NHS TAYSIDE – AGENDA FOR CHANGE

JOB DESCRIPTION

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| 1. JOB IDENTIFICATION | Job Title | Electrical Decontamination Person (Complete) (01/02/06) |
| Department(s)/Location | Estates |
| Number of job holders | 2 |
| JOB PURPOSE The Post Holder will act as a fully trained and certificated Electrical Decontamination Person, to provide Electrical/Disinfection/Sterilization Services to meet the needs of the Service.    To Install, Repair and Maintain Electrical Decontamination / Equipment within all Property’s of the organistion in order that the equipment can carry out its intended purpose safely, and to ensure the smooth operation of the Electrical/Decontamination Systems within the Organisation. | | |
| ORGANISATIONAL POSITION Supervisor  [  Chargehand  [ Electrical Decontamination Person --- Outside Contractor [  Assistants | | |
| SCOPE AND RANGE (EXAMPLES) To perform a range of Electrical and Specialist duties, including activities that may be demanding, complex, and/or non-routine.  Responsible for Testing, Fault Finding and Repair on Electrical and Electronic Plant and Equipment (Electrical Distribution, Lighting, Fire Detection, Building Control, Automated Systems, Standby Generators, Nurse Call Systems, Heating and Ventilation Systems, Emergency Light Systems, Sterilization Systems.)  Responsible for the Testing, Fault Finding and Repair on Unwrapped Instrument, Porous  Load, Fluid, Laboratory, Dry Heat, endoscopy reprocessors Ethylene Oxide Sterilizers and  Washer Disinfectors. | | |
| 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 accordance with the requirements of HTM06-02, the Electrical Safety Code for Low Voltage Systems, and the Latest Edition of the Wiring Regulations BS7671, as an Approved Competent Person (LV). * To work in Hazardous areas taking all Safety measures to prevent Danger, Avoid Injury, and Prevent Damage to Equipment. * To have an intermediate level of theoretical knowledge of Mechanical and Plumbing systems and equipment, which is essential to maintain the Complex Decontamination Systems within the Organisation. * Carry out Weekly and Quarterly Testing 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 Electrical Planned Maintenance Schemes, and the Management Control System (Job Dockets, Timesheets). * To undertake essential repair work and general maintenance activities under the instruction of the Electrical Chargehand/Supervisor. * To liase with the Electrical 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 agreed procedures and relevant HTM`s, and to Interpret and Follow wiring Regulations BS7671 at all times. * To complete all report sheets, Test Certificates, and Log Books as necessary. * To undertake Portable Equipment and Fixed Installation Testing and General Inspections. * To follow detailed Electrical/Electronic/Mechanical drawings and Manufacturers Specifications, with reference to the Electrical 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 Fault Finding on Complex LV Networks Critical Systems and Equipment, and Complex and Critical Disinfection and Sterilization 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 Emergences. * To undertake the Isolation of Distribution Boards in Emergency Situations. * To erect and use Access and Restraint Equipment safely and effectively. * Follow polices, procedures HTM`s, statuary guidelines, and codes of practice as relevant and propose changes to working practices for own work area.   **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. | | |

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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 Sterilizer Users, Authorised Persons and Test Engineers with regard to testing, performance and repairs of Sterilizers and Disinfectors. * Good Communication Skills * To project a positive and professional manner and attitude at all times. * To be adaptable to change within the organization. * To provide Training, Technical Advice and Support to Electricians, Fitters, Trainees and Assistants on Electrical/Sterilization/Disinfection, Testing and Repair. * To be responsible for the supervision of Trainees and Assistants while working with them. * To Liase with and Assist specialist Contractors. * To input Test information into computer systems, while at all times constantly monitoring results. |
| KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB Recognized and registered EITB or CITB (or equivalent) craft apprenticeship.  Plus  HNC/ ONC/ BTEC Electrical/Electronic Engineering  Or  City and Guilds 236 Electrical Installation Work Part 2.  Or  City and Guild 232 Electrical and Electronic Craft Part 2.  Or  City and Guild 224 Electronic Servicing 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  Experience and Training, which will be appropriate to satisfy the necessary academic standards, required.  And  Experience within the Decontamination Fields.   * 236 Electrical Installation Work 18th Edition (after appropriate training). * 236 Inspection, Testing and Certification of Electrical Installations (after appropriate training). * In-House Training on Unwrapped Instrument, Porous Load, Fluid, Laboratory, Dry Heat, Ethylene Oxide Sterilizers and Washer Disinfectors (after appropriate training). * Training in Lifting and Handling, First Aid, Asbestos Awareness, Confined Spaces, Restraint Systems, Scaffolding Erection, and Safety at Work (after appropriate training). * To attend training establishments/on the job training as necessary. * Understanding of the Electricity at Works Regulations 1989. * 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. |

ESSENTIAL ADDITIONAL INFORMATION

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| 1. SYSTEMS AND EQUIPMENT (EXAMPLES)  * Complex LV Systems: - * Electrical Distribution Systems, Main ACB`s, Busbar Sections, Generator Supply’s, Emergency Changeovers. * Complex Decontamination Systems: - * Unwrapped Instrument, Porous Load, Fluid, Laboratory, Dry Heat, Ethylene Oxide Sterilizers , Endoscope reprocessors and Washer Disinfectors. * Service, Test, Diagnose, Repair, and Calibrate, Advanced Systems: - * Nurse Call Systems, Building Management Systems, Automated Control Systems, Fire/Security/Medgas Alarm Systems, and Emergency Lighting Systems. * Calibration and Repair of Test Instruments. * Calibration and Repair of, Unwrapped Instrument, Porous Load, Fluid, Laboratory, Dry Heat, Ethylene Oxide Sterilizers, and Washer Disinfectors and check results against National Guidelines, Validation Records, HTM`s. * Repair and Maintain using relevant Tools and Equipment Existing Equipment and Fixtures: - * Lighting, Sockets, Laundry/Catering Equipment and Plant, Theatre Lighting, Compressors, Pumps, Ventilation Plant, Air Conditioning Units. * Install and Commission New Equipment and Fixtures as required: -   New Emergency Supply’s, New Control Equipment, New Lighting. **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 (EXAMPLES)  * Periods of Intense Physical Effort: - * Installation/Extraction of Motors, Ventilation Plant. Installing Heavy Cabling. * Lifting Heavy Portable Sterilizers. * Periods of Intense Mental Effort: - * Using Fine Tools, Complex Fault Finding, Working on Live Equipment, Electronic Circuit Repair, and Calibration of Equipment. * 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, Plant rooms, Roof Spaces, Water Tanks, Voids and Crawl Spaces. * Working in Hazardous Areas: - * Working on Live Equipment, Working on Sluice Machines/Waste Disposals, Working at Heights, Working in High Voltage Rooms/Sub Stations, 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, Calorifer rooms, Boiler rooms, Laundry Plant and Equipment, Cold Rooms and Refrigeration Units. * Working in and around Steam Sterilizers. |
| DECISIONS AND JUDGEMENTS Plan and Organize, own workload to find, Prioritized, 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 Interpretate 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 JOB Keeping up to date with the advances of technology in the Electrical/Electronic fields through Training and Personal Development.  Location of Electrical Faults, Distribution Boards and Plant, within continuously changing property’s 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 post holder to whom the job description applies. |

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

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| **Post Title** | Electrical 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.** |  |