

JOB DESCRIPTION

POST: HSDU Decontamination Technician

DEPARTMENT: HSDU

DIVISION: Estates

DIRECTORATE: Estates & Facility's

GRADE: Band 3

HOURS: 37.5 Hours, 15:00 – 23:00 (Evenings) Plus on Call.

RESPONSIBLE TO: HSDU Supervisors, Production & Service Manager/s

LIAISES WITH: All HSDU Supervisors & Personnel, Service Customers, Estates & Facility's

WORKBASE: NMGH HSDU

Job Purpose

To undertake decontamination duties in a busy NHS Hospital Sterile service department, assist under supervision and be part of team that provides a specialized decontamination of medical devices, contributing to the clinical care of the patient. The role involves exposure to blood and body fluids.

Role & Responsibilities

1. To carry out the receipt, disassembly, cleaning, reassembly, packing, sterilization & Portering of reusable medical devices. Record all tasks using the SSDMan tracking and tracing database.
2. Under supervision, meet the demands of the department's workload whilst consistently achieving high quality standards which will be measured by non-conformance reports.
3. Work in accordance with the Department's Standard Operating Procedures and Quality Management Systems to ensure that a high standard of work is always maintained.
4. To operate decontamination equipment and carry out routine tests in accordance with the Planned Preventative Maintenance Schedule, Quality Standards and Guidance.

5. Plan your own workload with limited supervision, able to recognise routine problems & provide solutions. Work within own competencies & escalate issues where appropriate.
6. To inform the Decontamination Supervisors of any raw material shortages and ensure stock is rotated.
7. To provide a collection and delivery service to the Decontamination Departments' Customers.
8. To communicate all relevant information within the team to ensure the continual and efficient running of the service. Review information & Provide responses to requesters, investigate incidents & provide recommendations, communicate findings to team members & Supervisors.
9. To communicate with enquires from users, and other members of healthcare staff in a polite and helpful manner, seeking scientific advice where required.
10. To use manual dexterity and concentration for the disassembly and reassembly of the reusable medical devices in accordance with Manufacturer's instructions.
11. To undertake such duties as required, consistent with the responsibility of the needs of the service.
12. Active member of and On Call (out of hours) Service and overtime, to ensure the department deliver decontamination services when required out of normal departmental working hrs.
13. Follow teams' objectives & recommendations & be Professional to those around them.
14. Provide Supervision to apprentice Decontamination Technicians.

The above indicates the main duties of the post, which may be reviewed in the light of experience and developments within the service. Any review will be undertaken in conjunction with the post holder.

Management

The post holder reports to the Supervisor, Production manager & the management team.

Trust Policies/Trust Values

Provide effective input into the work of the Trust, to support the achievement of our vision and values:

Pride- I will show pride in everything I do.

Respect- I will show regard for the feelings, rights, and views of others.

Empathy- I will show empathy by understanding the emotions, feelings, and views of others.

Consideration- I will show thoughtfulness and regard for others, showing consideration for their feelings and circumstances.

Compassion- I will show understanding, concern, and contribute to providing a safe, secure, and caring environment for everyone.

Dignity- I will show respect and value all individuals and their diverse needs.

Personnel

The service provided by HSDU is in continuous demand from theatres and other “customers” throughout the Trust. The postholder is frequently required to respond effectively to unpredictable demands, changing priorities, interruptions etc. associated with this hectic and stressful environment immediately changing planned activities in response.

Clinical

HSDU provides a technical service to the whole Trust i.e., the decontamination and sterilisation of medical devices. This is a service which is critical to patient safety.

Information Resources

The quality systems used by HSDU are electronic computer-based systems backed up by paper systems. In the role of the postholder is the efficient use of these information systems and adapting the systems as required.

Training and development are carried out via the trust intranet and network PC/s, the post holder must maintain the level of training required via continuous training updates.

Training is overseen by the Training manager and management team.

Working Conditions

The largest proportion of work carried out by the department is the reprocessing of surgical instruments after use. The initial stage in this process is the decontamination of the instruments which involves the removal of blood, tissue and other bodily fluids resulting from their previous use and may be exposed to indirect or aerosol contact with the hazard.

The main department is situated in J Block, 2nd Floor of Phase 1, North Manchester General Hospital M85RB. The post holder will normally workday time hours or Evening/Night hours but will be required to work alternative hours when the service demands require.

In case of contingency, work will be transferred to Oxford Road Campus DSD or equivalent unit elsewhere.

The postholder is required to use computer, keyboard, and VDU equipment daily.

Infection Control

It is a requirement for all staff to comply with all infection control policies, procedures & Standard operating procedures (SOP's) as set out in the Trust's Infection Control manual.

Risk Management

It is a standard element of the role and responsibility of all staff of the Trust that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Health and Safety

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardize the health and safety to either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health & Safety at Work.

The post holder must not willingly endanger him/herself or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

All accidents/incidents must be reported to your Senior Manager/s and documented as per Trust Policy, including the reporting of potential hazards.

Safeguarding

Ensure that the policy and legislation relating to child protection and safeguarding of children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to report any concerns to the identified person within your department/division or area of responsibility.

Security

The post holder has a responsibility to ensure the preservation of NHS property and resources.

Confidentiality

The post holder is required to always maintain confidentiality in all aspects of their work.

Team Briefing

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

No Smoking Policy

The Trust operates a no smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER

Signed (Employee):

Date:

Signed (Manager):

Date:

This job description indicates the main functions of the post holder and may be subject to regular review and amendment in the light of service development. Any review will be undertaken in conjunction with the post holder and in line with Trust policy.