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# Job description and person specification
# HSDU Technician

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| **Job Title: Night Decontamination Technician** | **AfC Reference No:** |
| **Business Group: Estates & Facilities** | **Band: 2** |

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| Staff Group<br>*Please indicate* ✓<br>*This section must be completed* | • *Administrative Services*<br>• *Allied Health Professionals*<br>• *Health Science Services* | • *Nursing and Midwifery*<br>• *Support Services* ✓ |

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| **SHIFT PATTERN**<br>**1st Week** - Monday,Tuesday, Wednesday, Friday<br>**2nd Week** -Monday,Tuesday, Thursday, Friday<br>Over a 4 day on a 2 week rolling rota which involves a **Rest Day** midweek<br>**Start times** -Monday & Friday's 9.00pm-7,30am<br>**Start times** -Tuesday,Wednesday,Thursday's 9.30pm-7.30am | **Base: HSDU/Endoscopy** |

**Accountable to: Decontamination Manager**

**Responsible for: The running of the Department**

**Professionally Accountable to: The Trust**

## Job Summary

The Decontamination Night Technician is responsible for providing effective safe and efficient collection, decontamination (washing, disinfection and sterilization) and distribution of re-usable medical devices for use in direct patient care with complex speciality demands, including devices, of varied design which are of a delicate and valuable nature.

Technicians must comply with the essential requirements of the MDD 93/42/E.E.C, the decontamination unit's maintain a quality system (I.S.O 13485:2016), this is a legal requirement under the consumer protection act.

To carry out the receipt, disassembly, cleaning, disinfection, reassembly, packing and sterilization of reusable medical devices. Record all processes in the tracking and tracing database.

To take delivery of and assess appropriate documentation before processing specialist surgical loan instruments, for use in complex clinical procedures.

To collect and accept delivery of used equipment from all customers including external agencies.

To work at all times in accordance with the department Standard Operating Procedures and the Quality Management System and to adhere to Trust policies and procedures.

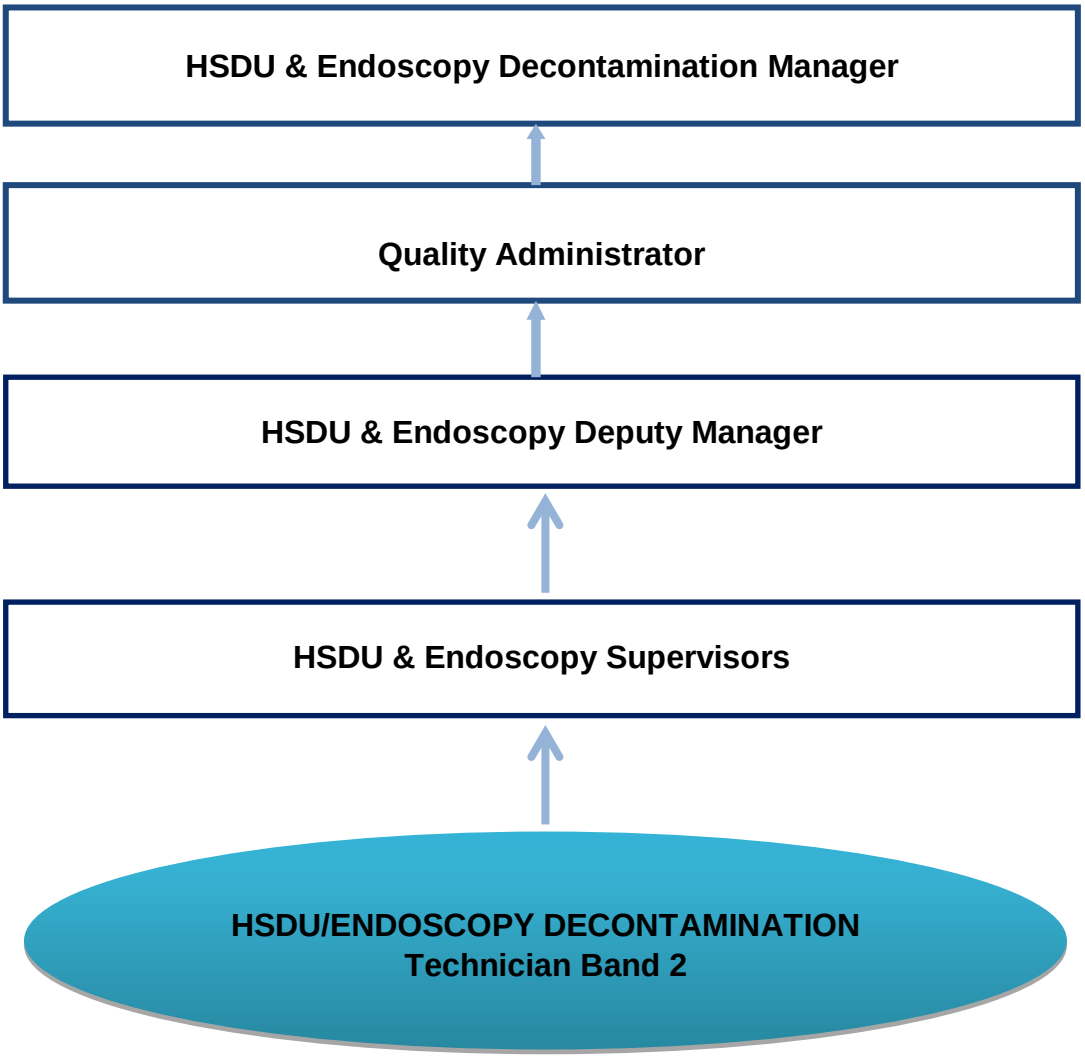
The role involves exposure to blood and body fluids within a contained environment. There is a necessity for all staff to lift, push, pull theatre equipment weighing from 6 up to 15kg

The individual would be required to communicate and establish a good working relationship with colleagues and customers.

To work as part of a team in the HSDU Decontamination Department.

**To work rostered overtime when required also a fair share of Weekends and Bank Holidays when necessary. On-Call when trained.**

**Organisation Chart**



## JOB DESCRIPTION

**Main Duties and Responsibilities**

1. To work in accordance with Departmental Policy, Standard Operating Procedures and Quality Management System.

2. To reprocess reusable medical devices under supervision; disassemble, clean, disinfect, check, assemble, sterilize, despatch and track in a controlled environment.

3. To operate washer disinfectors, AER washers, Dryer cabinets and Sterilisers including loading machines, checking detergents, maintaining records as required.

4. To report any faulty instruments or equipment to Supervisor.

5. To maintain accurate records involved in production.

6. To provide a collection and delivery service to the decontamination departments' customers.

7. To inform the Supervisors of any raw material shortages and ensure stock is rotated.

8. Meet the demands of the department's workload whilst consistently achieving high quality standards which will be measured by the In-process checks and non- conformance reports.

9. To request/receive and store supplies within the Packing Room and keep accurate records of these transactions.

10. To operate Heat-sealers and Autoclaves after suitable training has been given

11. To use manual dexterity and concentration for the disassembly and reassembly of the reusable medical devices in accordance with manufacturer's instructions.

12. To keep a clean and safe working area.

13. To operate decontamination equipment and carry out routine tests in accordance with the Planned Preventative Maintenance Schedule, Quality Standards and Guidance.

14. A Bowie Dick Test should be run on each autoclave after midnight each day

15. Sterilise all packs & trays, ensuring that Autoclaves are packed carefully, utilising their space to the best advantage, and maximum efficiency.

16. Ensure that Autoclave tape on packs is striped after sterilisation, and that printout indicates that sterilisation was completed satisfactorily.

17. Check T-DOC to ensure that it has passed on the computer.

18. Change Autoclave rolls when necessary and attach completed printouts to relevant TTS sheets. Assemble sheets together as per TTS

19. If an Autoclave run fails, ensure that the Works Department is informed and that all correct procedures are followed, before Autoclave used for sterilisation.

20. Deliver sterilised trays and completed orders as per pre-arranged schedule.

21. To receive deliveries and store goods as soon as possible and keep appropriate records, manual and computerised.

22. To rotate raw material stock, distribute stock to the packing area as per pre-arranged schedule and on an ad hoc basis, keeping accurate records of these transactions, ensure stock levels are maintained and that the store area is kept clean and tidy at all times.

23. To work overtime, if necessary, when required.

24. Clean thoroughly all Theatre Tray Trolleys after each use.

25. Clean area and equipment and be responsible for one's own area.

26. To operate the computer system as required, after receiving suitable training.

27. To distribute sterile packs (soft packs, trays etc.) and collect contaminated goods, if necessary using the departmental vehicle. `

28. To work in any part of the Decontamination unit when necessary, as directed by the Supervisory staff.

29. To abide by all rules and regulations laid down by the management, Health & Safety etc. and to wear appropriate uniform at all times, during working hours, within the Department.

30. Any other duties within the scope of an Sterile Services Dept. as may be required from time to time.

**Communications**

31. To communicate with enquires from users, and other members of healthcare staff in a polite and helpful manner, seeking scientific staff advice where required. To undertake duties as required, consistent with the responsibility of the grade and needs of the service.

32. To communicate with users on the telephone if calls are received in production areas. Refer all queries to Supervisor or Deputy Manager.

33. To communicate with users in person on Theatre, Ward or department areas. Refer all queries to the Supervisor or Deputy Manager.

**Responsibility for Patient Care**

35. This role will not have direct patient contact, but you will be collecting and delivering to Clinical areas and should respect infection control policies and act accordingly at all times.

36. At all times treat patients, visitors and colleagues with dignity and respect, exercising discretion and maintaining their confidentiality

37. Ensure that no action or omission on your part is detrimental to the condition, safety, wellbeing and interest of the patients visitors or colleague

**Planning and organising**

38. Organise and plan own day to day workload to ensure that the departments needs meet the demands of the job role.

**Responsibilities for Physical and / or Financial Resources**

39. Ensure safe and efficient use of equipment, resources and consumables at all times.

**Responsibility for Policy and Service Development and Implementation**

40. To be aware of and actively participate in changes to the quality system, policies, procedures and service developments.

41. To embrace and support line management and the department in making service improvements effective within the workplace.

**Responsibilities for Human Resources and Leadership**

42. Maintain relationships with other departmental staff.

43. Ensure the effective use of time and resources.

44. Assist new members of the team, by demonstrating own duties in a professional and competent manner. This will include staff from outside the unit who need to have an insight into decontamination.

**Responsibilities for Teaching and Training**

**45.** Participate in training and attend study days as and when required.

**46.** Take every reasonable opportunity to maintain and update knowledge, competence and skills**.**

**Responsibilities for data and information resources**

**47.** The post holder will be responsible for ensuring product realise via the TTS.

**Research, Development and Audit**

**48.** The post holder will be responsible for taking part in the departments ISO audits

**Effort, skills and working conditions**

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| **Physical skills** | Able to work in clean room and decontamination room conditions. |
| **Physical effort** | Walking, standing, operating machinery. Maneuvering trolleys. Handling of delicate equipment |
| **Mental effort** | Concentration for long periods.<br>Interpreting IMS and Decontamination Equipment results for product release |
| **Emotional effort** | None |
| **Working conditions** | Exposure to soiled equipment<br>Required to wear full PPE<br>Exposure to hot surfaces<br>Frequently short term PC use. |

**General Duties**

**Hand Hygiene**

To assist the Trust in reducing healthcare acquired infections (HCAI's) all staff should be familiar with all the Trust's Infection Prevention policies which are appropriate to their role. You are required to attend mandatory training in Infection Prevention and be compliant with all measures known to be effective in reducing HCAI's"

**Safeguarding**

All employees have a duty and responsibility to protect and safeguard children and vulnerable adults. They must therefore be aware of child protection procedures and who to contact within the Trust for further help and guidance

**Data Protection & Confidentiality**

To abide by all relevant Trust and Departmental policies including information governance, confidentiality and data protection. The post holder is reminded that any breach of the Trust's information governance and security policies and procedures will result in disciplinary action.
Compliance with the Data Protection Act 1998 and Information Governance – the post holder is required to process all personal data relating to patients and staff, in both manual and electronic records, in accordance with the Data Protection Act 1998, ensuring the security and confidentiality of data at all times. They must not for their own benefit or gain, or to divulge to any persons, firm or other organisation whatsoever, any confidential information belonging to the Trust or relating to the Trust's affairs or dealings which may come to their knowledge during employment.

**Health & Safety**

Compliance with the Health and Safety at Work Act 1974- the postholder is required to 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, and a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

**Harassment & Bullying**

As a member of staff you have a personal responsibility to ensure you do not discriminate, harass or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination, harassment or bullying by others.

**Dignity & Respect**

All employees have a duty to promote a harmonious working environment in which all persons are treated with dignity and respect, whilst fulfilling our legal obligations under equality legislation and associated codes of practice.

The Trust takes the right of the patient/service user to be treated with dignity and respect seriously. We will treat every patient/service user and carer as a valued individual, with respect for his/ her dignity and privacy. Our aim is to give each patient/service user the care we would want for our families and ourselves.

To undertake any other duties which is deemed appropriate to the band when requested by Senior Staff.

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

**Date:** **21st March 2024**

**Manager's Signature:** *E L Boswell*

**Postholder's Signature: _____Post:**

**PERSON SPECIFICATION**

**Endoscopy Decontamination Technician**

**Band: 2**

The person specification sets out the essential qualifications, experience, skills, knowledge, personal attributes and other requirements which the post holder requires to perform the job to a satisfactory level. Without these qualities applicant cannot be appointed to the post.

| Requirements | Essential (E) / Desirable (D) | Assessment Method – Application Form (AF) / Assessment Centre (AC) / Interview (I) References (R) |
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| **Education & Qualifications** | | |
| Literate and numerate (Read & Write) or equivalent experience. | **E** | |
| Equivalent to GCSE in English and Maths or equivalent experience. | **E** | |
| **Knowledge** | | |
| Knowledge of surgical instrumentation | **D** | |
| Knowledge of decontamination processes and basic underlying theory | **D** | |
| **Experience** | | |
| Experience of decontamination. | **D** | |
| Working under pressure and at speed | **E** | |
| Keeping a high standard of cleanliness. | **E** | |
| Experience of working within a hospital environment, particularly sterile services | **D** | |
| Experience of working within a quality system | **D** | |
| **Skills & Abilities** | | |
| Teamwork | **E** | |
| Good dexterity | **E** | |
| Ability to concentrate frequently for short periods and occasionally for prolonged periods during the inspection process. | **E** | |
| Computer literate. VDUs may be used frequently but only for short periods | **E** | |

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| **Work Related Circumstances** | | |
| Shift work | **E** | |
| Flexible to change shifts | **E** | |
| Weekend work & on-call | **E** | |
| A substantial proportion of time is spent standing/ moving around the Department/ Hospital | **E** | |
| The post involves frequent lifting and handling of instrumentation/ equipment. | **E** | |
| Occupational Health Clearance | **E** | |