

## Job description

Job title:	Decontamination Technician (HSDU)	
Clinical Service Unit:	HSDU	
Division:	Core Clinical & Support Services	
Corporate Area:		
Agenda For Change	Band 2	
Salary band:		
Responsible to:	Deputy Head of Decontamination Services	
Accountable to:	Head Of Decontamination Services	
Hours per week	37.5	
Location:	Direct reports:	
Manages:	Direct reports:	Indirect reports:

## Milton Keynes Hospital Standards, Commitments and Behaviours

By living up to our values of We Care, We Communicate, We Collaborate and We Contribute we deliver more than just a quality patient experience because we:

- We deliver safe effective and high-quality care for every patient. We treat everyone who uses our services with dignity, respect and compassion and we treat each other as we would wish to be treated ourselves.
- We say #hellomynameis, we keep patients informed, involved and engaged in their treatment and care; and each other about what's happening in our hospital. We know we can speak up to make sure our hospital is safe and our patients are well cared for.
- We are #teamMKUH. We work together and with GP's, primary care, community care, social care and mental health providers and other hospitals to deliver great care and services for people in Milton Keynes, Buckinghamshire and beyond.
- We develop goals and objectives in support of the hospital's vision and strategy. We are willing to join and play our part to make our hospital the best it can be. We acknowledge and share best practice so that others can learn what works well and we learn from others so that we keep improving the services we provide.

## Aim of the role

To assist in the reprocessing and sterilisation of reusable instrumentation for patient use in theatres, wards and departments these products are classed as medical devices and are subject to regulatory control during manufacture.

## Key working relationships

Internally

- ❖ HSDU personnel
- ❖ Theatre personnel
- ❖ Estates personnel

Externally

- ❖ Contractors/Engineers
- ❖ Auditors

### Main duties and responsibilities

- ❖ To communicate with customers at all levels both face to face and by telephone.
- ❖ To deal with telephone enquires as necessary in a concise and appropriate manner, recording all relevant information and acting as appropriate
- ❖ To ensure that verbal and written communication is maintained within the departments
- ❖ Exchange information with work colleagues and service users
- ❖ Demonstrate a courteous and helpful approach to visitors and Colleagues
- ❖ Support new employees in the department
- ❖ Required to deliver the set work on time and to the required standard
- ❖ Provide information and demonstrate duties to less experienced staff to assist them in meeting work demands
- ❖ Be able to provide anticipated delivery times of equipment and advise on location of equipment using the traceability system to locate individual sets/equipment
- ❖ Monitor and record daily checks on decontamination equipment ensuring that any anomalies are escalated to the senior team.
- ❖ Isolating faulty equipment for further investigation and recording non-conformances in the approved manner.
- ❖ Carry out detailed product release, checking for physical evidence/indication of sterility. Physical properties to be assessed.
- ❖ Inspect decontamination equipment (Autoclaves and Washer/Disinfectors) for any change in condition i.e., steam leaks or build-up of scale of the autoclaves.
- ❖ Demonstrate a broad knowledge of surgical instruments and be able to identify surgical instruments and advise end users where commonly held instruments/alternatives can be found.
- ❖ Monitor decontamination equipment (sterilisers and washer/disinfectors) to ensure that decontamination parameters are met
- ❖ Responsible for final product release – assessing multiple sets of data and physical characteristics to release equipment for surgery
- ❖ Participate and update the training records and have competencies assessed by the senior team to be able to demonstrate competence.
- ❖ Be able to explain and define acceptance criteria for decontamination
- ❖ Monitor performing daily test on the decontamination equipment
- ❖ Adjust workplan/pattern based on information from main users (theatres) and prioritise tasks and inform colleagues/senior team of changes.
- ❖ Test and record all daily checks in line with local policy.
- ❖ Able to prioritise and meet deadlines depending on customer requirements to ensure minimal disruption to patient care
- ❖ Required to prioritise their own workload and organise their own work to meet these priorities and reduce risks to quality
- ❖ Ensure that the appropriate PPE is worn and used in the workplace.
- ❖ Inspect equipment, check for completeness & prepare for the decontamination process
- ❖ Operate washer disinfectors/sterilisers and interpret the parameters in conjunction with the product release procedures.
- ❖ Inspect instrumentation prior to sterilisation, check for functionality and completeness.
- ❖ Correctly wrap and label equipment using the approved method.
- ❖ Safely handle and distribute sterile equipment to the point of use.
- ❖ Operate the computerised tracking and traceability system.

- ❖ Interpret the independent monitoring system and use in conjunction with product release procedures.
- ❖ Reporting untoward incidents, non-conforming products and any other discrepancies or relevant information to senior staff immediately.
- ❖ The department is ISO Accredited to ISO 13485. Staff ensure that policy and procedure is followed at all times.
- ❖ Staff are encouraged to suggest changes to policies or working practises via our recommendation for improvement register.
- ❖ Staff can suggest improvement which are monitored at our quality meeting each month and suggestions approved.
- ❖ Decontamination staff are responsible for inspecting equipment which is highly complex and expensive which requires formal training in handling, inspecting, checking functionality and ensuring completeness.
- ❖ Responsible for reporting any failures in the equipment to senior team and Estates department.
- ❖ Participate in the training programme to demonstrate competence in all areas of the department within a set time frame.
- ❖ Act as a buddy for new members of staff and help with training
- ❖ The technicians also receive training from companies in assembly and disassembly of complex equipment and Scopes.
- ❖ Assist in training new personnel
- ❖ Facilitate the learning of others by acting as a mentor and provide support to new members of staff undertaking certain aspects of the training
- ❖ Staff are responsible for completing all appendices relating to the ISO quality system and ensuring all department checks are completed daily to ensure that we meet the requirements of the quality system. These are checked during the ISO Accreditation Audits.
- ❖ Assisting in restocking supplies and recording any information required
- ❖ The decontamination technicians participate in clinical trials and equipment testing.
- ❖ Staff are involved in our ISO Accreditation audits which take place every 12 months, where they are questioned and assessed by the auditor.
- ❖ Attend staff meetings and mandatory training sessions and contribute by making constructive suggestions on how services can be improved
- ❖ Decontamination Technicians are guided by our ISO 13485 standard operating procedures (SOPs), work instructions, good practice, established precedents and understand what results or standards are to be achieved. Senior staff are available for reference and work may be checked on a sample/random basis.
- ❖ Decontamination Technicians Will be expected to use their autonomy and initiative for routine day-to-day tasks, but can refer to the Deputy Manager/Senior team leader for help and guidance

## Effort, skills and working conditions

<b>Physical effort</b>	Walking, standing sitting, loading and unloading of heavy loads, manoeuvring trolleys. Handling delicate equipment Handling and movement of heavy goods There is an occasional requirement to exert moderate physical effort for several long periods during a shift
<b>Physical skills</b>	The post requires highly developed physical skills, where accuracy is important, but there is no specific requirement for speed. This level of skill may be required for manipulation of fine tools or materials. Able to work in cleanroom conditions and decontamination room conditions Manual handling & transportation of heavy loads. Exposure to contaminated equipment
<b>Mental effort</b>	There is an occasional requirement for concentration where the work pattern is unpredictable. Concentrating when checking complex surgical equipment. Interpreting results as part of the product release system
<b>Emotional effort</b>	Exposure to distressing or emotional circumstances is rare
<b>Working conditions</b>	Frequent short term computer use Exposure to hot surfaces Exposure to equipment soiled with bodily fluids Required to wear PPE

### Key Performance Indicators

To provide a quality driven decontamination service

Work to Key Performance Indicators for the Department for the purpose of quality and performance monitoring against organisational objectives.

The job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder.

### Performance management and appraisal

All staff are expected to participate in individual performance management process and reviews.

### Personal development and training

MKUH actively encourages development within the workforce and employees are required to comply with trust mandatory training. MKUH aims to support high quality training to NHS staff through various services. The trust is committed to offering learning and development opportunities for all full-time and part-time employees.

### General

All staff are required to comply at all times with any regulations issued by the Trust, especially those governing Health and Safety at Work and Infection Prevention and Control and to ensure that any defects which may affect safety at work are brought to the attention of the appropriate manager. All staff are required to work in a way that promotes the safety of our patients, staff and public by proactively preventing and managing patient safety incidences.

Reducing risk is everyone's responsibility. All staff must attend training identified by their manager or stated by the Trust to be mandatory.

The Trust uses risk assessments to predict and control risk and the incident reporting system Trust to learn from mistakes and near misses and so improve services for patients and staff. All staff are expected to become familiar with these systems and use them

The prevention and control of infection is a core element in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to: -

- i) Follow consistently high standards of infection control practice, especially with reference to hand hygiene and aseptic techniques,
- ii) Be aware of all Trust infection control guidelines and procedures relevant to their work.

All staff are required to respect confidentiality of all matters that they may learn relating to their employment, other members of staff and to the general public. All staff are expected to respect the requirements under the Data Protection Act 2018.

All staff have a responsibility for safeguarding children, young people and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

The trust values equality and diversity in employment and in the services we provide. All staff are responsible for ensuring that the trust's policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

Staff are responsible for ensuring that they do not abuse their official position for personal gain or to benefit their family or friends. The trust's standing orders require any officer to declare any interest, direct or indirect with contracts involving the trust. Staff are not allowed to further their private interests in the course of their NHS duties.

If you have responsibility for a budget, you are expected to operate within this and under the trust's standing financial instructions (available in the intranet's policies section) at all times. This job description reflects the present requirements and objectives of the post; it does not form part of your contract of employment. As the duties of the post change and develop the job description will be reviewed and will be subject to amendment, in consultation with the post holder.

"All staff are required to maintain professional standards such that they can pass all NHS Employer's standard pre-employment checks, including Fit & Proper Person Regulation tests for VSM roles, throughout the lifetime of their employment at the Trust."