

## Job Description

<b>Job Title:</b> Decontamination Supervisor	<b>Band:</b> 3
<b>Directorate:</b> Surgery, Gastroenterology Anaesthetics	<b>Department:</b> Sterile Services
<p><b>Job summary:</b></p> <ul style="list-style-type: none"> <li>• To participate in the provision of a specialised decontamination of medical devices service contributing to the clinical care of the patient.</li> <li>• To perform a full range of decontamination duties.</li> <li>• Manages Decontamination records in own area of work.</li> <li>• Provide a high quality and timely service to all customers.</li> <li>• To ensure Departmental Standard Operating Procedures are adhered to by all Healthcare Science staff in accordance with Quality Management Systems.</li> <li>• Plan your own workload and work with minimal supervision.</li> <li>• The role involves exposure to blood and body fluids.</li> <li>• To supervise a team in the Sterile Service Unit and Endoscopy Reprocessing Unit to ensure the team objectives are achieved.</li> </ul> <p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• To work in accordance with Departmental Policy, Standard Operating Procedures and Quality Management Systems.</li> <li>• To assist in the regular review of Standard Operating Procedures</li> <li>• To direct the reprocessing of reusable medical devices: disassembly, cleaning, disinfection, checking, assembly, sterilization, despatch and tracking in a controlled environment.</li> <li>• To direct the reprocessing of endoscopes, cleaning, disinfection, inspecting, operating endoscope drying cabinets and preparing endoscopes ready for clinical use.</li> <li>• To supervise, organise and allocate work and /or train less experienced/qualified staff.</li> <li>• Will be expected to use knowledge and skills when making decisions with regard to non-conformances.</li> <li>• To ensure routine testing of decontamination equipment at the appropriate intervals to analyse and take appropriate action on any malfunction.</li> <li>• To record all routine testing of decontamination equipment.</li> <li>• To monitor stocks of raw materials as requested and to take appropriate action on any deficiencies, assist in the evaluation of new products.</li> <li>• Meet the demands of the Department's workload whilst consistently achieving high quality standards which will be measured by in-process checks and non-conformance reports.</li> <li>• To undertake initial investigation into non-conformance reports as instructed.</li> <li>• To use manual dexterity and concentration for the disassembly and reassembly of the reusable medical devices in accordance with Manufacturer's instructions.</li> <li>• To operate decontamination equipment and carry out routine tests in accordance with Planned Preventative Maintenance Schedules, Quality Standards and Guidance.</li> <li>• To communicate and supervise enquires from users, and other members of healthcare staff in a polite and helpful manner, seeking scientific advice from Senior Decontamination Supervisors where required.</li> <li>• To undertake such duties as required, consistent with the responsibility of the grade and needs of the service.</li> </ul>	

### **Scientific and Technical**

- To contribute to developing the service to ensure delivery is safe, effective, and an efficient service by following current and best practice.
- To maintain high standards of departments safety ensuring the health, safety and welfare of self and others.
- To follow and develop the decontamination departments training programme and undertake training as agreed with the line manager.
- To have the ability to raise issues or concerns with senior staff.
- To maintain security of the Decontamination Department(s), equipment and chemicals in accordance with the Department's Policy.
- To actively participate in the Organisation's appraisal system and personal development planning process in accordance with Organisation's Policy.
- To ensure staffs safe handling of transportation trolleys and reusable medical devices.

### **Education and Training**

- To maintain compliance to all statutory and mandatory training as defined by the organisation and service needs.
- To comply with the Department's training programme and undertake training in line with the development of the post, as agreed with line manager.
- 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 use and train others on the decontamination IT systems according to the authorised guidelines and protocols for use.
- To be familiar with data protection and Caldecott issues relating to the use and storage of patient information.
- To have IT skills, keyboard skills, including basic word processing skills, to enable the post holder to assist in the production of standard operating procedures.

### **Research**

- To participate in the Department's audits and assist in the audit of data held on the decontamination information systems.

### **Communications**

- To communicate all relevant information within the team to ensure the continual and efficient running of the service.
- To communicate and liaise between decontamination personnel, customers and other members of healthcare staff in a polite and helpful manner.
- To communicate with customers of the service in the initial investigation of non-conformances.
- To inform effectively both verbally and at any staff hand-over as required.
- To attend and actively participate in the Department's meetings.

### **General**

- To be responsible for complying with Trust and local Safeguarding policies and procedures.
- To be responsible for the quality of data recorded. The data should be accurate, legible (if handwritten), recorded in a timely manner, kept up to date and appropriately filed.
- All employees must comply with the East Suffolk & North East Essex Foundation Trust Equality and Diversity Policy and must not discriminate on the grounds of sex, colour, race, ethnic or national origins, marital status, age, gender reassignment, disability, sexual orientation or religious belief.
- Employees have a responsibility to themselves and others in relation to managing risk and health and safety, and will be required to work within the policies and procedures laid down by the East Suffolk & North East Essex Foundation Trust. The Trust seeks to establish a safe and healthy working environment for its employees and operates a non-smoking policy.
- All employees have the right to work in an environment which is safe and to be protected from all forms of abuse, violence, harassment and undue stress. All employees are responsible for helping to

ensure that individuals do not suffer harassment or bullying in any form. All employees will be personally accountable for their actions and behaviour in cases of complaint of harassment or bullying.

- All staff have a responsibility to contribute to a reduction in the Trust's carbon footprint and should pro-actively reduce and encourage others through own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste etc.

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to flexibly undertake other duties that are consistent with your role and banding, including project work, internal job rotation and absence cover.

## Person Specification

**Job Title:** Decontamination Team Leader COH

**Band:** 3

Criteria	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in all sections of decontamination department – sterile services and endoscope reprocessing</li> <li>• Experience of supervising less experienced/qualified staff</li> <li>• Experience using decontamination equipment.</li> <li>• Can demonstrate the ability to work to strict standards of quality and safety</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Experience to NVQ3 through decontamination training and non-routine experience plus applied training to Foundation degree/diploma in medical device decontamination equivalent level</li> </ul>	
<b>Planning/Organisation</b>	<ul style="list-style-type: none"> <li>• Able to work to given schedules and rotas.</li> <li>• Able to organise and manage their personal responsibilities, with referral to senior staff when required, in a timely and efficient manner.</li> <li>• Prioritise urgent workload</li> </ul>	
<b>Analytical/Judgemental</b>	<ul style="list-style-type: none"> <li>• Ability to undertake and report on non-conformances and investigations and understand when limit of capability has been reached.</li> <li>• Ability to recognise and monitor parameters of quality, accuracy according to departmental standard operational procedures,</li> <li>• Planning &amp; Organisational Skills required to plan, organise, and adjust complex activities</li> </ul>	
<b>IT</b>	<ul style="list-style-type: none"> <li>• Use of department tracking information systems</li> <li>• Use of hospital information systems</li> <li>• A good knowledge of Microsoft word and excel</li> </ul>	

	<ul style="list-style-type: none"> <li>• Use of quality management system</li> <li>• Understands the fundamentals of data quality, data protection and the confidential use of patient information</li> </ul>	
<b>Personal Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team.</li> <li>• Ability to work accurately under pressure.</li> <li>• Excellent communication skills, relates to colleagues in an effective and positive manner on routine matter.</li> <li>• Ability to work to high standards under pressure Flexible.</li> <li>• Ability to work to strict standards of quality and safety.</li> <li>• Demonstrates a professional manner at all times.</li> <li>• Ability to work on own initiative.</li> <li>• Demonstrates logical thinking to help troubleshooting.</li> <li>• Ability to motivate others.</li> <li>• Enthusiastic</li> </ul>	