



## **JOB DESCRIPTION (JD)**

### **1. JOB DETAILS**

<b>Job Title:</b>	Decontamination Technician
<b>Responsible to:</b>	Decontamination Manager
<b>Department &amp; Base:</b>	Decontamination Services – ASDU BGH
<b>Date this JD written/updated:</b>	October 2021
<b>Job Reference number:</b>	<b>VC4634</b>

### **2. JOB PURPOSE:**

Key role in the Planned care team for the function of all the Planned Care service. The service is reliant on the function of the Decontamination Team to produce sterile instrument packs for patient care.

To provide a specialised decontamination of medical devices service contributing to the clinical care of the patient.

To carry out the receipt, disassembly, cleaning, reassembly, assessing and fault finding, packing, sterilisation and delivery of reusable medical devices.

Record all tasks in the information Tracking and Traceability systems database.

Work in accordance with the department's Standard Operating Procedures and Quality Management Systems.

Prioritise activity in response to organisational requirements based on clinical needs.

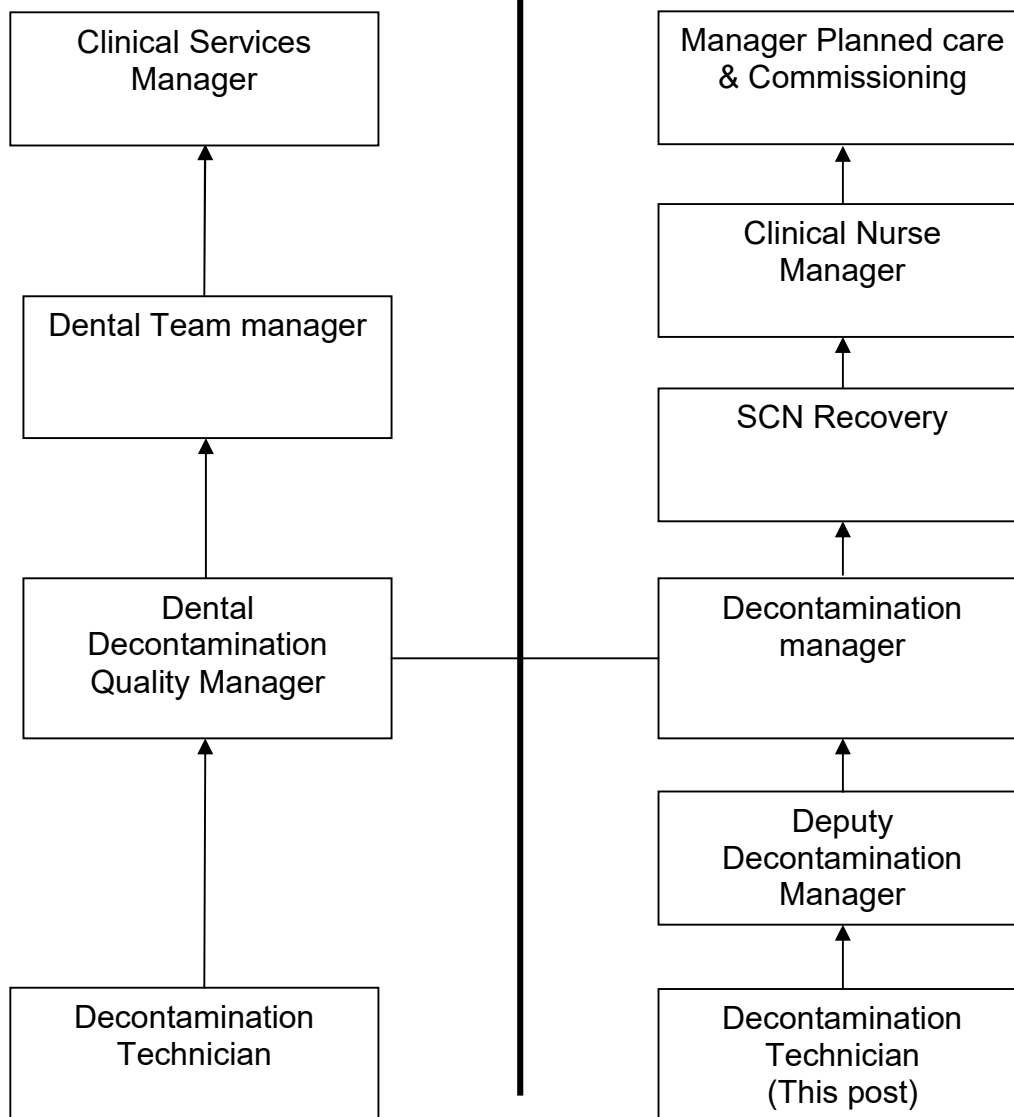
Escalate to senior management and service users issues affecting service provision. To train and mentor newly appointed Decontamination Technicians within the team.

The post holder carries responsibility to:

- Ensure safe and effective practice
- Assist with the development of trainee staff
- Contribute to the delivery of the organisations objectives
- Contribute to continuing certification to ISO 13485:2016 through knowledge and application of the quality management system. Certification is service critical.

### 3. ORGANISATIONAL POSITION

#### Primary care Acute Care



### 4. SCOPE AND RANGE

The post holder will predominantly work unsupervised and make judgment on the suitability of equipment for clinical use including identifying alternative options to meet clinical need.

Conducting reviews of peers work for quality assurance purposes.

Escalate issues affecting service provision to service users and senior management.

The post holder is a key member of Decontamination Services, Team and as a Team is responsible for ensuring all processes have allocated staff and activity is prioritised as appropriate.

Responsible for:

- Ensuring that standards are adhered to and deliver a safe, effective, patient-centred, efficient and timely service with accountability for all personal work undertaken with quality independently monitored. The established quality management system includes uninterrupted traceability throughout the decontamination process with each step attributable to an individual member of staff.
- Ensure policies and procedures are followed in accordance with ISO 13485:2016
- The development, supervision and training of the new members of staff
- Working as part of the multidisciplinary team within designated areas

## **5. MAIN DUTIES/RESPONSIBILITIES**

### **1. ENSURE SAFE AND EFFECTIVE PRACTICE**

#### **1.1 Team work**

To work in accordance with Departmental Policy, Standard Operating Procedures and Quality Management system.

As a key member of the team within a multi skilled environment you should be able to demonstrate decision making skills, delivery of a high quality service and facilitate changes within the department to comply with changes in legislation.

To work alongside organisations colleagues in order to contribute fully towards NHS Borders Corporate Objectives, divisional and departmental delivery plans.

Assist with continuous quality improvement through the use of audit and reflection on practice by self and other members of the team.

To contribute to department requirements for weekend cover of shifts.

#### **1.2 Safety**

Responsible for maintaining a safe and clean environment for staff and visitors by ensuring compliance with legislation, policies and protocols e.g. health and safety, healthcare associated infection, risk management and incident reporting. To maintain high standards of department safety ensuring the health, safety and welfare of self and others.

To ensure safe handling of transportation trolleys and reusable medical devices in relation to moving and handling and infection control risks. Maintain a high standard of record keeping in accordance within ISO 13485:2016 and local standards, facilitating effective communication with a multi-professional team.

To maintain security of the Decontamination Department(s), equipment and chemicals in accordance with the Department's Policy.

To be familiar and comply with data protection and Caldicott issues relating to the use and storage of patient information.

## **2.1 Service provision**

To reprocess reusable medical devices, disassemble, clean, disinfect, check, assemble, sterilize, despatch and track in a controlled environment.

To provide a collection and delivery service to the Decontamination department's service users.

To carry out stock checks on raw materials and ensure stock is rotated, and escalate when a new order is required to be placed.

To use manual dexterity and high level of concentration and attention to detail for the disassembly and reassembly of the reusable medical devices in accordance with Manufacturers instructions.

To operate decontamination equipment and carry out routine tests in accordance with the planned preventative Maintenance Schedules, Quality Standards Guidance.

To respond to enquiries from service users and managers providing advice and seeking scientific advice where required.

To undertake duties consistent with the responsibility of the grade and needs of the service.

To use IT systems including instrument tracking systems and NeQis (independent monitoring system).

Exercise judgment and priority to ensure that the service provides necessary equipment to enable patient care. All equipment will be supplied in a sterile state and ready for use when required.

To contribute to developing the service to ensure that delivery of medical device decontamination is safe, effective and follows best practice.

To meet the demands of the department's workload whilst constantly achieving high quality standards which will be measured by key performance indicators including audit, in process checks and non-conformance reports.

To develop audit checklist, undertake internal quality audits of the department and compile an action plan to address audit findings. Report audit outcomes to departmental management.

## **3.1 Mentor**

To mentor and train new members of staff being supportive and promoting a high quality level of service.

To check and sign off trainee members of staff equipment test results.

## **3.2 learning and development**

To contribute to developing the service to ensure that delivery of medical device decontamination is safe, effective and follows best practice.

Maintain compliance with all statutory and mandatory training as defined by the organisation and service needs.

To demonstrate agreed standards of personal and professional development within defined timescales.

To actively participate in the Organisation's appraisal system and personal development planning process in accordance with Organisation's Policy.

Support trainee staff providing learning opportunities, supervise to ensure effective learning takes place.

Ensure development of your own skills and undertake regular training, maintaining a portfolio of evidence and activities. Skills are tested annually by means of direct observed procedures and scenario tests.

### **3.3 Deputising**

Regularly deputise in the absence of management taking responsibility for service provision including decisions relating the management of physical and staff resources in the department. Escalate issues affecting service provision for example equipment failure or safe staffing levels and liaise with service users, management, support services as necessary.

## **4. CERTIFICATION TO ISO 13485:2016**

### **4.1 Quality management system**

Complete documents and work within strict guidelines of the Quality Management System in accordance with the requirements of international standard ISO 13485:2016.

To undertake initial investigation into non-conformance reports.

To have an understanding of the Department's Quality Policy, Quality Manual and Standard Operating Procedures to ensure that a high standard of work is maintained at all times.

To undertake and participate in the Department's audits.

### **5.2 Registration**

Responsibility to adhere to processes and procedures critical to the ongoing registration with the UK approved body (BSI).

## **6. SYSTEMS AND EQUIPMENT**

- Testing equipment for critical tests relating to calibration of machinery
- High temperature washer/disinfector equipment (critical equipment used for cleaning and thermal disinfection of contaminated devices)
- Chemical Washer/Disinfector equipment (critical equipment used for cleaning and chemical disinfection of flexible endoscopes)
- Vacuum Steriliser(critical equipment for guaranteeing sterility of instruments prior to re-use)
- Electronic test system (daily test to check machine calibration)
- Desktop computer for Tracking software
- Record keeping systems Compliant to ISO 13485:20162016(Quality Management System)
- Completion of maintenance schedules/test sheets for equipment in the Area Decontamination Unit in accordance with national policies.
- Multidisciplinary Surgical instruments
- Specialist Laparoscopic instrumentation(Valuable multi component equipment requiring

dismantling/re-assembling)

- Specialist Ophthalmic instrumentation(Valuable delicate instruments)
- Air driven and battery driven power tools
- Various loan equipment
- Rigid video scopes(Valuable delicate instruments)
- Flexible Video Scopes(Valuable delicate instruments)
- Leak rate testing equipment(used to test machine calibration)
- Phaco irrigation machinery(to ensure cleaning of cannulated ophthalmic handpieces)
- Instrument trays and boxes
- Sharps box
- Heatsealer – for sealing bags
- Instrument barcode scanners.
- Inspection Lamps
- Reverse osmosis water units( supply of final rinse water for Washer/Disinfectors)
- Phone, email and web ex
- Quattro care – used to oil, lubricate and clean dental motor driven hand pieces.
- IM&T equipment for tracking software and Pecos
- Traceability system (used to track items through the process)
- Automated electronic defibrillator (AED)
- Chemical spills kit
- Jupiter positive pressure respiration gear

## **7. DECISIONS AND JUDGEMENTS**

The post holder

Exercise judgement to assess if equipment is safe for use. This can have wider implications on the availability of equipment trays for critical patient procedures.

Provide feedback to colleagues including constructive criticism on sub-standard work or errors.

Prioritise activity in response to organisational requirements based on clinical needs.

- Is accountable for own decisions with direct impact on patient care
- To inform managers of process failures and when required work with the department to resolve/recall in accordance with the relevant standards.
- Testing machinery to SHTM 01-01 guidelines and highlighting any discrepancies/deviations to the line manager.
- To plan your own workload with limited supervision.
- Responsibility to comply to national & international standards
- Is responsible for ensuring their work load is always at the highest standard and the products are supplied in a sterile state fit for use
- Responsible for spotting and reporting necessary repairs for the replacement of complex surgical instruments.
- Judgement used to prioritise equipment at short notice and advise on timescales for processes.

## 8. COMMUNICATIONS AND RELATIONSHIPS

Responsibility to adhere to systems and standards of communication with a range of health professionals, estates and managers using a wide range of media such as telephone, Video conferencing, verbal and written communications to overcome any difficulties in communication with people involved, identifying and negotiating appropriate actions to reach agreed outcomes, demonstrating sensitivity and empathy when communicating with people.

Communicate issues with service users and senior managers about difficult situations arising from system failures affecting service provision. On occasions this may result in cancelled treatment with negative patient experience.

Maintain relationships based on mutual respect communicating on a regular basis with your line manager.

Liaise with external contractors regarding service, maintenance and remedial works.

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

To communicate and liaise between decontamination personnel, customers and other members of healthcare staff in a polite and helpful manner.

To communicate with customers of the service in the initial investigation of non-conformances

To inform effectively both verbally and at any staff handover as required.

To attend and actively participate in the Department's meetings.

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

Physical Skills(ongoing - constant throughout shift) The post holder will require a range of physical skills relevant to the decontamination area these include disassembly, manual cleaning, assembly and inspection of surgical equipment. This includes magnified inspection and requires excellent hand eye co-ordination to ensure accuracy. Testing complex critical equipment and the ability to diagnose problems with equipment. This requires a high level of concentration.

Physical Demands (several ongoing - constant throughout shift)  
Intense (several times per shift) ongoing physical effort associated with lifting and manual cleaning of heavy instrument sets, weighing up to 15kg and pushing and pulling loads in excess of 200kg. Standing and walking,  
High level of manual dexterity.

Mental Demands (several ongoing - constant throughout shift)

- High level of concentration required when checking documents subject to frequent interruptions
- High level of concentration required when working with equipment and testing equipment subject to frequent interruptions
- Ability to adapt to sudden changes made to service provision
- Act as mentor to trainee staff ensuring at all times a safe and efficient service
- Deputise in the absence of the line manager taking responsibility for decisions relating to the management of physical resources in designated area.
- Responding to frequent unpredictable requests from service users to meet changing

clinical priorities.

Emotional Demands (several times per shift)

- Rare direct or indirect contact with upset patients or family members

Working Conditions

- Frequent handling of highly unpleasant contaminated instruments including exposure to blood, body fluids, dangerous sharps, foul smelling body fluids and chemical fumes
- working with hazardous substances, chemicals, compressed air, high pressure water
- working with high pressure vessels and equipment that operate at extreme temperatures with a risk of burns/scolds.
- working in a controlled clean room environment requiring a high level of self hygiene and compliance with strict dress code

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

To have confidence in taking responsibility for day-to-day performance in order to deliver and ensure provision of a high quality service under a time deadline.

Prioritisation of competing demands within a busy environment.

Deputise in the absence of management meant to ensure effective management of physical, human and financial resources for provision of sterile equipment for direct clinical care.

Requirement for intense concentration to ensure accuracy in all aspects of duties.

Conducting reviews of peers work for quality assurance purposes which includes providing constructive criticism to colleagues on sub-standard work or errors.

Responsibility to ensure all equipment to be processed is thoroughly checked, and the decontamination and sterilisation equipment including all processing steps meet required standards. Ultimately taking responsibility for the approval of equipment to be used in the delivery of patient care. This includes on occasions the requirement to withhold essential equipment from use with ramifications including cancellation of planned procedures.

Technical application of specialist knowledge on operating tolerances.

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

The post holder requires to have knowledge of, be proficient in, or undertake training in the following:

- Knowledge of all specialities of surgical instruments and policies/procedures within Decontamination Unit.
- Knowledge of equipment parameters in order to complete test (as per Scottish Health Technical Memorandums 01-01), to ensure patient safety is not compromised and sterility of equipment is guaranteed.
- Enhanced knowledge of application of ISO 13485:2016 and associated documentation involved in the maintenance of the quality management system.
- Willingness to undertake training and skill i.e. risk assessor, internal auditor, IDSc technical certificate etc.
- Specialist knowledge of reusable medical devices used in the clinical environment.
- Ability to communicate highly technical information.
- Knowledge and understanding of NHS Borders policies and protocols including;
  - Environmental
  - Health & Safety policies and procedures
  - Infection Control
  - Staff Governance
  - Waste Management
  - COSHH

This job description is not definitive and may be subject to future amendments following negotiation and consultation.

## **PERSON SPECIFICATION**

For the post of Decontamination Technician

Below are the essential and desirable knowledge, training (including qualifications) and experience required to do this job.

### **ESSENTIAL**

Educated to Standard Higher level

Core Skills in Numeracy, Working with Others and Information Technology

Excellent organisational skills and the ability to prioritise workload, with a willing, flexible and enthusiastic approach to work.

Ability to work on own initiative, and as part of a team,

Excellent written and verbal communication and interpersonal skills

Ability to learn and adapt to strict quality procedures and work towards Institute for Decontamination Sciences Technical Certificate.

Friendly and calming disposition with willingness to develop new skills.

### **DESIRABLE**

Working knowledge and experience of computer software.

Knowledge and experience of healthcare services

Full driving licence

