

JOB DESCRIPTION

Job Title:	Decontamination Technician
Band :	3
Directorate:	Theatre, Anaesthetics & Critical Care
Reports to:	Sterile Services Deputy Manager
Accountable to:	Sterile Services Manager
Responsible for:	Ensuring a safe successful delivery of a first class quality service of a full range of Sterile and Decontamination services to York Teaching Hospitals NHS Foundation Trust and all its service users.
Main Base :	Sterile Services Department or EDU at SGH/YDH
Contract Status:	Permanent.
AfC Job Reference:	100/2016

Job Summary:

To undertake decontamination science duties and assist in providing a specialised decontamination of medical devices service contributing to the clinical care of the patient.

To carry out the receipt, disassembly, cleaning, disinfection, reassembly, packing, sterilization or high level disinfection of reusable medical devices. Record all tasks in the Healthcare Science Information Systems (tracking and tracing) database.

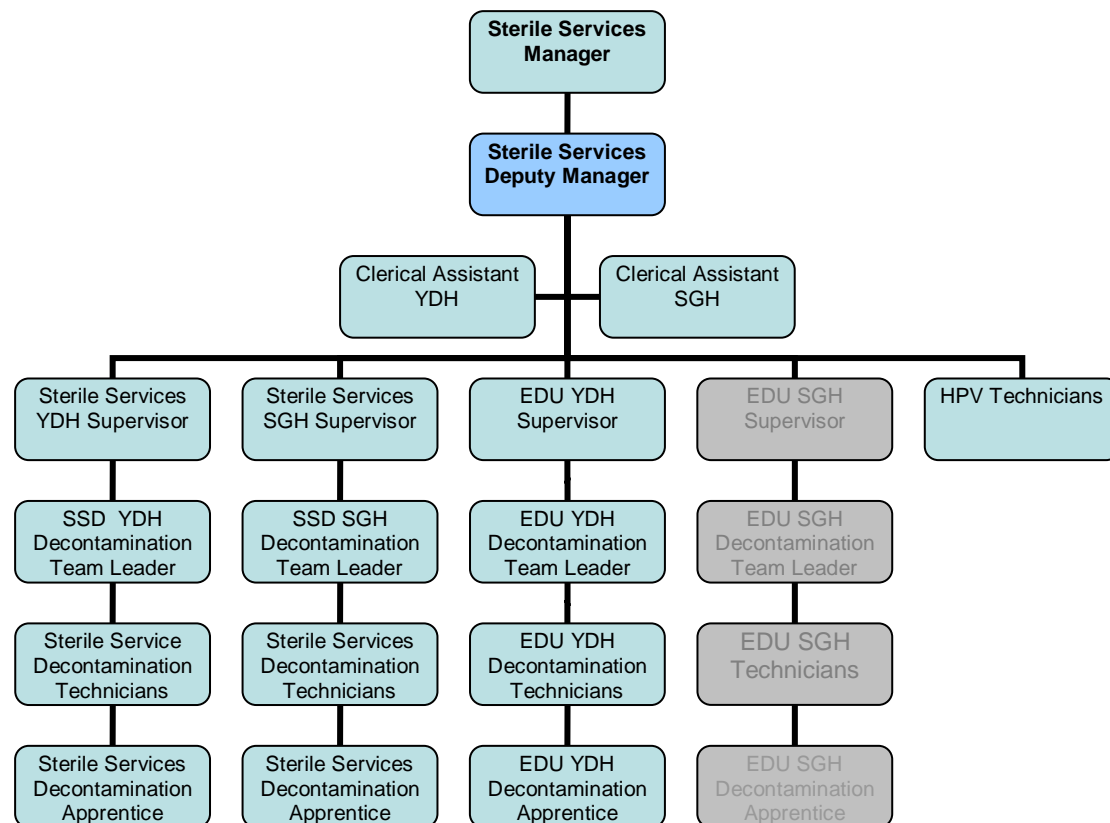
To deal with all levels of customer queries via; telephone and direct personal contact, including clinicians, nurses and other practitioners.

To provide supervision to Apprentice Decontamination Technicians and other junior staff within the team.

Work in accordance with the Department's Standard Operating Procedures and Quality Management System ISO13485:2016.

The role involves exposure to infectious material and bodily fluids.

Organisational Chart: Decontamination Services



Key Relationships:

Liaises with other Decontamination Apprentices, Technicians, Team Leaders, Supervisors, SSD Manager and service users both internal and external.

Key Duties & responsibilities:

Decontamination

- Universal Precautions- Wear appropriate PPE to allow safe handling of contaminated equipment. Exposure to infectious material and bodily fluids.
- Carry out daily washer disinfectant checks in accordance with department Quality Control procedure.
- Receive, document and record on the IT tracking system contaminated equipment, check delivery notes against equipment delivered for accuracy. Prioritise workload. Resolve day to day issues, mislaid/mislabelled equipment, missing patient details.
- Sort and identify instruments using relevant documentation. Check for functionality before choosing the appropriate decontamination process following manufacturer's instructions.
- Raise non conformance reports where necessary e.g. on discovering missing or damaged instruments and equipment. Contact customer to action appropriately. Follow Trust policy (e.g. sharps) and Datix system for reporting incidents.
- To take delivery of and process unique specialist surgical loan instruments, and process following the manufacturers' instructions.
- Maintain a safe and compliant environment.

- Process the workload within the agreed time and to the required customer service level agreement. Prioritise urgent and emergency workload.

Clean room

- Wear appropriate PPE and follow strict clean room procedures.
- Environmental Quality checks -Take readings and record air pressures. Function test heat sealers. Check cleaning protocols are followed and appropriate testing is completed. Test and record results.
- Carry out bio-burden checks on loads from the washer disinfectors. Ensure correct release parameters are met.
- Undertake quality checks for cleanliness and functionality before packing reusable medical devices to agreed specifications.
- Pack sets and instruments using various designs of wrapping/containers in such a way as to ensure an effective sterile field.
- The packer will sign the Theatre check list of instruments/medical devices, therefore accepting final responsibility for work taken.
- Deliver the workload within the agreed time and to the required customer service level agreement.
- Deal with clinical staff queries and reschedule workload as priorities change.

Sterilization

- Test all sterilizers 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 sterilizers, maintaining safe working practices at all times, wearing P.P.E. when necessary.
- Prioritise work load depending on customer requirements to ensure minimal disruption to operating lists.
- Check all autoclave cycle sterility parameters, ensure integrity of packs prior to release of the loads ready for use.
- Record all released sterilised medical devices using the IT tracking systems.
- Ensure all specialist loan instrumentation has appropriate decontamination certificates to ensure safe return to manufacturers or other hospitals.
- Prepare equipment for use in provision of clinical services.

Sterile Stores / check and delivery

- Prepare and make ready sterile instrumentation for the planned operating list. Highlight any inabilities to the line manager inform Theatre staff of any potential delays.
- Ensure all sterile instrumentation locations are recorded on the IT tracking system.
- Ensure all sterile supplies are present in sufficient stock levels.
- Deal with queries from Theatre Practitioners.

Raw Material Store

- Receive and document goods and equipment, check delivery notes against goods delivered for accuracy and record non – conformances.
- Process room orders using correct documentation; ensure rotation of stocks, removal of external packaging in accordance with Bio- burden protocol.
- Comply with legislation relating to required storage conditions e.g. temperature, humidity, COSHH and manual handling.

- Informing supervisor and line manager of short falls and need to increase or decrease stock level.

Endoscope High Level Disinfection

- To test, validate and operate highly technical and sensitive disinfection equipment within the department.
- To diagnose daily test results on machinery, i.e. Endoscope washer disinfectors.
- To record and process the test results and demonstrate compliance. So as to enable audits and facilitate analysis.
- Manage and handle chemicals used in the disinfection process in accordance with Health & Safety (COSHH) guidelines.
- Assist with Planned Preventive Maintenance.
- Organise the documentation of loan equipment to and from the customers.
- Assist in restocking of supplies and record all information required.
- Ensure correct and safe handling, using appropriate decontamination process for sensitive and fragile equipment and following manufacturer's instructions.
- To decontaminate Endoscopy apparatus of varied design which are of a delicate nature and a very high value.
- Advice/ Train other staff groups (clinicians, nurses, other practitioners and technical staff) in the operation and care of equipment.
- Continually prioritise work load depending on how the procedure lists (use CPD) are running ensuring expiry times are not breached, so minimising disruption to patient care.
- Ensure shut down procedures are completed.

Management/organisational

- To carryout daily tests and interpret results on machinery used in SSD and inform relevant personnel if results are contrary to the required standards; ISO 13485 and MDD 93/42EEC (CE) and health and Safety. To enable audits and facilitate analysis.
- Mentoring/training of new colleagues and less experienced members of staff.
- On a rotational basis cover Trauma Lists on a weekend often working alone.
- Carry out all duties in line with the departments accredited Quality System.
- Plan your own workload with limited supervision.

Scientific and Technical

- To contribute to developing the service to ensure that delivery of medical device decontamination is safe, effective and follows best practice.
- Propose changes to standard Operating Procedures & Policy
- To maintain high standards of department safety ensuring the health, safety and welfare of self and others.
- To demonstrate agreed standards of personal and professional development within defined time scales.
- To refer appropriate issues and to raise uncertainties with senior staff.
- To maintain security of the Decontamination Department's equipment and chemicals in accordance with Policy.
- To actively participate in the organisations annual appraisal system and personal development planning process in accordance with Organisations Policy.

- To ensure safe handling of transportation trolleys and reusable medical devices.

Educational and training.

- To maintain compliance to all statutory and mandatory training as defined by the organisation and service needs.
- Demonstrates own duties, provides advice and guidance to new or less experienced employees.
- To comply with the department's training programme and undertake training in line with the development of the post, as agreed with the line manager.
- Decontamination staff will receive practical and theoretical decontamination training. This will include decontamination, principles, practical application and technical aspects of the service. COSHH & Manual handling. This will be completed by the first gate way.
- Further training will include National Vocational Qualification 3 (N.V.Q) (QCF) in decontamination, or IDS Technical Qualification and this must be completed by the second gateway. To assist in the orientation and training of new staff and act as a mentor.
- To continually update knowledge in relation to changes such as legislation, standards, specifications and procedures.
- To continually develop and maintain a portfolio of evidence of training and CPD activities.
- To have an understanding of the Department's Quality Policy, Quality Manual and standard operating procedures to ensure that a high standard of work is maintained at all times.
- To be able to confidentially use decontamination IT systems according to the authorised guidelines and protocols for use. Uses computer based data entry system. Assist new staff in the understanding of IT systems.
- To be familiar with data protection and Caldicott principles relating to the use and storage of patient information.

Research

- To participate in the department's internal and external audits as requested and assist in the audit of data held on the decontamination information systems.

KEY VALUES

The Trust would expect all employees to demonstrate our values as part of their day to day working lives:

- We are **kind**
- We are **open**
- We pursue **excellence**

These values are underpinned by behaviours:

We are **kind**, this means we:

- **Respect** and value each other;
- Treat each other **fairly**;
- Are **helpful**, and seek help when we need it.

We are **open**, this means we:

- **Listen**, making sure we truly understand the point of view of others;
- Work **collaboratively**, to deliver the best possible outcomes;
- Are **inclusive**, demonstrating everyone's voice matters.

We pursue **excellence**, this means we:

- Are **professional** and take pride in our work, always seeking to do our best;
- Demonstrate high **integrity**, always seeking to do the right thing;
- Are **ambitious**, we suggest new ideas and find ways to take them forward, and we support others to do the same.

STANDARD GENERIC ITEMS

The post holder will uphold and support these values in accordance with the Personal Responsibility Framework. To this end, in our goal to promote and embed equality and diversity throughout the organisation, the post holder will ensure that everyone is treated as an individual, with dignity and respect. Further, the post holder will embrace the Trust's philosophy that as individuals we are all unique, and will acknowledge and value difference in order to treat everyone fairly.

The post holder will maintain the security of sensitive personal and other confidential information and will apply all relevant Information Governance policies reliably to working practice. Additionally they will be expected to follow secure operating procedures for handling information in all formats, including verbal, written and that held electronically.

The post holder will support the Trust's internal audit service during regular reviews of financial and other systems across the organisation. The post holder will assist audit in these reviews and will provide information as required and without undue delay.

The post holder is responsible and accountable for their own practice in line with Trust Infection Prevention and Control policies that reflect evidence, best practice and legislative requirements.

The post holder will have the appropriate level of child protection and adult safe guarding knowledge, skills and practice required for the post and be aware of and comply with the Trust's child protection and adult safe guarding policies and procedures.

In addition to observing the departmental rules and procedures, which all staff are required to observe and follow, the post holder is also required to follow the Trust's general policies and procedures that apply to the employment relationship. Whilst the Trust recognises specific responsibilities fall upon management, it is also the duty of the post holder to accept personal responsibility for the practical application of these policies, procedure and standards. The post holder should familiarise themselves with these, and ensure they have an understanding of them, and adhere to them. Particular attention is drawn to:

- Health & Safety: Under the Health and Safety at Work etc Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work, and that of others who may be affected by their acts at work. This includes co-operating with management in complying with health and

safety obligations, particularly by reporting promptly any defects, risks or potential hazards. The post-holder is required to undertake annual training in respect of Health and Safety and comply and adhere to all Trust Health and Safety Policies.

- Fire: The post-holder must adhere to the Trust's Fire Policy, including attendance at training.
- Working Time Regulations: The post holder must ensure that they do not work more than an average of 48 hours per week based on a 17-week period regardless of whether this is for the Trust as a secondary contract, as overtime, bank/casual, agency work or with another employer.

The Trust has a No Smoking Policy. All its premises are considered as non-smoking zones, other than designated smoking areas.

In order to ensure the Trust's ability to respond to changes in the needs of the service, the Trust may make changes on a temporary or permanent basis, that are deemed reasonable in the circumstances, to the duties and responsibilities outlined in the job description. Any changes will be made with reasonable notice, taking into account the circumstances of the Trust and the post-holder. The job description will be reviewed annually as part of the Trust's Appraisal process.

JOB DESCRIPTION AGREEMENT:

Job Holder [Print name]	Job Holder Signature
Recruiting Manager [Print name]	Recruiting Manager Signature

PERSON SPECIFICATION

Decontamination Technician

Criteria	Essential	Desirable
Education, Qualifications and Training	<ul style="list-style-type: none"> 3 GCSES grade C or above, including Maths & English. Computer literacy skills. 	<ul style="list-style-type: none"> NVQ (Decontamination) level 3 (TVQ Equivalent) Diploma in Decontamination IDS Technical Qualification.
Experience & Knowledge Required	<ul style="list-style-type: none"> Knowledge of a range of procedures relating to decontamination processes, infection control and prevention acquired through training to NVQ level 3 or equivalent. Experience working in a customer service setting. Can demonstrate the ability to work to strict standards of quality and safety. Detailed insight into duties and responsibilities of post Understand need to work within a team Understanding of the need to maintain confidentiality 	<ul style="list-style-type: none"> Sterile Services Theatres/Endoscopy Acute Hospitals or similar Experience of production work Experience of tracking/stock systems Experience using decontamination equipment or other commercial machinery.
Skills & Attributes	<ul style="list-style-type: none"> Ability to work as part of a team. Ability to work accurately under pressure. Ability to work while standing for long periods of time. Ability to carryout manual handling tasks in all parts of the process. Good communication skills. Ability to take constructive criticism. Demonstrate good written & verbal communication skills. Ability to follow direction although be able to use own initiative as required & where appropriate. 	

	<ul style="list-style-type: none"> • Ability to develop new skills (NVQ) 	
Planning/Organisation	<ul style="list-style-type: none"> • Able to work to a given schedules and rotas. • Able to organise and manage their personal responsibilities, with referral to senior staff when required, in a timely and efficient manner. • Flexible & adaptable able to work weekends, evenings and bank holidays when required. • Prioritise urgent workload. 	Dealing with difficult situations.
Analytical/Judgemental	<ul style="list-style-type: none"> • Ability to undertake and report on non-conformances and investigations and understand when limit of capability has been reached. • Ability to recognise and monitor parameters of quality accuracy according to departmental standard operational procedures.. 	
IT	<ul style="list-style-type: none"> • Use a Word and PC systems including operation of Windows-based software, and keyboard skills. • Understands the fundamentals of data quality, data protection and the confidential use of patient information. 	<ul style="list-style-type: none"> • Use of departmental tracking information systems. • Use of hospital information systems. • Use of quality management system
Personal Qualities	<ul style="list-style-type: none"> • Ability to work to high standards under pressure. • Ability to work to strict standards of quality and safety. • Demonstrates a professional manner at all times. • Ability to work on own initiative. • Demonstrates logical thinking to help troubleshooting. 	

	<ul style="list-style-type: none">• Enthusiastic.• Availability to work weekends & BH to meet service need	
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KSF GENERIC BAND OUTLINE:

PAY BANDS	C6: EQUALITY & DIVERSITY	C5: QUALITY	C4: SERVICE IMPROVEMENT	C3: HEALTH, SAFETY & SECURITY	C2: PERSONAL & PEOPLE DEVELOPMENT	C1: COMMUNICATION
	LEVELS					
1	1	1	1	1	1	1
2	2	1	1	2	1	2
3	2	2	1	2	2	2
4	2	2	2	2	2	2
5	3	2	2	2	3	2
6	3	3	2	2	3	2
7	3	3	3	3	3	3
8 a-b	4	4	4	3	4	3
8 c-d and 9	4	4	4	4	4	4

Occupational Health & Wellbeing Services

OH1a Job Risk Assessment Sheet

Occupational Health & Wellbeing Services
Centurion House
Tribune Way
Clifton Moor
YORK
YO30 4RY
Tel: (01904) 725099
E-mail: occhealth-clerical@york.nhs.uk

This profile is intended to identify the hazards that the post holder is likely to be exposed to whilst undertaking this role. It is intended to complement the Work Health Assessment Form.

Job Title: Decontamination Technician

Directorate: TACC

Name:

Occupation:

The job involves occupational exposure to:	Yes √	No √	Details
Clinical contact with patients		√	
Non clinical contact with patients		√	
Respiratory irritants (e.g. fumes, dust)		√	Endoscope disinfectants.
Exposure to noise over 80db	√		Noise from plant & equipment occasionally.
Latex	√		Occasional.
Cytotoxic agents		√	
Solvents		√	
Working at night	√		Occasionally.
Working at heights		√	
Food preparation and handling		√	
Working alone	√		On call situations.
Shift work	√		
Exposure prone procedures (e.g. surgical invasive procedures)		√	
Regular work with patients with TB/handling of TB specimens		√	
Work with potentially aggressive patients/clients (verbally or physically)		√	
Regular requirement to stand/bend/kneel/walk, etc	√		
Regular requirement to lift/push/pull patients/objects	√		
Very hot or very cold working environments			
Work with immunocompromised patients		√	
Regular use of display screen equipment	√		
Driving duties (patient/client/staff transport/transportation of goods, e.g. post, specimens)	√		√
Exposure to hand transmitted vibration		√	
Working in confined spaces		√	
Risk of blood or body fluid exposure	√		Frequent
Exposure to ionising radiation			
Exposure to substances hazardous to health (COSHH regulations); please specify substances	√		Detergent and disinfectants weekly. Lubrication solvents
High mental stress content			

OH1a/jobriskassessmentsheet/sept2011/reviewsept2013/preparedbyEAW

