

***NHS GREATER GLASGOW***

# JOB DESCRIPTION TEMPLATE

Use this template in conjunction with the NHSGG Job Description Guidance Notes to create or revise NHS job descriptions.

This template is intended for use with the NHS Job Evaluation Scheme.

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| 1. **JOB IDENTIFICATION** | | |
| **Job Title:** | Endoscope Decontamination Technician | |
| **Department(s):** | Endoscope Decontamination Units (EDU) | |
| **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 post holder will undertake all tasks appropriate to the grade of Endoscope Decontamination Technician throughout Board’s Endoscope Decontamination Units. Key aspects of the post include;   * Disassembly * Manual Cleaning * Disinfection * Transportation * Re assembly   It will be a requirement of all post-holders to become multi-skilled in all zones of the EDU in order to satisfy all the requirements of the 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 post holder will undertake a 6 month 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  .  The permanent base for the post holder will be allocated following transfer of services to EDUs.  Their may be a need to move between all locations within NHSGGC | | |
| **3. ORGANISATIONAL POSITION** | | |
| **4. SCOPE AND RANGE**  There are some 35 areas within Glasgow and Clyde Acute Hospitals in which local decontamination of flexible endoscopes takes place. Almost all decontamination takes place within or adjacent to the location where procedures take place using a variety of flexible endoscope cleaning methods that range from propriety decontamination units to chemicals in open containers. Approximately 80,000 flexible endoscope procedures are undertaken each year using a stock of approximately 360 scopes.  Decontamination of flexible endoscopes will be centralised onto each Acute site and onto each ACAD. The EDUs will 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 (TBC), Monday to Friday, and between 8.00am and mid day at weekends. In addition, there is a need to participate with the on call service will be managed across NHSGGC. | | |
| **5. MAIN DUTIES/RESPONSIBILITIES** Accurate inspection, manual cleaning, correct loading of AERs of all flexible scopes for use in surgical procedures to ensure continuing customer satisfaction for the benefit of patient care.  1. Cleaning of flexible scope equipment to comply with Decontamination Standards. 2. 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. Correct/safe operation of washer /disinfectors, drying cabinets and all other EDU equipment to ensure compliance with testing regime and HTM2030. 4. Operation of equipment to ensure tracking and traceability from EDU to each individual patient is achieved. 5. Ensure completion of Documentation to ensure tracking and traceability of equipment through the decontamination process. 6. Carry out duties/daily test as operator as defined in HTM2030 | | |
| **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 Jobholder is expected to use own initiative in the operation of routine duties. This may involve  making decisions on instrument repairs and functionality when checking sets and equipment. | | |
| **8. COMMUNICATIONS AND RELATIONSHIPS**  The Jobholder is a member of a team working to maintain continuing excellence within the EDU and is required to develop and maintain effective communication links and working relationships with the following: -   * Colleagues and staff within EDU and other Support Services Departments * Colleagues and staff within other departments throughout the Division, e.g.: - * Theatre Staff * Domestic staff * Estate Services staff * Porters/Drivers * Endoscopy suite staff * Clinics | | |
| **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 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**  * Handling 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 Jobholder requires to have knowledge of, be proficient in, or undertake training in the following: -   * 1 year training to be undertaken in all aspects of operation of equipment/machinery and   policies/procedures within EDU   * Develop proficient knowledge on operation of all EDU equipment including washer/disinfectors and drying cabinets * Methods of decontamination and compatibility/suitability with equipment. * Ability to learn and adapt to strict quality procedures. * Ability to train new Technicians. * 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 jobholder to whom the job description applies.  **Job Holder’s Signature:**  **Head of Department Signature:** | | **Date:**  **Date:** |

**JOB DESCRIPTION APPENDIX –**

**ADDITIONAL ROLES AND RESPONSIBILITIES**

**Please use this form to describe any additional roles or responsibilities currently fulfilled by a 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. DESCRIPTION OF ADDITIONAL ROLE/RESPONSIBILITY:** | |
| **4. AGREEMENT OF ABOVE DESCRIPTION**  **Job Holder’s Signature:**  **Head of Department Signature:** | **Date:**  **Date:** |