

North Bristol NHS Trust

Job Description

Job Details

Job Title: **Decontamination Technician (A.T.O)**

Grade: **Band 2**

Department: **Decontamination Facilities**

Directorate: **Facilities**

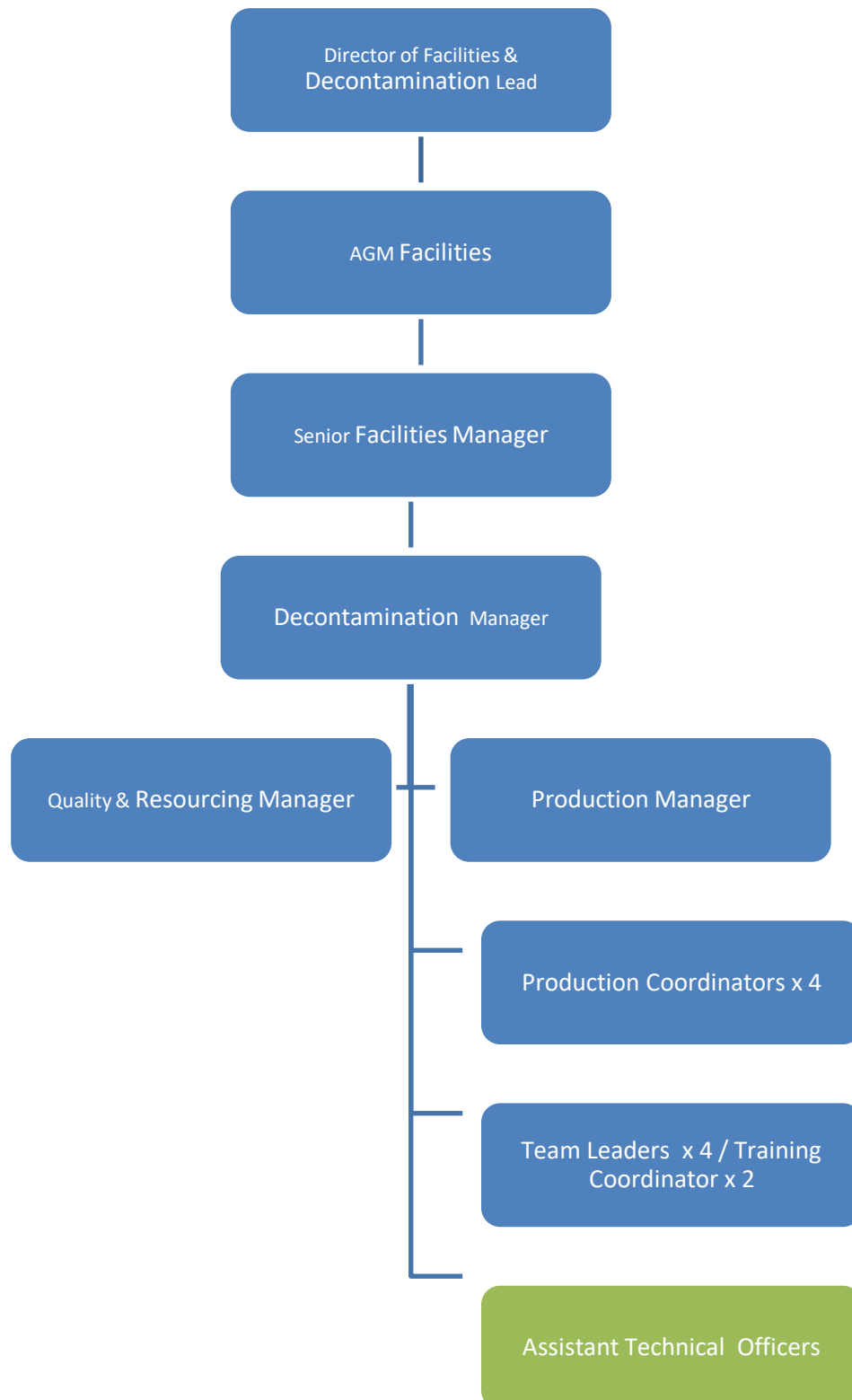
Location/Base: **Gate 4 Level 0, Decontamination Facilities, Brunel Building, Southmead Hospital**

Job Summary

- The *Decontamination Technician* is responsible for providing effective, safe and efficient collection, decontamination (manual cleaning, disinfection and sterilisation) and distribution of re-usable medical devices including flexible endoscopes for use in direct patient care.
- Work in co-operation with the Theatres, wards and departments to provide a flexible and efficient service that is responsive to the needs of the patients' and the Trust.

At all times and throughout all production areas, ensuring safe systems are followed that will support patient and staff safety.

Organisation Chart/Accountability



Knowledge, Training, Experience And Skills Required

Onsite training will be carried out within all areas of the Decontamination Facilities.

- You will be required to use keyboards, touch screens and scanners.
- To experience repeated periods of intense concentration.
- To develop a high degree of manual dexterity, accuracy, precision, and speed.
- To push/manoeuvre trolleys, manually handle instruments, sets and stock.
- To work while standing for prolonged periods of time.
- To understand how to operate a PC, scanners, and label printers in order to operate computerised traceability system.
- To develop an extensive knowledge of medical devices and their functions.
- To use your initiative for routine and non-routine day-to-day tasks.

Main Duties & Responsibilities Of The Post

General

- Maintain and develop good relationships with other staff within the department and with our Service Users such as theatres, wards and various other departments.
- Behave in a professional manner at all times.
- On rotational basis duties include: receiving, disassembly and cleaning of contaminated equipment including the high-level disinfection of flexible endoscopes.
- To inspect, test, assemble, pack, sterilize and distribute instruments, endoscopes and equipment for supply to customers, wards, departments, theatres and external customers.
- To assess and approve work of colleagues and others.
- To record all the essential stages of the decontamination/sterilisation process.
- Operate and test all equipment within the department.
- To make a diagnosis of daily test results on machinery used in Decontamination Facilities and inform relevant personnel if results are contrary to the required standards; ISO 13485, HTMs, MDD 93/42/EEC and Health & Safety.
- Carry out functionality tests on all re-usable medical devices.
- To record and process the test results and demonstrate compliance, so as to enable audits and facilitate analysis.
- Participate in Department and Trust wide audits when requested by the Decontamination Manager and support the introduction of any changes in practice shown to improve standards.
- Assist with Planned Preventive Maintenance.
- Carry out all duties in line with the Trust's Health and Safety policies.

- Carry out all duties in line with the Department's accredited Quality System.
- Receive and document goods and equipment, check delivery notes against goods delivered for accuracy and record non-conformances.
- Assist in restocking of supplies and record all information required.
- Carry out assigned clerical tasks as required.
- Mentoring / training of new colleagues and less experienced members of staff.
- Keep areas clean and tidy; maintain a safe and compliant environment.
- Deliver the workload within the agreed time and to the required customer service level agreement.
- Prioritise, depending on customer requirements to ensure, minimal disruption to patient care e.g., surgical lists and trust waiting list initiatives/targets.
- Pushing/manoeuvring trolleys, manual handling of instrument sets and stock.
- To have an understanding of how to escalate any problems or emergency relating to decontamination equipment to the Team Leaders/Production Coordinators or Managers.
- To contribute to ensuring that quality assurance and production controls systems are maintained in accordance with work instructions.
- To report all customer complaints to the Quality Manager or Production Manager.
- To attend any training as required.
- To participate in performance and development review.
- To work alongside organisational colleagues in order to contribute to the NBT's vision and values "Exceptional healthcare, personally delivered" and to contribute fully towards Facilities objectives, divisional and departmental delivery plans.

Raw Material Store & Endoscopy Storerooms

- Process orders using correct documentation; ensure rotation of stocks, removal of external packaging.
- Pushing/manoeuvring trolleys, manual handling of instrument sets and stock.
- Take part in stock take exercises when required.
- Comply with legislation relating to required storage conditions e.g., temperature, humidity, COSHH and manual handling.
- Responsible for maintaining levels of stock and the raising of orders for raw materials.

Washrooms

- Carry out daily test & maintenance on all Washer/Disinfectors, Trolley Washers, Niagara SI Ultrasonic WDs, Medisafe Ultrasonic Cleaner and Automatic Endoscope Reprocesses (AERs) and record the test results to demonstrate compliance, so as to enable audits and facilitate analysis.
- Follow Washroom protocols and standard operating procedures all the time.
- To log all incoming set, scopes and instruments into the department via the Fingerprint Tracker computer system and prioritise workload.
- To check that all equipment is present and correct.
- Report any discrepancies to the customer and the Team Leader/Production Coordinator immediately.
- Complete the relevant documents for non-conformances.
- To wash and decontaminate medical devices according to the departments policies and procedures, particularly Health and safety and Control of Infection.
- To take delivery of and process unique specialist loan medical device for use in complex clinical procedures, following the manufacturers' instructions.
- To be able to recognise single use equipment and dispose of as appropriate.

- Deal with customers' queries and reschedule workload as Fast Track items as received.
- Receive and document contaminated equipment, check delivery notes against equipment delivered for accuracy and record non-conformances (NCR) where necessary.
- Adhere to specified levels of Personal Protective equipment and universal precaution for Cytotoxic, NICE Guidance & CJD (Creutzfeldt - Jakob Disease) Policies.
- Disposal of waste bags to include clinical waste, sharps containers, linen bags, and fluids.

Inspection Assembly and Packing (IAP) Room & Endoscopy Clean Room

- Take readings and record environmental checks on air handling units.
- Test and record results of heat sealers and diathermy testers.
- Undertake quality checks for cleanliness and functionality before packing to agreed specifications.
- Pack sets and instruments using various designs of wrappings/containers in such a way as to ensure an effective sterile field for up to one year after sterilisation.
- The packer will sign the tray lists of instruments/apparatus, therefore accepting final responsibility for work undertaken.
- Deal with clinical user queries and reschedule workload when Fast track items are received.
- Visual checks are carried out on all wash cycles to ensure correct parameters are achieved, if these are not achieved wash load is failed on traceability system and returned for reprocessing.
- To include tamper proof security seals, sterilizing indicators and wrapping materials.
- Assist in restocking of supplies and record all information required.
- Comply with Gowning room procedure.
- Deliver the workload within the agreed time and to the required customer service level agreement.
- Prioritise depending on customer requirements to ensure minimal disruption to patient care e.g., surgical lists and trust waiting list initiatives/targets.
- A technician working in Endoscopy Decontamination Unit (EDU) will scan the endoscopes out of the washers and for their subsequent despatch to the end user, therefore accepting final responsibility for work undertaken.

Sterilisers

- Test all sterilisers within the department in accordance with the departmental Quality Control Procedures.
- To record and process the test results and demonstrate compliance, so as to enable audits and facilitate analysis.
- Process instruments using sterilisers, maintaining safe working practice at all times, use correct PPE when necessary.
- Deliver the workload within the agreed time and to the required customer service level agreement.
- Prioritise workload depending on customer requirements to ensure minimal disruption to patient care e.g., surgical lists and trust waiting list initiatives/targets.
- Inspect sets/instruments on a regular basis to ensure integrity of loads i.e., visual indicators.
- To raise Non-Conformance Reports (NCR's) where necessary.
- Categorise all sets/instruments into appropriate areas for despatch.

- Raise decontamination certificates for returned loan sets and repairs.
- To process and deliver Fast Track items to meet customer demands.
- Receive and record sets and instruments using manual and traceability systems.
- Competent to use low temperature gas plasma sterilizer - Sterrad by following departmental protocols.

High Level Disinfection / Endoscopy

- To decontaminate flexible endoscopes to agreed standards as per departmental standard operational procedures.
- To ensure endoscopes are stored and transported in line with agreed standards as per departmental standard operational procedures.
- To ensure all equipment used to decontaminate flexible endoscopes is used correctly.
- To undertake the complete cycle of endoscope decontamination - visual inspection, manual cleaning, disinfecting, storing, tracking & tracing and collection and delivery of all flexible scopes used in the Trust.
- To implement the correct method of decontamination of the endoscopes in accordance with the manufacturer's instructions and protocols as issued by the department.
- To safely and correctly use Endoscope Washer Disinfectors (EWDs), Drying Cabinets and all other associated equipment as per manufacturer's instructions.
- To work within COSHH Regulations in respect of substances used, comply with departmental procedures for use of PPE and be competent in dealing with spillages of chemicals.
- To assist with all relevant tests required on endoscopes, washer disinfectors and associated equipment as per departmental protocol.
- To ensure all necessary documentation concerning the decontamination of each endoscope (tracking and tracing) is completed effectively and efficiently and in accordance with the departmental procedure (electronic and paper systems).
- Have an understanding of any non-conformities or deficiencies that may occur in the decontamination process and inform the line manager of such.
- Report any faults discovered on individual endoscope operation (failures) to Team Leaders or Production Coordinators.

Working Conditions / Effort

- Enjoys working as a team,
- Well-motivated and reliable,
- Able to undertake work methodically and in a timely manner,

- Flexible approach to role.
- Able to stand and/or walk for long periods of time
- Have good manual dexterity

NBTCARES



NBT Cares. It's a very simple statement; one which epitomises how everybody across our organisation goes the extra mile to ensure our patients get the best possible care.

NBT Cares is also an acronym, standing for caring, ambitious, respectful and supportive – our organisational values.

And our NBT Cares values are underpinned by our positive behaviours framework – a framework that provides clear guidance on how colleagues can work with one another in a constructive and supportive way.

Improving the patient experience through your work

Patients are the most important people in the health service and are at the centre of what we do. Patients and carers are the 'experts' in how they feel and what it is like to live with or care for someone with a particular illness or condition. The patients' experience of our services should guide the way we deliver services and influence how we engage with patients every day in our work.

All staff should communicate effectively in their day to day practice with patients and should support and enable patients/carers to make choices, changes and influence the way their treatment or care is provided. All staff, managers and Board members should work to promote effective patient, carer and public involvement in all elements of their work

We have a duty to involve, engage and consult with patients, carers and families about plans for health facilities and the provision of our services. North Bristol NHS Trust wholeheartedly embraces the principles of patient partnership and has made clear its commitment to involve patients in key aspects of its work.

Infection control

Compliance with all infection control policies and procedures will form an integral part of the practice of all staff working in a clinical environment. Each staff member will be responsible for familiarising themselves with the Infection Control Manual in the clinical areas and on LINK the Trust's Intranet site. Staff must keep up to date with new policies and subsequent implementation in practice.

Staff must seek support and advice from Infection Control in all instances where cross infection is likely to have occurred or when managing situations involving patients with infections where guidance provided in the Policies is not applicable.

All staff must contact the Occupational Health Dept if they are suffering from any form of infection which may put patients and other staff at risk.

Commitment to health and safety, no smoking, equal opportunities and harassment and bullying

Health and Safety/Security

It is the duty of every employee to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

Commitment to health and safety, no smoking, equal opportunities and harassment and bullying (cont.)

No-Smoking Policy

As an NHS employer, the Trust has a duty to its staff and patients to protect them from the health hazard that smoking represents. Consequently, in line with the public health white paper, *Choosing Health*, the current policy will be that smoking will not be permitted anywhere on Trust property including all buildings, grounds and within leased/owned vehicles of the Trust. This applies to all staff, patients and visitors of the Trust. Failure by staff to comply with this requirement may result in recourse to the disciplinary procedure. Employees also have a responsibility to remind members of the public, visitors and other staff to refrain from smoking on Trust premises and to inform the appropriate manager if they witness repeat non-compliance.

Equal Opportunities

North Bristol NHS Trust has given its full commitment to the adoption and promotion of the key principles of equal opportunities contained within current legislation and the Trust's Equal Opportunities Policy.

All staff hold personal responsibility for the application of this policy on a day-to-day basis and should not undertake any acts of discriminatory practice during the course of their employment. Similarly, all staff have a responsibility to highlight any potentially discriminatory practice to their line manager, human resources department or trade union/professional associations.

Copies of the Equal Opportunities Policy are available in the Personnel Policies and Procedures file in every department and on the intranet.

Harassment and Bullying

We believe that all people, whether staff, patients or visitors, are entitled to an environment in which the dignity of the individual is respected.

We are also firmly committed to promoting an organisational culture which values diversity and equality of opportunity and to preventing discrimination in all aspects of its employment practices and services. We regard harassment and bullying as totally unacceptable forms of behaviour that will not be tolerated or condoned.

Confidentiality and freedom of information

Information relating to patients' records, diagnosis and/or treatment of patients, staff records, or information concerning contracts, tenders and other commercially sensitive matters etc. are considered to be **confidential** and must not be divulged without prior authority other than in accordance with the provisions of the Trust's Policy on raising concerns about Health Care Services as may be amended from time to time. Breaches of confidentiality will result in disciplinary action, and may result in dismissal. Managers are also required as a condition of this Contract to represent the views of the Trust in any dealing they may have with Trust employees, their representatives, the media, general public or other organisations in which he/she may come into contact.

However, as a public body, the Trust has a requirement to publish particular information. Therefore, in addition to the above confidentiality requirements you must also comply with all aspects of the law concerned with information handling. For this purpose, the relevant legislation is the Freedom of Information Act 2000. This Act places a legal duty on all staff to comply with the rights of the public to access information. Any altering, destroying or concealing of information held by the Trust with the intention of preventing the legitimate disclosure of all or part of that information will result in disciplinary action, and may result in dismissal.

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Safeguarding

North Bristol Trust are committed to safeguarding and promoting the welfare of children, young people and adults and to protecting them from all risks of harm. The organisation expects all staff to work to national and local children and adult safeguarding policies and procedures. The trust expects all staff and volunteers to be dementia aware and to support the care of people with dementia. All staff are expected to share this commitment and meet the competencies relevant to their role.

Job Description Agreement

Completed by.....

Authorised by..... Date.....

This job description is a guide to the duties you will be expected to perform immediately on your appointment. It is not an exhaustive list, and such duties may well be altered from time to time to meet changes in the Trust's requirements. Any such changes will be commensurate with the grade of the post and will be discussed with the postholder prior to the changes being made