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Bwrdd Iechyd Prifysgol
Aneurin Bevan
University Health Board

**ANEURIN BEVAN UNIVERSITY HEALTH BOARD
JOB DESCRIPTION**

JOB DETAILS:

Job Title	Senior Decontamination Supervisor
Pay Band	Band 4
Hours of Work and Nature of Contract	To be completed on recruitment
Division/Directorate	Facilities
Department	Hospital Sterilisation Disinfection Unit
Base	To be completed on recruitment

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	HSDU Manager
Reports to: Name Line Manager	HSDU Manager
Professionally Responsible to:	HSDU Manager

OUR VALUES:

Ein GWERTHOEDD yw...			Our VALUES are...		
Pobol yn gyntaf	Cyfrifoldeb personol	Angerdd am welliant	BALCHDER	People first	Personal responsibility
Am fwy o wybodaeth ffoniwch 01633 623801			For more information please contact the Organisational Development Team on 01633 623801		

JOB SUMMARY/JOB PURPOSE:

As a Senior Decontamination Supervisor you will be responsible for day to day operational supervision of staff involved in the disinfection, decontamination and sterilisation of reusable medical devices. You will assist the managers in providing a specialised service to our customers/users and thereby contributing towards the clinical care within the patients treatment pathway.

You will perform the full range of decontamination duties and will be accountable for the work areas within the department.

You will ensure all decontamination paperwork and tracking system is correctly recorded and investigate if any anomalies are found.

You will correctly interpret technical data and review production reports for accuracy.

You are required to work in co-operation with theatres, maternity, endoscopy, wards, departments and external clinics to ensure timeliness of the sterilisation service is provided.

You will ensure that the quality, practices and procedures are carried out against set standards and that instructions issued by management are carried out effectively in compliance to the relevant national standards and are appropriately monitored for effectiveness.

You will supervise, organise and allocate work and train less experienced staff using both theory and practical knowledge and understanding.

You will plan and organise your own workload including supervision of staff with minimal management intervention.

DUTIES/RESPONSIBILITIES:

Communication

You will be required to communicate with all your colleagues and customers on a daily basis this will include:

- Supervision of all junior staff.
- To ensure all staff are working within their competency levels.
- To continuously train and educate all staff ensuring competency workbooks are completed, assist with the training and supervision of staff undertaking any decontamination training.
- To train staff on the correct cleaning process of new equipment and reusable medical devices.
- To answer the telephone and act on all enquiries being the 1st line of communication between the department and service users.
- Can organise and prioritise workload in line with demand and service user's requests and convey plan to staff.
- To be able to react positively at short notice to unexpected requests from service users.
- To be able to communicate with service users if there are machine issues within the department, the timescales involved and the actions taken to support the service users suggesting alternative sets and available instrumentation held within ABUHB.

- Communicate low stock levels to Admin team.
- Ensuring that all stock is rotated and logged into the Packing room as and when requested.
- Promote positive communication.
- Ensure all non-compliant issues are appropriately logged, reported to management, investigated, required actions completed, actions communicated to all colleagues and non-compliant actions closed.
- Inform managers of any operational issues outside your area of expertise and competency.
- Handle complaints positively and learn from the outcomes to the benefit of the service.
- To partake in your annual PADR.
- To participate in staff surveys as and when required.
- To contact management if an unannounced audit by the notified body presents to the department and support auditors with their requirements until a more senior manager is present.

KEY TASKS

Generic

- To work within the remit of Departmental Quality Management Policies, Quality Management System and Organisational policies and procedures.
- To work as part of a team, instructing, supervising and leading the team demonstrating strong leadership and professionalism.
- To be able to supervise all aspects of the department and the decontamination process.
- Be able to use all equipment within the department, undertake all relevant pre-safety checks and instruct all junior staff on how to correctly use equipment based on theory and practical knowledge of your own competency. Undertake spot checks and audits to ensure staff correctly use equipment.
- To ensure all daily, weekly, monthly and annual departmental checks are carried out and documented.
- Ensure HSDU staff complete the appropriate documentation, informing HSDU supervisors if their staff fail to turn up to work.
- Ensure staff rota meets the needs of the service and advise if annual leave can be authorised, taking into account other shift rotas, anticipated workload, service users' needs, priority workload and skill mix.
- Issue decontamination certificates as appropriate and ensuring copy is scanned into appropriate electronic filing system.
- Ensures all 'loan' trays received are correctly checked, uploaded to the tracking system as required and processed immediately.
- Ensures all loan paperwork is completed and the 'loan pack' is uploaded to the x-drive.
- Undertakes internal audits as per audit schedule, looking for compliance, deviation from

compliance and service improvement. Raise corrective action as appropriate.

- Ensures priority of trays are communicated to all staff.
- Ensure no new instruments are processed without the appropriate documentation has been completed.
- Ensure monthly staff meetings are held and documented.
- Ensure return to work sickness meetings are completed and escalated if a formal meeting is required or referral to occupational health is needed.
- To be able to take instruction and guidance from senior colleagues.
- To have knowledge and understanding on how to reprocess reusable medical devices.
- To oversee the collection and delivery service to appropriate customer departments.
- To ensure the demands of the service are met whilst maintaining high standards.
- To be able to work across sites when required to do so.
- To contribute to achieving internal and external targets set at your daily meeting whilst actively seeking and discussing ideas on how to improve production compliance whilst working within certification requirements.

Endoscopy specific

- To be able to support the staff within the Endoscopy decontamination rooms.
- To be able to install a new / loan endoscope on to the system.
- To be able to organise scopes returning back to the company.
- To understand the need for segregation of certain chemicals.
- To understand the process required in the event of a chemical spillage.
- To understand what to do in the event of the peracetic acid alarm sounding.
- To be able to process an endoscope as an emergency request.

The post requires the following skills:

- Ability to use a computer keyboard and have standard computer skills.
- To be able to concentrate and stand for long periods of time to check instruments, pack and sterilise theatre trays correctly.
- Manual dexterity due to the need to inspect fine instruments.
- Following a period of learning to be able to operate decontamination equipment and carry out routine tests in accordance with the WHTM Guidance and Departmental procedures.
- To undertake a leadership course such as 'Core skills for Managers and Supervisors'.

The above lists are not exhaustive, other tasks may be required provided they are not out of your competency remit.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	<p>Standard computer literacy skills to operate and oversee the tracking system used within the department for both sterile services and endoscopy decontamination.</p> <p>Qualification in English</p> <p>Institute of Decontamination Sciences (IDSc) Technical Certificate or NVQ level 3 in Decontamination or equivalent level plus additional theoretical or applied training in Decontamination to Diploma or equivalent level of knowledge and experience</p> <p>In depth knowledge of ISO13485:2016, MDD 93/42/EEC.</p> <p>Have comprehensive knowledge of WHTM documents ensuring that departmental production operates within this guidance.</p> <p>To have an operating knowledge of all departmental equipment and be able to troubleshoot where necessary.</p>	<p>Qualification in Maths / Science</p> <p>Hold an ISO13485 internal auditors certificate</p>	<p>Application form and pre-employment checks</p> <p>Certificates</p> <p>Interview</p>
Experience	<p>Substantial experience of working within a Sterile Services Department</p> <p>Supervisory experience within a sterile services department</p>	<p>Experience of carrying out internal audits</p>	<p>Application form and interview</p>
Aptitude and Abilities	<p>Ability to work and lead a team</p> <p>Ability to work under pressure</p> <p>Ability to prioritise workload</p> <p>Able to retain information</p> <p>Ability to concentrate for long periods of time</p> <p>Ability to take instructions</p>	<p>Ability to speak Welsh</p>	<p>Interview</p>
Values	<p>Good Communication skills both</p>		<p>Application Form</p>

	<p>written and spoken</p> <p>Flexible approach to shift patterns when required, including weekends and Bank Holidays</p>		<p>Interview</p> <p>References</p>
Other	<p>Ability to travel within geographical area when required</p> <p>Requires good dexterity skills</p> <p>Ability to stand for long periods of time</p> <p>Ability to concentrate for long periods of time</p>		<p>Application form and interview</p> <p>References</p>

GENERAL REQUIREMENTS

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to cooperate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they 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.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Legislation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB or Trust Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient

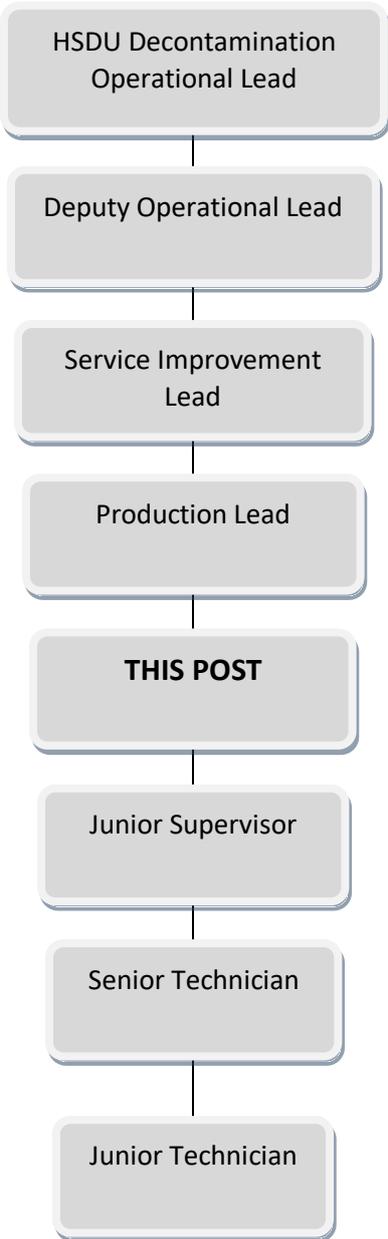
health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.

- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have * direct / indirect contact with* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau *Standard / Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure. *Delete as appropriate.
If the post holder does not require a DBS Disclosure Check, delete as appropriate.
- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Boards, including buildings and grounds, are smoke free.

Flexibility Statement: The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

JOB TITLE: SENIOR DECONTAMINATION SUPERVISOR

ORGANISATIONAL CHART



JOB TITLE: SENIOR DECONTAMINATION SUPERVISOR**Supplementary Job Description Information****Physical Effort**

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
Frequent requirement to exert moderate physical effort during a shift.	Every day	Several short periods	E.g. lifting trays of instruments periodically during the shift, manoeuvring carriages of instruments between sterilisers and tray store room.
Repetitive movement required when opening and closing instrumentation to clean, inspect and check instrumentation.	Every day	1-2hrs per day	Depends on workload and staff availability on the day
Packing trays requires slight bending and turning and moving of packed load. Lifting required to put packed load onto carriage.	Every day	Minimum 3 times per hour	Height adjustable tables have been provided. Wheeled trolleys are available to move packed load to carriage. Packed loads can be 10-15kg.
Loading and unloading machine requires a push and pull activity.	Every day	Once per hour per machine	Wheeled loading carriages are required to be used.

Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
High levels of concentration required to inspect all instruments for contamination and functionality.	Everyday	5 – 45 mins per tray	Concentration levels dependant on tray being packed. Some trays have up to 70 instruments on them. This process is generally carried out by technicians however supervisors are expected to support the workforce in high acuity.
Concentration levels required when loading / unloading machine and scanning instrumentation into tracking system.	Everyday	10 mins per hour	

Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non-clinical duties that are generally considered to be distressing and/or emotionally demanding.

Examples of Typical effort(s)	How often per day/ week / month?	For how long?	Additional Comments
Working with contaminated trays within the wash room can lead to anxiety if skin is broken with a contaminated instrument.	Everyday	6 hours	Staff are rostered into area and changed daily /weekly dependant on skill mix.
Undertaking Personal Development Reviews and return to work sickness meetings.	Monthly	1 hour	Training available
Dealing with challenging behaviour.	Daily	Duration of shift	Managers and HR can provide support

Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable (**even with the strictest health and safety controls**), such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Examples of Typical Conditions	How often per day/ week / month?	For how long?	Additional Comments
Wash room is the area where used instrumentation and scopes are returned to following use. These have bodily fluids on them which include, blood, mucous, urine and faeces.	Everyday	2 hrs	Dependant on area of work and staff availability, time spent in wash room could increase
Temperature in department varies due to heat being generated by the machines, all staff wear full PPE which gives rise to extremely uncomfortable conditions.	Everyday	6 hrs	
Washers, Sterilisers, Automated Endoscopy Reprocessing machines all generate sounds.	Everyday	6 hrs	Noise level is within permitted decibel allowance.
Chemicals used within the department range from highly corrosive acid to machine detergent. Sink chemistry used with every tray / scope reprocessed. Machine chemistry changed when required approx. once per day. Corrosive acid used when required generally once per month.	Everyday	6 times / hr	All COSHH documentation in place Eye protection and full PPE used.
VDU used to scan trays into tracking system, load and unload machines.	Everyday	6hrs	Not used consecutively for 6 hrs but at least 3 times per hour.