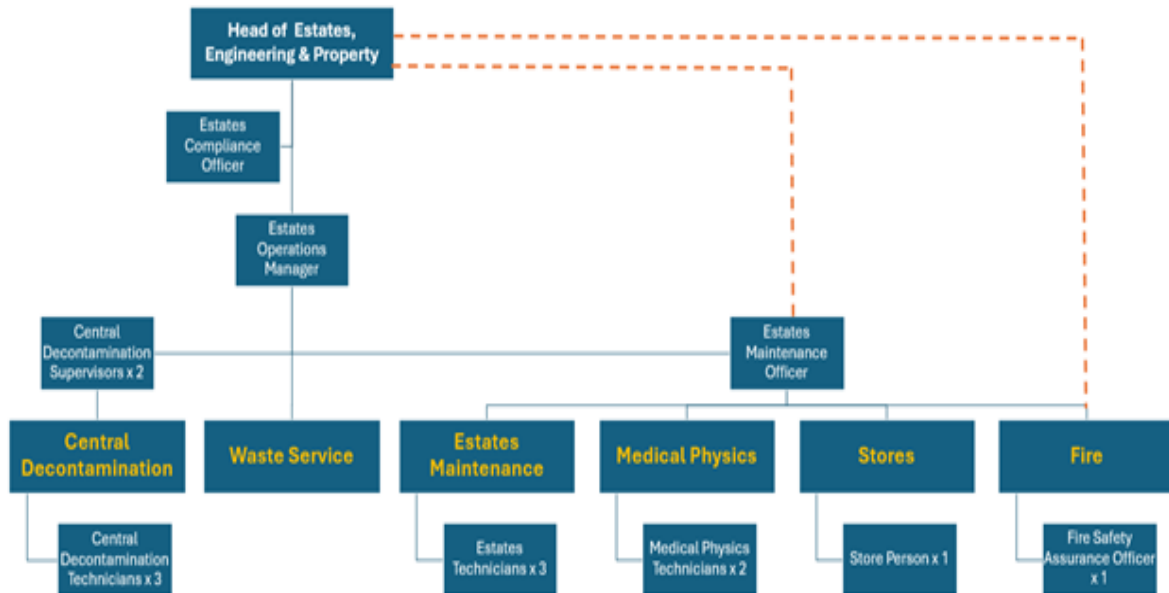
The Central Decontamination Unit predominantly serves theatre, dental, clinic and ward activity throughout NHS Orkney.

To participate in an on-call rota. To cover theatre out of hours service to meet best practice cleaning standards.

Completion of training in all aspects of operation of equipment/machinery and policies/procedures within Centralised Decontamination Unit.

To carry out routine weekly and daily testing of specialist equipment which includes Endoscope washer, washer disinfectors and steam autoclaves to meet the testing standards of SHTM 01-01.

#### 4. ORGANISATIONAL POSITION



#### 5. ROLE OF DEPARTMENT

The department provides a comprehensive decontamination service for reusable devices to clinical users throughout NHS Orkney and beyond. In fulfilling this role, the Centralised Decontamination Units contribute largely to control of infection, particularly relating to surgical patients, and is therefore an essential element in assuring the safety and wellbeing of patients coming into hospital for treatment. In processing equipment within specified time scales planned activity is not compromised and utilisation of this specialist service frees up valuable nursing time for direct patient care. Rapid processing of reusable equipment minimises the level of investment required in expensive surgical devices and centralisation of decontamination services ensures consistency of standards throughout the organisation.

The Department is accredited to ISO 13485 in accordance with Council Directive 93/42/EEC, concerning Medical Devices. Maintenance of this accreditation certificate is crucial to continuation of service delivery. Registration with the Medicines and Healthcare Products Regulatory Agency (MHRA) provides demonstrable evidence of process consistency with international standards and all statutory and regulatory requirements applicable to reusable medical devices.

#### 6. KEY RESULT AREAS

- To complete training and assessment program in all key stages of decontamination process (Disinfection, Inspection, Assembly & Packing and Sterilising). Demonstrating, through continual assessment, that training objectives have been met and become proficient in all aspects of the decontamination process.
- Ensure quality procedures are adhered to in all areas and standards are met in line with regulatory requirements, ISO 13485 2016 Medical Devices Quality Management systems.

- Apply knowledge to operate dedicated computerised track and trace I.T system process ensuring accurate receipt of reusable medical device trays, containers, cassettes, packs, and supplementary items throughout each stage of the decontamination process.
- Perform audits as per the Centralised Decontamination Unit Audit Programme to verify compliance with the quality management system and promote ongoing improvement.
- Report and record any discrepancies, non-conformances, machine faults requiring repair to Centralised Decontamination Units Supervisor.
- Carry out routine daily and weekly testing of specialist equipment including washer disinfectors, endoscopy washer, steam autoclaves and ultrasonic washer, recording all result in the equipment logbooks.
- Recognise priority workloads, loan kits and new instrumentation and deal with in accordance to the unit's quality procedures.
- Participate in an on-call rota.
- Participate in Centralised Decontamination Unit team meetings
- Meet the demands of the department's workload whilst consistently achieving high quality standards which will be measured by quality checks and non-conformance reports.
- Monitor stocks of raw materials and to take appropriate action on any deficiencies, assist in the evaluation of new products.
- Comply with Health and Safety regulations and adhere to relevant training including COSHH.
- To work in hazardous environments daily taking all safety measures to prevent danger, avoid injury and prevent damage to equipment.

### **7a. EQUIPMENT AND MACHINERY**

**Daily use:**

Computer equipment for workflow management, printer/scanner, washer disinfectors, autoclaves, heat sealer, and electronic testing systems.

**Frequent use:**

Phaco washer, ultrasonic washer, phone, Pecos and data tracker systems, eRoster (including Loop).

**Periodic use:**

Turas, eESS, i-Matter and Datix.

### **7b. SYSTEMS**

Unique database specifically designed to capture the data relevant to the processing of all devices through the process and is a requirement of MHRA registration for the traceability of reusable devices.

Adhere to the Scottish Health Technical Memorandum (SHTM 01-01).

Always comply with the Departmental Quality Management System which is designed in accordance with BS EN ISO 13485 and the Council Directive 93/42/EEC and which subject to

external audit by a notified body on behalf of the Medicines and Healthcare products Regulatory Agency.

BS EN ISO 13485 is an internationally recognised quality standard that can be applied to any organisation in the surgical devices industry. The Quality Management System is a controlled approach to the result of sterile products and ensures compliance with regulatory requirements for surgical devices. Council Directive 93/42/EEC is the legal process that allows manufacturers of devices to place their products or services onto the market. Medicines and Healthcare products Regulatory Agency (MHRA) are the Competent Authority for medical devices in the UK and it is a Scottish Government requirement of the service to be registered with the MHRA and can only do so by complying with BS EN ISO 13485 and the Council Directive 93/42/EEC.

## **8. ASSIGNMENT AND REVIEW OF WORK**

The post holder is responsible for each stage of the process with the Supervisor on hand for advice and assistance. Elective surgery dictates daily activity whilst emergency surgery and endoscopy treatment impacts on hourly activity. The post holder will have short-term objectives set by supervisors and management as required and long-term objectives agreed and reviewed with a supervisor and or management on an annual basis with periodic reviews.

## **9. DECISIONS AND JUDGEMENTS**

Decide if a procedure set is fit for purpose and therefore ready for use on patients or requires segregation for repair, if necessary. Decide if the device has been adequately processed or requires re-work and product release at each stage. Alter work patterns to assist with the workflow and fulfilment of contractual obligations. In the absence of a supervisor the post holder must be able to take full responsibility for that stage of the process and make decisions relating to the service and needs, altering workload and process flows.

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

Working to tight deadlines to fulfil contractual obligations. Changes in priorities and workload to meet the needs of the user and assist with the workflow. Keeping up to date with the introduction of new and complex devices. Machinery failures or breakdowns at critical times. Added pressure when scheduled colleagues are absent. Late delivery of devices requiring quick turnaround.

## **11. COMMUNICATIONS AND WORKING RELATIONSHIPS**

Liaises with Decontamination Technicians, Decontamination Technician Supervisor, and Decontamination Unit Manager. Customers/ service users internal and external.

To communicate all relevant information within the team to ensure the continual and efficient running of the service.

To communicate to other healthcare professionals, information in a polite and helpful manner.

To communicate with customers/ services users in the investigation of non-conformances.

To inform effectively both verbally and at any staff hand-over as required.

To work alongside organisations healthcare colleagues to contribute to the organisation vision "NHS Orkney" and to contribute fully towards NHS Orkneys corporate objectives, divisional and department's delivery plans.

To provide practical support, guidance, and training to new and /or less experienced/qualified staff

To carry out competency assessments on less trained/qualified staff

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

### **Physical Skills**

Manual dexterity for disassembly, inspection, and reassembly of devices.

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 oilways and cannulated devices.

### **Physical Demands**

Lifting and moving skills are required for repeated daily transferral of fully loaded transport trolleys full of reusable medical devices weighing up to 100kg to wash area and transfer of empty trolleys weighing 65kg to sterilising area.

Frequent lifting, pulling, pushing, twisting, and turning to transfer trays, containers, packs, and cassettes of reusable medical devices averaging around 5kgs, to workstations in the wash and IAP room throughout the day. Loading to cradles in the wash weighing 20 Kg for thermal disinfection in washer's disinfectors.

Bending and stretching repeatedly daily to load and unload din baskets and containers averaging 5kgs, onto 5 tier wheeled trolleys in IAP room. Unloading din baskets from trolleys in the wash area and loading into transport trolleys and UN approved containers after sterilisation.

Repeatedly lifting and loading packaged reusable medical devices from conveyor belts throughout the day, averaging a weight of 5kgs, onto sterilising trolleys, pushing loaded trolleys in and out of steam sterilisers. Involving twisting and turning

Prolonged periods of standing throughout the day predominantly in the wash and sterilising area.

### **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.

Concentration required when daily testing washer disinfectors and steam steriliser parameters to ensure critical cycle stages are achieved in compliance with Scottish Health Technical Memorandum (SHTM) 01-01

Concentration required when using daily and weekly test equipment.

### **Emotional demands**

Pressurised environment due to unpredictable clinical demand of specific specialised reusable medical devices.

### **Working conditions**

Direct exposure to body fluids, faeces, tissue, and bone, etc daily.

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

The departmental Competency Based Training Programme that takes one year to complete must be successfully completed, followed by experience to establish a robust level of knowledge. SVQ3 in Decontamination or Institute of Decontamination Sciences Technical Certificate or working towards this qualification.

Demonstrate a detailed knowledge of all aspects of the decontamination process including different types of devices and how they require to be handled, especially expensive specialist and intricate devices, cleaned, inspected, tested, and how complex instrumentation is disassembled and re-assembled.

Continually update and maintain knowledge and skills, especially when non routine devices or procedures are introduced. Proficient and knowledgeable in all of the relevant process stages in decontamination and have knowledge in the periodic and routine testing and maintenance of all decontamination equipment.

A keen willingness to be flexible, adaptable, attentive and alert to satisfy the needs of the service and a positive attitude to provide this indirect patient care are essential characteristics of decontamination technicians as is the ability to work with people and as part of a multi skilled team.

Be capable of adapting to changing situations and remaining calm under pressure.

Always behave courteously and professional and seek to ensure that the highest level of service is provided.

<b>Job Description Agreement</b>	
Job Holder's Signature	Date:
Head of Department Signature	Date:

## Person Specification

**Job Title:** Central Decontamination Unit Technician  
**Department:** Central Decontamination Unit  
**Location:** The Balfour

FACTOR	ESSENTIAL	DESIRABLE
<b>EXPERIENCE</b>	Knowledge of all aspects of the decontamination process	<p>Knowledge of the different types of devices and how they require to be handled, cleaned, specialist intricate devices.</p> <p>Knowledge of how to clean inspect, test, disassemble and reassemble items.</p>
<b>QUALIFICATIONS TRAINING RESEARCH PUBLICATIONS</b>	SVQ3 in Decontamination or Institute of Decontamination Sciences Technical Certificate or working towards this qualification.	<p>Knowledge of Porous Load Sterilisers</p> <p>Knowledge of Washer Disinfectors</p> <p>Knowledge of Endoscope Washer Disinfectors</p> <p>Audit training.</p>
<b>KNOWLEDGE AND SKILLS</b>	Knowledge in Infection Control	<p>Daily use IT Systems</p> <p>Knowledge in the periodic and routine testing and maintenance of all decontamination equipment.</p>
<b>DISPOSITION</b>	<p>Willingness to be flexible, adaptable, and attentive.</p> <p>Positive attitude to provide this indirect patient care.</p> <p>Ability to work with people and as part of a multidisciplinary team.</p> <p>Ability to pay attention to detail.</p>	

	Ability to organise/prioritise own work. Ability to work on an on-call rota.	
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## Introduction to Orkney and NHS Orkney



Lying off the northern coast of Scotland, between John O’Groats and the Shetland Isles, Orkney is an archipelago of over 70 beautiful islands; 17 of which are inhabited. The total population is approximately 22,000, with most people living on the Orkney Mainland. Kirkwall, the capital with its spectacular red sandstone 12th-century cathedral and a population of 7,500, is the administrative centre of Orkney with a good mixture of shops, supermarkets, and businesses.

Orkney is a wonderful place to live and offers excellent schools and leisure facilities, low pollution, low crime, unique wildlife, and amazing scenery. Although remote, there are excellent transport connections with numerous flights to Aberdeen, Glasgow, Edinburgh, and Inverness every day. There are ferry services to Aberdeen, Scrabster, and Gills Bay, and of course to the smaller isles in Orkney.

Orkney’s economy is based on agriculture, generating some £30 million per year. Farmers breed and rear beef cattle, dairy cows, and sheep of the highest standard. Orkney has international recognition for its food, with cheese, beef, lamb, and fish produce becoming well known; not to mention whiskey, beer, and gin. Tourism, oil, and the renewable energy sectors are increasingly important. Orkney is at the forefront of the renewable wave and tidal energy drive in the UK.

Kirkwall is a great place for children and a wonderful environment for a family. There is a very strong community spirit with a wide range of cultural and sporting activities for adults and children. Schools in Orkney are very good, with no private fees. Imagine all of this within walking distance of your home and workplace. For residents and visitors there is so much to see and do: playing a round of golf, fishing, kayaking, walking, cycling, diving, wind surfing and horse riding are but a few. The Pickaquoy Centre provides a modern well-equipped sports facility, swimming pool and entertainment centre. There are many cultural activities, with annual music, jazz and science festivals attended by internationally renowned artists and scientists. There is an extremely wide variety of activities for children



and young people. Homes are very affordable and with little traffic, travelling around the islands is easy.

According to the 2020 Bank of Scotland quality of life survey, for eight years in a row Orkney was crowned the best place to live in Scotland. The island took the top prize due to high employment levels, low crime rates, smaller primary class sizes along with good health and happiness scores. With its strong sense of community, picturesque landscape and rich archaeological treasures, the archipelago frequently wins the hearts of visitors.

Not only is Orkney one of the most affordable places to live in the UK, it also has one of the highest employment rates, with 88 per cent of residents between 16 and 64 currently in work. The low crime rate means that many people do not even lock their front doors to allow the postie to place the post and packages inside the door. As for overall wellbeing, more than nine in 10 Orkney residents report good or fairly good health.

To find out more about living and working in Orkney go to [www.orkney.com](http://www.orkney.com) or [www.orkneycommunities.co.uk](http://www.orkneycommunities.co.uk) and learn more about NHS Orkney at [www.ohb.scot.nhs.uk](http://www.ohb.scot.nhs.uk).



## Recruitment Process

The NHS Scotland Everyone Matters 2020 Workforce Vision outlines the commitment the Scottish Government has in putting people at the centre of everything the NHS in Scotland does. Working to a common set of values, the vision will continue to modernise the way we work, embracing technology and digital transformation.

All vacancies will be advertised on NHS Scotland's recruitment website:

<https://apply.jobs.scot.nhs.uk/>

Internal vacancies will be advertised on NHS Scotland's internal recruitment website:

<https://apply.jobs.scot.nhs.uk/internal/>

CVs are not accepted as a form of application; NHS Scotland's electronic application form must be used on the above links.

All adverts will close at midnight on the advertised closing date.

Our selection process will consist of the following assessments:

- **Application short listing** – application forms are reviewed and those meeting the role requirements will be invited to a competency-based interview
- **Interview/Assessment** – competency-based interviews have a focus on NHS Orkney's core values and the candidate's technical expertise. The interview may also include a role specific test or a presentation topic.

Any job offer will be subject to meeting the conditions of NHS Orkney's safer pre- and post-employment checks policy:

- **Employment references** - references should include current and previous employers covering the last 3 years of your employment history
- **Evidence of qualifications** – candidates will be required to provide evidence of their qualifications, including proof of professional registration if required
- **Medical assessment** – the Occupational Health service will make an assessment on your fitness to carry out the information provided in a questionnaire. In certain circumstances further information is required and Occupational Health may contact you by telephone or request that you attend for an appointment
- **Criminal conviction check** – all applicants who apply for posts which are exempt from the Rehabilitation of Offenders Act 1974 and who will have access to patients during their employment will be required to consent to a Disclosure Scotland Criminal Records Check or join the Protection of Vulnerable Groups Scheme.
- **Immigration, Asylum and Nationality Act 2007 – Prevention of illegal working** – candidates must be eligible to work in the UK, evidence of this must be provided.

For any queries relating to this vacancy, or our Recruitment Process, please email

[ork.recruitment@nhs.scot](mailto:ork.recruitment@nhs.scot)

## Equality and Diversity

NHS Orkney is committed to Equality & Diversity <https://www.ohb.scot.nhs.uk/about-us/equality-and-diversity>