

Recruitment Person Specification

	Essential	Desirable
Qualifications/Training	1. A recognised City & Guilds certified Apprenticeship minimum HNC in Electrical/ Mechanical Engineering (Time served apprenticeship or similar)	6. Qualified as CP(D) Sterilisers Washer Disinfectors / Endoscopy. Multi skill training Diploma or equivalent
Experience	2. Significant Post qualification Experience in a multi skilled environment	7. Relevant previous experience in similar post Experience in steam plant and services
Skills/Knowledge	3. Experience in testing and repair of plant and decontamination equipment Fault finding Multi skilled electrical/ mechanical Ability to read and interpret complex technical drawings	8. Experience in PLC control Clean room environment experience
Additional job requirements Eg. car driver, unsocial hours	4. IT Skills Good record keeping Working in confined spaces Ability to work on own initiative. Good interpersonal skills to maintain team working relationships. Flexible in response to changing workload demands of the Decontamination Service	9. Experience with hospital decontamination test equipment, traceability, IMS, BMS
Any other additional information	5. Planning and organisational skills Ability to handle queries efficiently with diplomacy and tact Calm under pressure Not trade demarcated	10.

GOLDEN JUBILEE NATIONAL HOSPITAL

JOB DESCRIPTION –

1. JOB IDENTIFICATION

Job Title: Decontamination Maintenance / Test Technician

Department(s): Central Sterile Processing Department (CSPD)

Job Holder Reference:

No of Job Holders: 2

2. JOB PURPOSE

The postholder is responsible for the maintenance, testing and repair of all decontamination and associated equipment, ensuring compliance with relevant SHTM documents.

The post holder must be technically competent to ensure the equipment is safe and fit for its intended use. To assist the Department Manager in ensuring a responsive Decontamination service meets the Boards Health Plan.

3. ORGANISATIONAL POSITION

See Appendix 1

4. SCOPE AND RANGE

Number of staff managed by post holder

None

Budget managed by post holder

No budgetary responsibility though efficient use of resources is expected.

Expenditure authorisation level

None

5. MAIN DUTIES/RESPONSIBILITIES

CSPD

Daily, weekly and quarterly testing is carried out on all Washer Disinfectors to comply with SHTM 01-01

Weekly and Quarterly testing of Sterilisers carried out to comply with SHTM 01-01.

Liaise with Production Manager / Department Manager with regards to releasing equipment for scheduled quarterly tests

All test cycles performed for the above will be recorded on the Tracker system and IMS with any relevant paperwork completed before the release of equipment for processing.

To carry out remedial / scheduled maintenance on equipment. The Production Manager / Department Manager must be notified of any circumstances that will delay the release of equipment for daily processing.

To ensure maintenance of all equipment is carried out in accordance with the testing schedule.

To maintain sufficient supply of spares required for all scheduled maintenance.

To source and order parts required for unscheduled repairs in the absence of the Test person. Advise Production Manager of any unexpected delays.

To ensure all test equipment is properly validated and records are retained.

Daily/ weekly checks of RO water plant to ensure sufficient supply for daily use.

To carry out all maintenance of processing equipment required within the department

Carry out validation for all new instruments and difficult to clean instruments and preparation of reports on completion of work

Endoscopy

Weekly and Quarterly testing carried out on all Endoscopy washer disinfectors to comply with SHTM 2030

Aseptic collection of various water samples for weekly testing

Laboratory

Weekly, Quarterly testing of Sterilisers carried out to comply with SHTM 01-01

To carry out remedial/ scheduled maintenance on equipment. Microbiologist must be

notified of any circumstances that will delay the release of equipment for daily use.

Theatres

Weekly and Quarterly testing of Endoscopy drying cabinets

To carry out remedial/ scheduled maintenance on equipment. Theatre Manager must be notified of any circumstances that will compromise stored scopes

6. SYSTEMS AND EQUIPMENT

Testing and planned preventive maintenance for the following equipment

CSPD

Porous Load Sterilisers and loading trolleys
Cabinet Washer Disinfectors and loading trolleys and wash racks
Cart Washer
Ultrasonic Cleaners pre-cleaners
RO water plant

Laboratory

Steriliser

Theatres

Endoscopy Drying Cabinets

Computer Systems

Computerised test, calibration and validation equipment
Neqis independent monitor for Sterilisers and Washer Disinfectors
Neqis Room pressure monitoring system
TQ soft validation software
IP reports
Compressed air, steam, water and electricity supplies and discharges.

7. DECISIONS AND JUDGEMENTS

Post holder must keep within the limits set for the cost centres, ensuring best value for money

The post holder will be responsible for the review of all policies, forms within their area

Daily workload is prioritised by the post holder to ensure adequate cover.

Expected to work on their own initiative, generally unsupervised.

They have the discretion to change priorities of tasks reacting at short notice to additional requests made whilst ensuring scheduled tasks are completed timeously

Provide a responsive solution to critical equipment breakdowns, rectify faults and complete reports when required

8. COMMUNICATIONS AND RELATIONSHIPS

Internal

Department Manager / Production Manager / Supervisors

Advise of equipment breakdowns / problems, servicing of equipment

Theatre Manager

Advise of Endoscopy drying cabinets breakdowns / problems servicing of equipment

Laboratory Staff

Advise of Steriliser breakdowns / problems servicing of equipment

Engineering Staff

Liase with PPM system and reporting departmental problems not part of decontamination equipment

Ehealth

Contact regarding problems with computers

External

Authorised Engineer(Decontamination)

Take advise regarding equipment requirements, new standards for equipment and re testing requirements of equipment

9. PHYSICAL DEMANDS OF THE JOB

Whilst working on faults on equipment you can find yourself working in a confined area, balancing on ladders or working in an awkward position in order to repair
Working in extremely hot conditions constant burn hazard.

Speed of work is essential to have the equipment down for as short a period of time as necessary

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Request for priority maintenance to ensure downtime does not impact on service delivery

Dealing with breakdowns during scheduled testing

Fault finding on intermittent problems.

Developing knowledge base of all Decontamination equipment.

Keeping up to date with guidance and regulations relating to Decontamination

11. KNOWLEDGE, TRAINING AND EXPERIENCE

HNC qualified as a time served electrical / mechanical engineer or similar NHS recognised qualification

SHTM2010 Maintenance Person for Sterilisers City & Guilds Accredited

SHTM2010 Quarterly Testing for Sterilisers City & Guilds Accredited

SHTM2030 Periodic Testing of Washer Disinfectors City & Guilds Accredited

SHTM 2030 Endoscope Washer Quarterly Testing City & Guilds accredited

Good organisational skills

Ability to work using own initiative

Understanding of Cleanroom restrictions whilst carrying out maintenance

Ensure compliance with ISO13485:2016 for record filing and retrieval

Good interpersonal skills

Willingness to undertake additional training as required

12. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

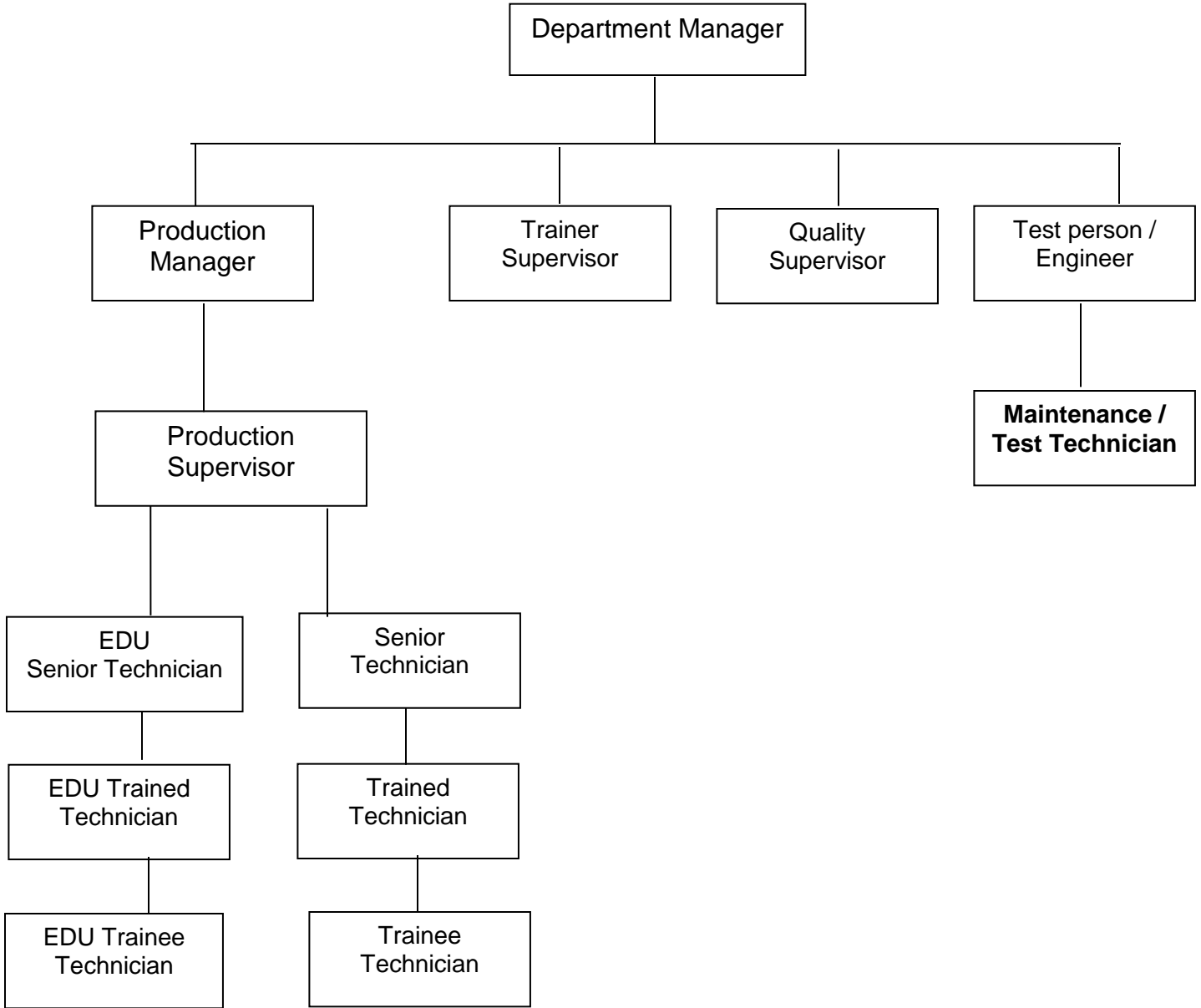
Job Holder's Signature:

Date:

Head of Department Signature:

Date:

Appendix 1



Delivering care through collaboration

NHS Golden Jubilee

Beardmore Street, Clydebank G81 4HX

Telephone: 0141 951 5000

www.nhsgoldenjubilee.co.uk



Chair: Susan Douglas-Scott CBE

Chief Executive: Jann Gardner

Recruitment line: 0800 0283 666

Dear Candidate

POST: Maintenance Test Technician - Decontamination
JOB REFERENCE: 52024
HOURS: 37.5 per week
CLOSING DATE: 12 May 2021

NHS Golden Jubilee welcomes your enquiry in connection with the above post. Please find enclosed an information pack.

Should you wish to submit an application for the above post, please ensure you do so in advance of the closing date. Late applications will not be forwarded for short listing.

When providing referees on the application form, please be aware that we require a minimum of two references to cover at least **two years** of previous employment/training history. If there is insufficient space on the application form to list all of your referees, please provide on an additional page. Where possible, please provide us with e-mail addresses for contact. Additionally, you should note that as part of the pre-employment checks a PVG or Disclosure Scotland check will be completed. **It is an offence for barred individuals to apply for regulated work.**

Should you contact the recruitment team to discuss any queries regarding your application it is advisable that you retain the job reference number as you will be asked to quote this when you call.

In the meantime, I wish you success with your application and should you require any further information please do not hesitate to contact the recruitment team on the contact telephone number shown above.

Yours sincerely
Recruitment Assistant

NHS Golden Jubilee

General Information for Candidates

- This information package has been compiled to provide prospective candidates with details of the post and background information about NHS Golden Jubilee (NHSGJ).
- The contents of this package are as follows:-
 - Job Description/person specification
 - Terms and Conditions of Service
 - Application Form
 - Equal Opportunities Monitoring Form
 - Information on Agenda for Change
- The Equal Opportunities Monitoring form is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.
- Please note, to ensure that we adhere to our current policy on Equal Opportunities; CV's received with Application Forms will be destroyed prior to Application forms being passed for Short listing.
- NHSGJ operates a No Smoking Policy on all Premises and Grounds and in shared vehicles.
- All offers of employment will be subject to the receipt of two year's satisfactory References, Occupational Health screening and Disclosure Scotland clearance. Please note that it is an offence under the act for barred individuals to apply for regulated work.
- Please submit your completed application through the Jobtrain Recruitment System
- The short listing process will take place shortly after the closing date.
- As a Disability Confident Leader we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities all applicants who are disabled and who meet the minimum criteria expressed in the person specification will be guaranteed an interview.
- The organisation has introduced a set of shared values. These values will be measured during our Values Based Competency Interview. Our values are:
 - Valuing dignity and respect
 - A "can do" attitude
 - Leading commitment to quality
 - Understanding our responsibilities
 - Effectively working together

NHS Golden Jubilee

Terms and Conditions of Service

The terms and conditions applicable to this post are those of all NHS Scotland Employees.

1. Superannuation

You have the option to join the NHS Superannuation Scheme, to participate in the State Earnings Related Pension Scheme or to take out a Personal Pension.

Employees contributions to the NHS Scheme range from to 5.2% to 14.7% of salary (depending on rate of Pensionable Pay) and the employers' contribution equates to 13.5% of salary. Employees in the NHS Scheme are "Contracted-out" of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. Employees who choose to participate in the State Earnings Related Pension Scheme pay the higher rate of National Insurance contribution. A Stakeholder Pension is also available.

2. Salary

£25,351 to £31,966 per annum

3. Grade

This post is offered at Band 5

4. Annual Leave

The annual leave entitlement in a full year commencing 1st April to 31st March is 27 days, rising to 29 days after 5 years' service and 33 days after 10 years' service. There are 8 Statutory and Public Holidays in each leave year. (Pro rata where applicable)

5. Hours of Duty

37.5 hours per week

6. Tenure of Employment

This post is offered on a permanent basis

7. Asylum and Immigration Act 1996

Under the Asylum and Immigration Act 1996, we are required to carry out checks to ensure that all prospective employees are entitled to live and work in the United Kingdom. You will therefore be asked to provide appropriate documentation prior to any appointment being made.

NHS Golden Jubilee

Benefits

NHS Superannuation scheme:

New entrants to NHS Golden Jubilee who are aged sixteen but under seventy-five will be enrolled automatically into membership of the NHS Pension Scheme. Employee contributions vary from 5.2% to 14.7% depending on annual pensionable pay. Benefits include a lump sum and pension when you retire, life assurance of 2 years' pay - while you are working, pension and allowances for your spouse and children in the event of your death, and benefits for ill-health retirement.

Our pension scheme is provided by Scottish Public Pensions Agency. This scheme is a qualifying pension scheme, which means it meets or exceeds the government's new standards. All benefits including life insurance and family benefits are explained on the SPPA website <http://www.sppa.gov.uk/>

Annual leave entitlement (including public holidays):

35 days' annual leave on appointment

37 days' annual leave after 5 years

41 days' annual leave after 10 years

Free car parking

Continuing professional development opportunities

Discounts at the Golden Jubilee Conference Hotel

Leisure Club membership – Get fit and healthy at the Centre for Health and Wellbeing with a discounted membership rate of £30 per month.

Discounted Room Rates - Rooms rates discounted subject to specific conditions.

Discounted Dining - 20% off food and beverage when dining in the hotel.

Golden Bistro (Hospital Restaurant) - Discounted food in our award winning hospital restaurant.

NHS Staff Benefits

As a staff member in NHS Golden Jubilee, you will have access to a wide variety of offers and discounts from local and national businesses using your NHS ID badge. For more information and to view these discounts, visit www.nhsstaffbenefits.co.uk - new offers are added on a weekly basis.