

Job Description Decontamination Services Technician

Post Title: Decontamination services technician	Post Reference:	
<p>Summary of the Role: The post holder will undertake decontamination and sterilization duties according to equipment requirements and assist the supervisors and managers in providing a high-quality accredited (EN ISO 13485:2016 & JAG) service, this will be inclusive of logistical responsibilities and store management processes of reusable medical devices utilised within clinical care.</p> <p>The post holder will be required to receive, disassemble, clean, disinfect, reassemble, pack, sterilise as appropriate, dispatch, transfer and store devices within controlled environments, ensuring comprehensive records of all tasks are maintained for tracking traceability purposes; this will necessitate the operation of specific computer and database applications.</p> <p>Because some tasks expected within this role are governed by regulation (UK MDR) the employee must work in accordance to national guidance and published research; the departments Standard Operating procedures and quality management systems to ensure an effective and compliant service is delivered.</p> <p>Post holder will be expected to provide supervision of newly appointed or less experienced staff and apprentice technicians and plan own work with limited supervision</p> <p>The role will be a rotational post working between sterile services, endoscopy decontamination services, theatre logistics</p>		<p>Reports to: Decontamination manager, deputy and supervisor</p> <p>Base / Location: Sterile services, Endoscopy decontamination, Theatre stores</p>
Key Responsibilities		Working Relationships & Contacts
<ul style="list-style-type: none"> • To work in accordance with Departmental & National Policy, Standard Operating Procedures and Quality Management Systems to provide a responsive service for, safe decontamination and reprocessing of endoscopes; decontamination and sterilisation of theatre instruments; store management and logistical duties while adhering to the principles of universal precautions such as infection control, waste disposal requirements and all aspects of associated patient care when handling such equipment. • Able to demonstrate ability, and apply knowledge and competence to all tasks required to supply and support the provision of decontamination and sterilisation of endoscopes and theatre instruments respectively; and consequently efficient store management protocols and timely delivery according to customer needs. • Participate fully as a team member, sharing knowledge and information and supporting colleagues, to promote a cohesive team and the achievement of team objectives. • Report untoward incidents, non-conformities and any other relevant information to a senior member of staff using the Trust Datix Incident reporting system. • Take responsibility for logging and escalating failures of decontamination equipment to relevant stake holders and management. 		<ul style="list-style-type: none"> • SSD managers • SSD supervisors • SSD staff • Endoscopy decontamination seniors and staff • Departmental clinical staff • Consultants • External company representatives • Infection control • Health & Safety

<ul style="list-style-type: none"> • Show full understanding of decontamination equipment functionality and associated validation (daily weekly monthly and annual) testing requirements; consequently carryout routine tests in accordance with Quality standards and guidance. • Take direction from seniors and coordinate tasks appropriately, to ensure endoscopes and theatre instruments are readily available in accordance with patient scheduling and ensure that emergency requirements take priority; also confirm processes are followed to ensure endoscopes and instruments are available for out of hours use. • To effectively operate reprocessing equipment in accordance with manufacturer guidance, this will require manual dexterity and concentration. • To use manual dexterity and concentration for the disassembly and reassembly of the reusable medical devices in accordance with Manufacturer’s instructions. • Maintain accurate high quality traceability records of all endoscopes, endoscopic accessories, theatre instruments, library devices and ancillaries using the technology provided or manual records when appropriate, to ensure central record keeping is accurate to real time • To monitor and take responsibility for the ordering of accessories and equipment to maintain unit stock levels as agreed with the decontamination manager and within Trust Standing Financial Instructions. • Responsible for keeping all work areas clean and tidy and maintain a safe, pleasant environment following departmental procedures. • Ensure that maintenance problems are reported to Estates promptly and liaise with clinical teams accordingly to inform of possible delays. • Always communicate with service users and other healthcare staff in a polite, professional and helpful manner, seeking senior advice where required. • Participate in the delivery and return of equipment to/from clinical areas as required using the procedure for safe transport of equipment. • To contribute to accreditation processes (JAG, EN ISO 13485:2016, UK MDR • To contribute to developing the service to ensure the provision of medical device decontamination service is safe, effective and follows best practice. • Support change and innovation within the service to ensure a modern, high quality facility is evident 	
<p>Job Dimensions: (problem solving, decision making, impact, resource management including value, working environment, responsible for staff & equipment)</p>	<p>Performance Measures and KPIs</p>
<ul style="list-style-type: none"> • Inform senior staff if asked or expected to work unsupervised without the relevant training or level of competence. • Attend training courses and partake in any other training strategies (mandatory and non-mandatory) as required to maintain knowledge and skills as required, this may involve overnight stay away from home. • Participate in own 1:1 meetings and PDP development. • Assist with the supervision and teaching in decontamination practices to new and less experienced technicians. • Support departmental needs to ensure monitoring, maintenance & servicing requirements of endoscopes and theatre instruments are undertaken in a way that offers little service disruption and report accordingly to senior staff 	<p>These will be discussed with the post holder.</p> <p>Data will be collected via:-</p> <ul style="list-style-type: none"> • Productivity levels • Customer satisfaction • Targets

<ul style="list-style-type: none"> • Ensure routine tests are undertaken and recorded in accordance with the Planned Preventative Maintenance Schedules, Quality Standards and Guidance. • Undertake regular audits of decontamination and sterilisation processes and action any discrepancies to departmental guidelines. • To adhere to the recommendations for the Control of Substances Hazardous to Health (COSHH) and risk assessments appropriate to the clinical area. • Inspect equipment within the decontamination cycle to ensure processes are effective • Recognise devices by name and ensure theatre trays endoscopes are repacked correctly with correct instruments ancillary items, responsible for checking loan devices/trays and ensuring the correct items delivered prior to clinical use. • Attend and participate in departmental meetings • Support the development or refreshing standard operating procedures according to service change and modernisation • Will come into contact with remnants of blood, body tissue or offensive by-products as part of the cleaning cycles • The role is physically demanding and requires significant amounts of manual handling <p style="text-align: center;">JOB DESCRIPTION WILL EVOLVE TO MEET THE NEEDS OF A DEVELOPING SERVICE</p>	<ul style="list-style-type: none"> • Compliance to external audit • Adherence to objectives • Demonstration of corporate values and beliefs
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Person Specification: (Please state Essential (E) or Desirable (D))		
Knowledge & Skills	Experience	Qualifications
<ul style="list-style-type: none"> • Knowledge and experience in the decontamination of reusable medical devices (D) • Ability to train staff in decontamination systems (D) • Team worker (E) • Ability to stay calm/work under pressure (E) • Flexible (E) • Professional manner at all times (E) • Good communication skills, written and spoken (E) • Knowledge of Infection Control, Health & Safety, COSHH (E) • Manual handling (E) 	<ul style="list-style-type: none"> • Ability to work as part of a team and autonomously (E) • work accurately under pressure (E) • Ability to work to Standard Operating Procedures (E) • A working knowledge of keyboard, typing and computer skills(E) • Supervisory experience (D) • Ability to use initiative (E) • Time management and organisational skills(E) • Involvement with change, quality assurance and innovation work (D) • Decontamination/warehouse experience (D) 	<ul style="list-style-type: none"> • Education to GCSE or equivalent, including Maths and English • NVQ3 (Technical Certificate Decontamination) or equivalent level of knowledge and experience through decontamination training (D) • Willingness to attend training throughout the duration of being in post
Core Behaviours	<ul style="list-style-type: none"> • Excellent interpersonal and communications skills. • Excellent self-motivational skills. • Respecting Everyone • Embracing Change • Working together • Recognising Success 	
Leadership Behaviours	<ul style="list-style-type: none"> • Liaise with senior clinical staff • Challenge yourself • Complex problem solving • Project management 	