

RECRUITMENT INFORMATION PACK

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your
story



Job Particulars

Job Title	Decontamination Supervisor
Pay Band	Band 4
Location	Newham University Hospital
Reports to	Endoscopy Lead Nurse
Responsible to	Senior Nurse

1. Job Purpose

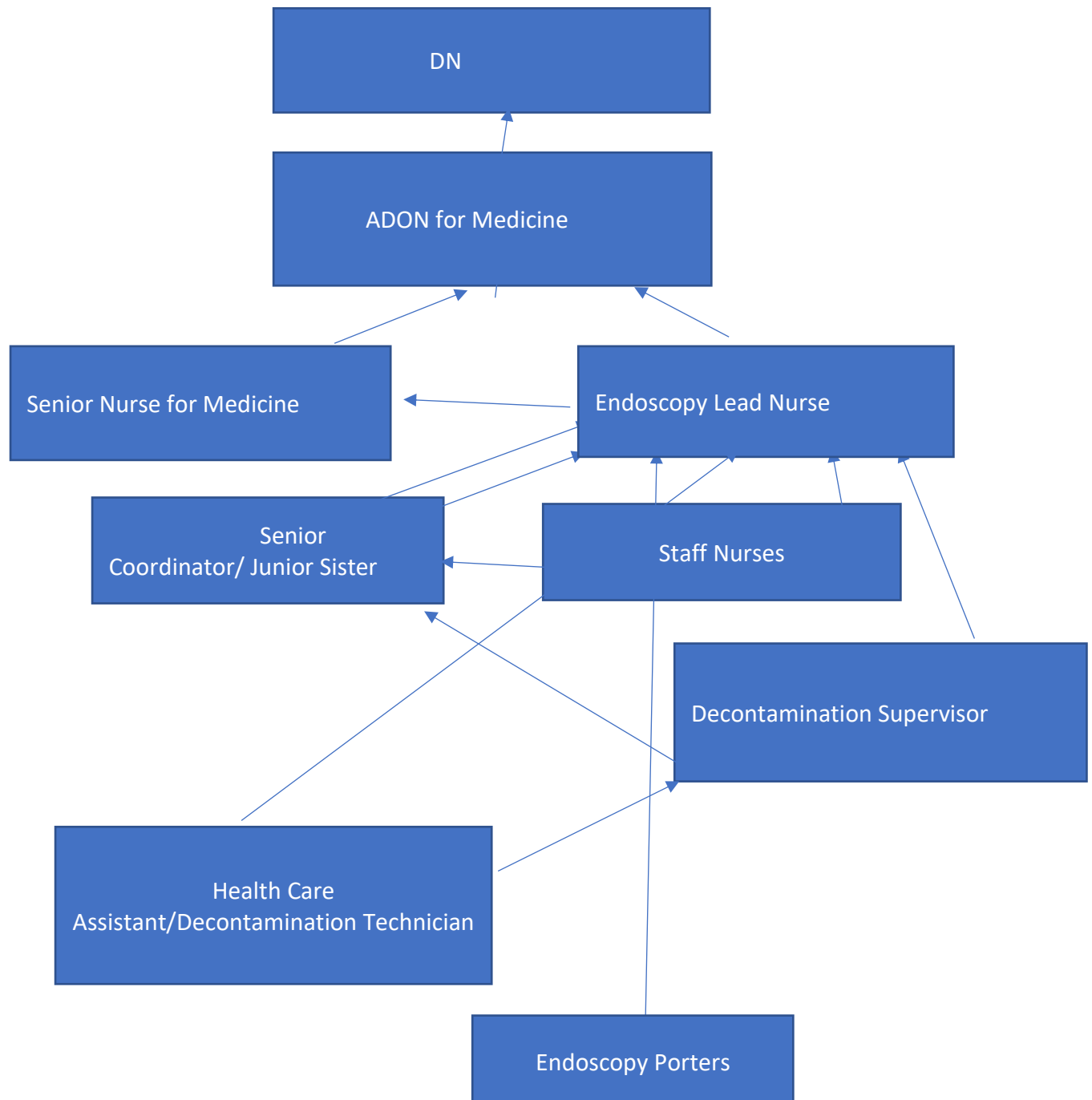
- Manage all endoscopy equipment stock, Oracle orders
- Ensure maintenance of all endoscopic equipment , AERs and keep records
- Be responsible for COSHH in Decontamination area
- Manage all staff training needs within Decontamination area with the support of Lead Nurse
- Supervise less experienced technicians.

2. Key Working Relationships

Internal	External
Nursing team	Other decontamination units across the Trust
Lead Nurse	Company Representatives
Multidisciplinary team	External/Estates engineers



3. Structure Chart



3. Main duties, responsibilities and results areas

- Responsible for placing orders on Oracle and monitor stock
- Keep the stoke room tidy and work with the Lead Nurse in relation to specific items of ordering for specialist procedures.
- Must have expert knowledge of ancillary endoscopy equipment
- Have dept knowledge of HTM01-06 and CFPP01-01, COSHH
- Liaise with manufacturers for maintenance and repair, and spot potential problems with equipment.
- Train all new staff to use the washer disinfectors as instructed by the manufacturer and maintain links with the companies
- Run the training programme for new staff and the ongoing updated training for all staff ,run peer reviews of scope cleaning competence annually in conjunction with the yearly appraisal system
- Complete incidents reports as necessary.
- Work under the supervision of the registered nurse with continuing responsibility for the recovery area.
- Work as part of the recovery and endoscopy team.
- Must be able to communicate with all members of the endoscopy team.
- Contribute to the maintenance of a safe and caring environment for patients in all areas of the department.
- Report and chase up all minor repairs and domestic problems associated with the decontamination area
- Participate in all the training associated with decontamination and endoscopy.
- Work with the trained staff in the recovery area, providing support to allow the safe recovery of patients in this area following endoscopic procedures.
- Liaising with areas outside of the department in the provision of endoscopy equipment if required, ie loaning equipment to other hospitals etc.
- Maintain the tracking of scopes within the department and external areas.
- Have a can do attitude, be friendly, courteous and efficient and work as part of a large team.
- Must work as part of the team towards achieving and maintain JAG/GRS accreditation.
- Assist in audits of own working order to improve the effectiveness of service provided.

The post holder might be required to work across the Trust at any time throughout the duration of his/her contract, which may entail travel and working at different hospital



4. Working conditions

Criteria	Description
Physical	The post holder will be required to undertake light physical activity throughout the shift, with minimal seated activity Has to be able to use computer ,tracking system, has good motivation for use of CRS system
Emotional	Having to work in very busy surroundings Clinical duties within the endoscopy are rarely emotionally challenging and distressing. The post will have a fairly non varied routine to do To be positive in all aspects of duties towards patient care.
Working Conditions	Friendly clean environment, procedure rooms sometimes have adverse aromas. Also working in the decontamination room with chemicals & fumes. Have to wear PPE in the procedure & decontamination rooms There will be daily exposure to body fluids blood, vomit, stools, saliva in the course of the daily care of patients. In the procedure rooms there will be a dark/poor lit environment
Mental	Planning of workload within the Unit environment The shift pattern is variable during the units opening hours. A high level of concentration is required in a fast paced, quickly changing environment to provide a high standard of care to patients. The environment and work load is unpredictable and the post holder will need to prioritise and respond quickly to this unpredictability



Code of Conduct for NHS Managers

As an NHS manager, you are expected to follow the code of conduct for NHS managers (October 2002) www.nmc-uk.org/. This supports us to develop a sustainable workforce and bring the very best out in people.

Safeguarding adults and children

Employees must be aware of the responsibilities placed on them to maintain the wellbeing and protection of vulnerable children and adults. If employees have reason for concern that a patient is 'at risk' they should escalate this to a

appropriate person i.e. line manager, safeguarding children's lead, matron, ward sister/change nurse, site manager, consultant.
(October 2002) www.nmc-uk.org/



Person Specification

Domain	Essential Criteria	Desirable Criteria
Experience	<ul style="list-style-type: none"> At least 2 years working experience in decontamination Relevant endoscopy study days completed Current NHS experience of Procurement processes both stock and non-stock 	E E D
Skills	<ul style="list-style-type: none"> Excellent verbal and written communication skills Good interpersonal and communication skills. Awareness of importance of infection control Understand importance of confidentiality. Basic knowledge of health and safety issues. Able to troubleshoot equipment problems whilst under pressure Cheerful disposition Good IT skills 	E E E E E E E E
Knowledge	<ul style="list-style-type: none"> Expert knowledge of different types of endoscopes and equipment Expert knowledge of HTM01-06 and CFPP01-01, COSHH Have knowledge of Automated Endoscope preprocessors and drying cabinets Expert knowledge of dealing with broken equipment and liaising with clinical engineering/ companies to facilitate minimal down time. Expert knowledge of Tracking System Have knowledge of test procedures used to verify the performance and safety of a range of clinical equipment. Be able to analyse/interpret the results in order to identify operational or safety deficiencies 	E E E E E E
Qualifications	<ul style="list-style-type: none"> Recognised Decontamination qualification or working towards Evidence of regular participation in formal and informal technical training 	E E



Other	<ul style="list-style-type: none"> • Must be flexible in approach to work direction • Must be able to work flexibly to suit Unit requirements this may mean changing shifts patterns occasionally • Able to work under pressure • Team working abilities 	E E E E

