

# Job Description

**JOB TITLE:** Decontamination Manager

**DIVISION:** Clinical Support

**GRADE:** Band 8b

**REPORTS TO:** Directorate General Manager

**ACCOUNTABLE TO:** Divisional General Manager

## VALUES AND BEHAVIOURS



## ABOUT NUH

Every day, our teams at Nottingham University Hospitals NHS Trust (NUH) make a difference. We save lives, we improve lives and we usher in new life. We are proud to play a central role in supporting the health and wellbeing of people in Nottingham, Nottinghamshire and our surrounding communities.

With more than 18,000 colleagues, we are the largest employer in Nottinghamshire and one of the biggest and busiest NHS Trusts in the country, serving more than 2.5m residents of Nottingham and Nottinghamshire and a further four million people across the East Midlands and beyond.

We provide a range of national and internationally renowned specialist services and we are at the forefront of new surgical procedures and research programmes.

We are home to the East Midlands Major Trauma Centre, the Nottingham Children's Hospital and in partnership with the University of Nottingham we host a Biomedical Research Centre carrying out vital research into hearing, digestive diseases, respiratory, musculoskeletal disease, mental health and imaging.

As a teaching hospital, we are instrumental in the education and training of doctors, nurses and other healthcare professionals. We are proud of our strong relationships with universities across the East Midlands, including the University of Nottingham, Nottingham Trent University and Loughborough University.

The last year has been challenging for our teams. Alongside our continued recovery from Covid, our maternity services are subject to an independent review and we must do more to improve our culture. We are more focused than ever on making sustained improvements across our services.

As one of the NHS Trusts identified in the New Hospital Programme, a programme of investment in NHS hospitals, we have extensive plans to improve our hospitals and the services we deliver for patients. As well as the redevelopment of the Queen's Medical Centre and City Hospital, plans for a new 70 bed NHS rehabilitation facility set to be built on the Stanford Hall Rehabilitation Estate near Loughborough, are currently going through the approvals process.

We have recently become home to the latest series of Channel 4's award-winning series 24 Hours in A&E, which takes a look inside one of the country's busiest emergency department at QMC and showcases the dedication, passion and skill of our teams.

This is an exciting time to join NUH and help support our future ambitions.

## **JOB SUMMARY**

The post holder will be accountable for the management and delivery of the decontamination and sterilisation services of the Trust, ensuring that instruments and equipment are decontaminated and sterilised and that equipment is maintained in a safe and compliant environment in accordance with national guidelines and the HTM framework.

The post holder will be the lead for the on-going compliance with relevant accreditation standards, audits, policies and procedures to enable the services to remain accredited to 13485:2016 medical device quality systems, the UKCA Medical Device regulation 14, the Health and Social Care Act, the Care Quality Commissions and other related legislation.

The position requires a strategic approach to the development of services and structures, embracing continuous quality improvement and the management of change necessary to achieve the Trust's objectives.

The post holder will be required to act as professional lead for the Trust, providing expert advice on decontamination issues as required, working with colleagues, multi-disciplinary teams and service users to improve systems and processes to ensure they are responsive to service needs.

The post holder will have a proactive involvement in all areas that provide Decontamination services including Sterile Services, Endoscopy, Urology, ENT, Ambulatory Care, Ophthalmology and Oral Surgery and will be expected to develop new initiatives to address the changing healthcare environment.

## **KEY JOB RESPONSIBILITIES**

### **Leadership**

- Provide strong visible leadership to the Sterile Services Department (SSD).
- Drive through the delivery of targets to continually improve performance and efficiency within the SSD.
- Lead on the operational implementation of new policies and procedures within the SSD.
- Create a culture that empowers staff to have sufficient authority over the facilities and services to enable them to secure the highest standards of service delivery and quality.
- Employ effective staff management techniques to support and lead the SSD team.
- Provide expert decontamination advice to clinical teams.
- Provide professional expertise on all decontamination issues, in line with Trust objectives for patient safety and targets set for the reduction of hospital acquired infections, including correct decontamination techniques, ensuring all surgical equipment and medical devices are fit for purpose.
- Advise users and procurement teams in respect of decontamination aspects of medical devices procurement.
- Influence and manage change, in line with the Trust key objectives.
- Act as professional advisor to the Trust Decontamination lead.
- Support the Trust Decontamination Lead in the drafting and delivery of the Trust's Decontamination Plan/ Strategy.
- Act as Deputy Chair for the Trust Decontamination Sub-Group meetings and produce reports as required to the Infection Prevention & Control Committee and Medical Device Management Committee.
- [Engage and facilitate the services of the Authorising Engineer (Decontamination) (AE(D)) in accordance with HTM guidelines.
- Support the strategic development of decontamination services and facilities in collaboration with the Trust's major reconfiguration programme Team (Tomorrow's NUH).

### **Service Delivery**

- Accountable for the direct delivery of Sterile Services to users in accordance with departmental procedures and for external users, in line with service level agreements.
- Directly responsible for the SSD policies and procedures, and the strategic plans for delivery of the wider decontamination service.
- Act as lead specialist in the field of decontamination, ensuring that knowledge and skills are kept up date via continuous professional development, education and training activities.
- Has lead responsibility for specialist testing services including evaluation of results, to ensure patient safety. Interprets and reports test results in the specialities, validating and authorising abnormal results, and where appropriate consults with relevant qualified consultant microbiologist and decontamination personnel.
- To maintain adequate and cost effective stocks of SSD services consumables, materials and instruments and to keep appropriate records.
- Effectively manage the transition process to new products or systems and processes with service users.
- Effectively utilise and manage the application of information, tracking and traceability systems.
- Work with senior colleagues from all specialities to develop streamlined processes to reduce cancellations and improve clinical and surgical utilisation.
- Directly responsible for the maintenance of SSD business continuity and emergency incident plans/contracts to ensure continuity of supply. Link with other Divisions and with local Trusts for reciprocal arrangements.
- Identify and develop new business opportunities.

## **Performance Management**

- Identify performance objectives and ensure their delivery within the SSD, accountable to the Directorate General Manager.
- Advise the Directorate/Divisional Leadership team on Decontamination service activity, workload and performance, including income and prepare reports for the Division and the Trust.
- Support the Division to deliver a financial performance in line with the Trust's agreed financial plan including ensuring the delivery of any required cost improvement targets within the SSD.
- Lead on the procurement of sterile equipment with adherence to all standing financial instructions and assurance that sterilisation and disinfection needs and standards are met.
- Control, monitor and review expenditure against the SSD budgets, for which the post holder has management responsibility, ensuring that expenditure is managed within budget and that prompt and appropriate action is taken to tackle variances on the advice of the Divisional Finance team.
- Responsible for the monitoring and management of the Ambulatory Care (Treatment Centre) Decontamination Contract.

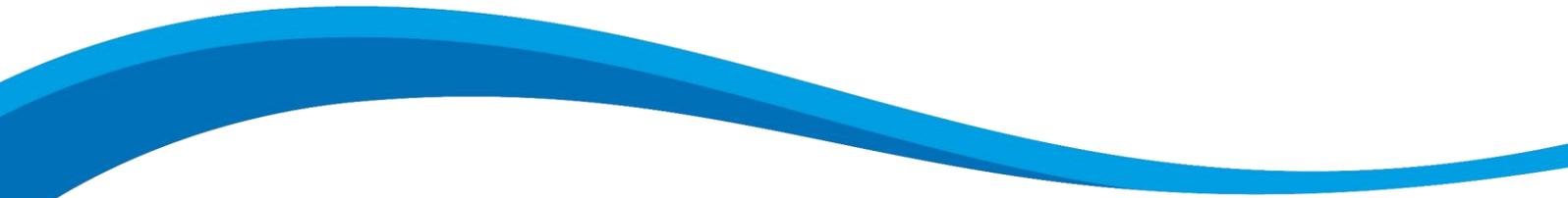
## **Financial and Physical Resources**

- Will ensure compliance with the Trust's Standing Financial Instructions.
- As budget holder will be accountable for the financial management of SSD, maintaining control of expenditure and staffing levels within budget.
- Will be responsible for purchase of physical assets, repairs, maintenance and servicing of the physical assets.
- Will create and deliver cost improvement programmes, business and strategic planning and service development schemes.
- Will establish service level agreements with all suppliers and customers/service users.

## **Healthcare Standards**

- Ensure that the SSD accreditation to ISO 13485:2016 and the Medical Devices Regulation 14 is maintained.
- Undertake the role of User as defined in the HTM 01-01 standard.
- Maintain the Trust's Decontamination Programme in accordance with National and European regulations and Department of Health guidelines for decontamination.
- Ensure that the required quality systems are in place and all practices are carried out to the latest national standards.
- Interpret highly complex national guidance / legislation in relation to Sterile Services production, consider necessary changes and implement where appropriate, considering impact across theatre areas.
- Develop and implement plans to improve decontamination procedures in order to continually improve and move towards best practice.
- Ensure that, where applicable, information and records are maintained and stored in accordance with Trust and national standards.

## **Governance and Risk**

- Promote a culture where governance and risk management are seen to be everyone's responsibility.
  - Ensure that patient safety is at the centre of the planning, analysis and delivery of the work of the SSD.
  - Promote the use of information for benchmarking and audit to improve patient experience and service delivery.
  - Facilitate and lead quality audits to ensure that all relevant policies are complied with and operational procedures are regularly reviewed and updated.
  - Ensure in conjunction with the Trust's chosen maintenance support service, a high standard of equipment maintenance and performance and to maintain adequate records to this effect
  - Record and manage decontamination risks on the Trust's Risk Register and investigate any errors, performing root cause analysis if required.
  - Ensure the SSD comply with all Trust Health and Safety and Clinical Governance policies and procedures.
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## **Communication**

- Establish effective two way channels of communication in support of delivering the Trust's objectives.
- Establish and maintain excellent communication with all Service users in the Trust and wider healthcare community to ensure that service standards are maintained.
- Support the SSD in presenting their selves accurately and positively to Service users and ensure that regular feedback of the Service is completed and improvement action taken.

## **Human Resources**

- Manage the operation of the Trust's HR policies such as Equality and Diversity, Well-being and Attendance, Discipline, Recruitment, Workforce Change for all managed staff within the SSD.
- Regularly review the SSD workforces to ensure the right numbers and the right level of knowledge skill and expertise to deliver services in the most effective and efficient way
- Ensure that all managed staff in the SSD are regularly appraised and have a Personal Development Plan which supports the Trust's excellence agenda
- Ensure that adequate staff records are maintained across SSD.
- Ensure effective management of the work rosters, providing affective and safe staffing levels.

## **Education and Teaching**

- Accountable for staff within SSD receiving appropriate induction, training and ongoing development to enable them to competently and safely fulfil their roles.
- Accountable for all managed staff meeting their statutory and mandatory training requirements
- Support the Departments in providing opportunities for talent to be developed to ensure the services provided continue to improve.

## **Research**

- Identify and lead research and development, equipment testing or similar activities.
- Organise and oversee the validation of new equipment and processes.
- Lead the development of new protocols/procedures for tests/validation/processes, including those which may impact on other disciplines and patient care.
- Collate, present and interpret technical data for review and analysis.
- Undertake on-going audits of the decontamination of medical devices throughout the Trust ensuring compliance with the Health and Social Care Act.

## **Other Duties**

- Represent the Trust at local and national decontamination meetings.
- Sit on appointment panels.
- Deputise for the Directorate General Manager as required.
- Work flexibly taking into account 24/7 operational hours and operational difficulties that can occur at any time.

## **GENERAL DUTIES**

In addition to the key job responsibilities detailed in this job description all employees at Nottingham University Hospitals NHS Trust are expected to comply with the general duties detailed below:

### **Infection Control**

To maintain a clean, safe environment, ensuring adherence to the Trust's standards of cleanliness, hygiene and infection control.

### ***For senior/clinical managers the following statement must also be included***

*The post holder is accountable for minimising the risks of infections and for the implementation of the Code of Practice for the Prevention and Control of Healthcare Associated Infections as outlined in the Health Act 2006. This includes receiving assurance of risk and embedding evidence based practice into daily routines of all staff.*

## **Safeguarding children, young people and vulnerable adults**

Nottingham University Hospitals is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

## **Information Governance**

All staff have an individual responsibility for creating accurate records of their work and for making entries into and managing all NHS records effectively in line with the Health Record Keeping Policy and other Health Records and Corporate Records Management policies and procedures in order to meet the Trust's legal, regulatory and accountability requirements.

## **Health and Safety**

To take reasonable care to prevent injury to themselves or others who may be affected by their acts or omissions.  
To co-operate fully in discharging the Trust policies and procedures with regard to health and safety matters.  
To immediately report to their manager any shortcomings in health and safety procedures and practice.  
To report any accidents or dangerous incidents to their immediate manager and safety representative as early as possible and submit a completed accident/incident form.  
To use protective clothing and equipment where provided.  
Whilst the aim of the Trust is to promote a co-operative and constructive view of health and safety concerns in the organisation, all staff must be aware that a wilful or irresponsible disregard for safety matters may give rise to disciplinary proceedings.

## **Governance**

To actively participate in governance activities to ensure that the highest standards of care and business conduct are achieved.

## **Health and Wellbeing**

Employees are expected to take all reasonable steps to look after both their physical health and mental health. To support employees to achieve this NUH offers a wide range of health and wellbeing activities and interventions. The full programme can be viewed at on the staff intranet.

Line managers are expected to encourage and support staff to look after their health and wellbeing, including the release of staff to attend health and wellbeing activities and interventions.

## **General Policies Procedures and Practices**

To comply with all Trust policies, procedures and practices and to be responsible for keeping up to date with any changes to these.

## **WORKING CONDITIONS**

**Physical Effort:** The post requires light physical effort

**Mental Effort:** The post requires frequent concentration with an often-unpredictable work pattern that includes specific concentration, managing interruptions to work and flexibility to manage an operational environment. There are likely to be varying demands on time and periods of more intense work

**Working Conditions:** The overall working conditions on a day-to-day basis can be described as normal however there is a requirement to provide management leadership in an environment for the reprocessing of sterile equipment used for healthcare purposes that will require a regular physical presence in that environment

## **JOB REVISION**

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

## **Service Review**

A strategic review of all Trust services is taking place, as a result of which some services, or parts of some services, may transfer from one campus to the other. This will be decided in accordance with the most appropriate way to provide the best healthcare for patients in the future and all staff will be fully consulted on about the impact of any such decisions.

**Job description reviewed by: Emma Cribbens**

**Date: Mar 2024**

