

JOB DESCRIPTION

Post Title:	Assistant Team Leader
Band:	3
Reports To:	Team Leader
Accountable To:	Deputy Sterile Service Manager
Accountable For:	Hospital Sterilisation and Disinfection Unit (HSDU) Endoscopy Decontamination Unit (EDU)
Hours of Work:	37.5 per week – including weekends
Location:	James Paget University Hospital

Behavioural Skills:

All roles within the Trust require staff to demonstrate our core values in the care they provide to patients. All members of staff should consider these behaviours an essential part of their job role.

Collaboration

We work positively with others to achieve shared aims

Accountability

We act with professionalism and integrity, delivering what we commit to, embedding learning when things do not go to plan

Respect

We are anti-discriminatory, treating people fairly and creating a sense of belonging and pride

Empowerment

We speak out when things don't feel right, we are innovative and make changes to support continuous improvement

Support

We are compassionate, listen attentively and are kind to ourselves and each other

1. Summary of Post

To assist the Team Leader's in the day to day running of the Decontamination Department and team, ensuring that all policies and procedures are followed and quality standards met.

To assist the Team Leader's to ensure that all clinical procedures within the James Paget University Hospitals NHS Foundation Trust, and other customers are supported with sterilised and disinfected equipment delivered effectively, efficiently and economically.

To respond positively to new, changing and growing customer requirements and expectations.

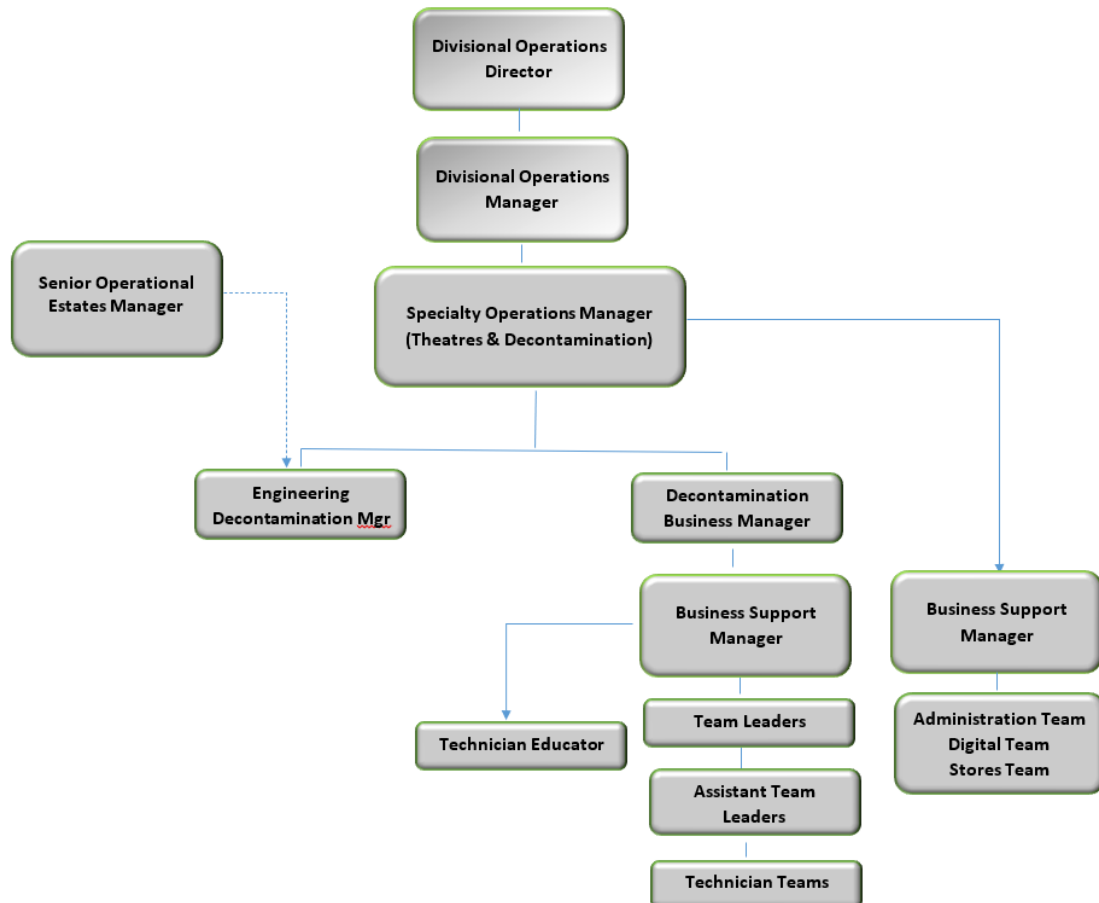
2. Key working Relationships

Internally, the post holder will develop effective working relationships with departmental colleagues and internal stake holders

3. Key Result Areas

To have made an effective contribution to reaching the Trust's vision, strategic objectives and key work programmes.

4. Department Structure



5. KEY TASKS & RESPONSIBILITIES:

- To assist the on duty Team Leader in the planning of day to day production of the Decontamination Department, including direction and supervision of Decontamination Technicians to maintain the high standard of work required.
- Support the Team Leader by ensuring that all staff carry out their duties in accordance with the department's ISO 13485:2016 Quality Policies and Procedures.
- Monitor and investigate complaints and concerns and ensure faults are rectified and aid in the planning of corrective and preventative actions.
- Facilitate and provide assistance and advice in the training of new Technicians in the completion of the decontamination training program.

- To undertake daily and/or weekly mandatory tests of the Washer Disinfectors and Autoclaves if required by the Team Leaders, analysis results and access if equipment is fit for use.
- Ensure staff maintain the work areas in a tidy state and comply with Trust Health & Safety and Fire Policies. Report any mechanical faults or repairs required.
- To record information from instruments as required by the Decontamination Department quality system, reporting to management, if they are outside specified parameters.
- The post holder will also be expected to undertake all duties as described in Decontamination Technicians' job description and any other reasonable duty for example ;- Working the IAP, wash area, autoclaves and stores on production of theatre trays and supplementary packs, together with any other duties as requested by the Decontamination Manager, Deputy Manager or Decontamination Team Leaders.
- To understand and interrogate the tracking and traceability system for the provision of information and ensure all work produced is scanned onto the system.
- To liaise with Team Leaders and other Assistant Team Leaders to provide constant Supervisory cover at all times.
- To liaise with Team Leaders to ensure that production is planned within the department it progresses as efficiently as possible.
- Maintain a good working relationship with the operating theatre staff and other Trust staff.
- Ensure all equipment in the department is used correctly and working efficiently and report faults as appropriate.

6. RESPONSIBILITY FOR PATIENTS

- Support the management team to ensure an efficient and appropriate service is provided to our customers
- Assist the management team to ensure work is done in an organised manner.
- 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.
- Follow work instructions accurately to maintain quality service to patients / Customers.
- Ensure traceability system is used accordingly.

7. RESPONSIBILITY FOR POLICY AND SERVICE DEVELOPMENT

- Commit to continuing personal and professional development both through departmental and trust training schemes.
- 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.
- Ensure with Supervisors and Team Leaders that all required checks are carried out as and when instructed to do so.
- Participate in the audit process.

8. RESPONSIBILITY FOR RESOURCES

- Work flexibly in all areas of this multidisciplinary department, including weekends.
- Support endoscopy emergency 24/7 provision by being part of on call team for EDU.
- Operate all relevant equipment in accordance with department work instructions and training. Report any failures that may interfere with the service.
- 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.
- Top up production area with stock, ensuring that records are kept and stock is rotated.
- Maintain competency in the use of specialist equipment appropriate to the clinical setting.

9. RESPONSIBILITY FOR INFORMATION RESOURCES

- Answer telephone calls and ensure written messages are conveyed to the shift supervisor / management team.
- Ensure tracking & traceability programme is running properly, troubleshooting problems if appropriately trained to do so or reporting to management
- Communicate departmental issues quickly and share knowledge.
- Accurately record all necessary information for reprocessing of medical devices

10. Health and Safety Responsibilities

- To ensure that the Trust's Health and Safety Policies are understood and observed and that procedures are followed.
- To ensure the appropriate use of equipment and facilities and that the working environment is maintained in good order.
- To take the necessary precautions to safeguard the welfare and safety of yourself, patients, visitors, and staff, in accordance with the Health and Safety at Work Act.
- To undertake appropriate health and safety training to support safe working practice, including where appropriate, its management.

- To demonstrate a practical understanding of risk assessment in relation to their areas of responsibility and to ensure safe systems of work are in place.
- To ensure that all incidents occurring within the department are reported in accordance with Trust procedures, investigated and corrective action taken as necessary and/or reported to senior management and specialist advisers.
- Follow direction from management team but be able to work alone and use initiative as required and where appropriate.

11. Moving and Handling Responsibilities

- To ensure that all moving and handling tasks within their area of responsibility are assessed, that there is a manual handling plan indicating safe systems of work, and that documentation is regularly maintained and updated.
- To attend appropriate training in accordance with the M&H assessed risks within the work area.

12. Confidentiality

All staff are required to respect confidentiality of all matters that they learn as a result of their employment with the NHS, including matters relating to other members of staff, patients and members of the public.

13. Equality and Diversity

All employees are required to follow and implement the Trust's equal opportunities policy and to undergo any training and development activities to ensure that they can carry out their duties and responsibilities in terms of promoting, developing, implementing and reviewing the policy arrangements in the course of their work.

14. Safeguarding Children and Vulnerable Adults

All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the Trust's procedure for raising concerns about the welfare of anyone with whom they have contact. Staff must also ensure they receive the appropriate level of safeguarding children and vulnerable adult training depending on their role in the Trust.

15. Infection Control

It is the responsibility of all staff to ensure that they understand and follow the infection control policies, procedures and best practice applicable within the Trust. In particular:

- Observe all infection control policies and practices relevant to the post
- Act as a role model to others regarding infection control best practice
- Ensure that they keep up to date and attend all relevant training relating to infection control issues applicable to their post
- Ensure that patients, visitors and contractors are aware of and follow infection control best practice (where applicable)
- Report non-compliance or concerns regarding infection control issues/best practice to their line manager

16. Trust Values

To work in line with the Trust values and promote these within teams, departments and divisions in the Trust.

Please note that this job description is not an exhaustive list of duties but merely a guide to the responsibilities of the post holder. The post holder may be required to undertake additional duties within the sphere of their competence and to meet the changing needs of the service.