

JOB DESCRIPTION

JOB TITLE:	Decontamination Team Leader	
DIVISION:	Corporate and Estates	
SALARY BAND:	Band 3	
RESPONSIBLE TO:	Production Manager	
ACCOUNTABLE TO:	General Manager	
HOURS PER WEEK:	37.5	
LOCATION:	Chalkmill Drive, Enfield	
MANAGES:	Directly:	Band 2 Technicians
	Indirectly:	N/A
<p>JOB SUMMARY:</p> <p>The role of the decontamination team leader is to assist in the day-to-day production, issue and distribution of medical devices required for clinical use. In particular supporting the production manager, supervisor, decontamination technicians and drivers/porters within the team on their shift.</p>		

Date of the JD review: July 2023

MAIN DUTIES AND RESPONSIBILITIES

Royal Free World Class Values

The post holder will offer World Class Care to service users, staff, colleagues, clients and patients alike so that everyone at the Royal Free can feel:

- **Welcome** all of the time
- Confident because we are clearly **communicating**

- **Respected** and cared for
- **Reassured** that they are always in safe hands

1. CLINICAL RESPONSIBILITIES

- Oversee and participate in the disassembly of re-usable medical devices, disinfect, pack and sterilise according to local and national policies
- Ensure that staff constantly adhere to good practice as trained
- Ensure all staff and visitors wear the appropriate PPE at all times.
- Arrange staff to work in all production areas and cover where necessary.
- Drive the production processes through the department.
- Undertake any other task, within capability, as directed by the management team.

2. RESPONSIBILITY FOR PATIENTS

- Support the management team to ensure an efficient and appropriate service is provided to our customers, flexibility in working pattern at times to meet customer needs.
- Assist the management team to ensure work is done in an organised manner; arranging staff accordingly throughout the department.
- Record and submit clinical incident information when events happen through non-conformance reporting
- Address customer complaints in a professional manner and ensure concerns are followed up.
- Verify all work instructions are followed accurately to maintain quality service to patients / Customers.
- Ensure traceability system is used accordingly

3. RESPONSIBILITY FOR POLICY AND SERVICE DEVELOPMENT

- Commit to continuing personal and professional development both through departmental and trust training schemes.
- Complete non-conformance systems as trained as and when necessary
- Assist the management team in ensuring that the Trust's decontamination facilities work in accordance with all relevant guidelines.
- Support and adapt to any changes that are implemented to improve the service
- Participate in Staff Development Review in accordance with Trust policy
- Oversee with the Quality Control Officer that all required checks are carried out as and when instructed to do so.
- Participate in the audit process.

4. RESPONSIBILITY FOR FINANCIAL AND PHYSICAL RESOURCES

- Participate in routine performance tests in production areas
- Work flexibly in all areas of this multidisciplinary department and organise the team of staff accordingly.

- Operate all relevant equipment in accordance with department work instructions and training. Report any failures that may interfere with the service. Ensure all regulatory paperwork is completed correctly.
- Use resources effectively and efficiently.
- Handle bulky items in accordance with Manual Handling training
- Ensure a clean, safe working environment and adherence to legislation and departmental/Trust policies. Report any non-conformances.
- Top up production area with stock, ensuring that records are kept and stock is rotated. Report any shortfalls.
- Maintain competency in the use of specialist equipment appropriate to the clinical setting

5. RESPONSIBILITY FOR LEADING AND MANAGING

- Effectively and efficiently oversee the preparation of the sterile consumables (instruments and equipment) by the process of cleaning, inspection, assembly and packing within predefined quality standards.
- Follow direction from management team but be able to work alone and use initiative as required and where appropriate. Lead and organise a team of technicians across all areas.
- Report issues with machinery / equipment immediately and follow through process to completion of any repair work.
- Take responsibility for quality of own work and that of the team.
- Work as part of the multidisciplinary team, helping others and participating in the training of new and existing staff.
- Pro-actively monitor, evaluate and ensure that operational activities fully comply with the required Health and Safety Procedures and guidelines

6. RESPONSIBILITY FOR INFORMATION RESOURCES

- Answer telephone calls and deal with customer enquiries where necessary. Ensure written messages are conveyed, if necessary, to the management team.
- Assist in the facilitation of all IT requests and changes to equipment / software.
- Ensure tracking & traceability programme is running properly, troubleshooting problems if appropriately trained to do so or reporting to management / IT.
- Communicate departmental issues quickly and share knowledge.
- Accurately record all necessary information for reprocessing of medical devices

7. RESPONSIBILITY FOR RESEARCH AND DEVELOPMENT

- Identify developments in operational practices and departmental policies
- Assist with any identified R&D projects on an ad-hoc basis.
- Participate in all SSD training to keep knowledge of processes up to date with changes in local and national policies

GENERAL RESPONSIBILITIES

Infection Control

Infection control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trust's Infection Prevention and Control policies and procedures and the Health Act (2006) Code of Practice for the prevention and control healthcare associated infections and make every effort to maintain high standards of infection control at all times thereby reducing the risk of Healthcare Associated infections.

It is the duty of every member of staff to take personal responsibility for the prevention and control of infection, as laid down in the Trust's policies and procedures which reflect the statutory requirements of the Hygiene Code.

- To work in close collaboration with the Infection Control Team.
- To ensure that monitoring of clinical practice is undertaken at the agreed frequency.
- To ensure that the ward environments are cleaned and maintained to the highest standards; ensuring that shortfalls are rectified, or escalate as necessary.
- To ensure that all relevant monitoring data and issues are provided to the Directorate's Governance structures.
- To ensure that all staff are released to attend infection control-related educational sessions and staff with specialist roles, e.g. link practitioners, are released to undertake their duties.

Health and Safety at Work

The post holder is required to:

- Take reasonable care for the health and safety of himself/herself and other persons who may be affected by their actions or omissions at work.
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

Confidentiality & Data Protection

The post holder has a responsibility to comply with the Data Protection Act 1998 and maintain confidentiality of staff, patients and Trust business.

If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose.

You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance of the Data Protection Act 1998. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receives appropriate training (e.g. HISS induction, organising refresher sessions for staff when necessary.)

Conflict of Interest

The Trust is responsible for ensuring that the services for patients in its care meet the highest standards. Equally, it is responsible for ensuring that staff does not abuse their official position, to gain or benefit themselves, their family or friends.

Equality and Diversity

The Trust values equality and diversity in employment and in the services we provide. It is committed to promoting equality and diversity in employment and will keep under review our policies and procedures to ensure that the job related needs of all staff working in the Trust are recognised. The Trust aims to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual's ability to meet the requirements for the job.

You are responsible for ensuring that the Trust's policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

Vulnerable Groups

- To carry out responsibilities in such a way as to minimise risk of harm to children, young people and vulnerable adults and to promote their welfare in accordance with the Children Act 2004, Working Together to Safeguard Children (2006) and No Secrets guidance (DH 2000).
- To demonstrate an understanding of and adhere to the trust's child protection policies.

No Smoking

The Trust implemented a No Smoking Policy, which applies to all staff. Staff contravening this policy will be subject to disciplinary procedures.

Standards of dress

All staff is expected to abide by the Trust's guidance on standards of dress.

This job description outlines the current main responsibilities of the post. However the duties of the post may change and develop over time and may therefore be amended in consultation with the post holder,