



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Aneurin Bevan
University Health Board

**ANEURIN BEVAN UNIVERSITY HEALTH BOARD
JOB DESCRIPTION**

JOB DETAILS:

Job Title	Junior Decontamination Technician
Pay Band	Band 2
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	Senior Supervisor
Professionally Responsible to:	HSDU Manager

OUR VALUES:

Ein GWERTHOEDD yw...

Pobol yn gyntaf

Cyfrifoldeb personol

Angerdd am welliant

Balchder yn yr hyn a wnawn

People first

Personal responsibility

Passion for improvement

Pride in what we do

PRIDE

Am fwy o wybodaeth ffoniwch 01633 623801

For more information please contact the Organisational Development Team on 01633 623801

JOB SUMMARY/JOB PURPOSE:

With the assistance and supervision from Senior Decontamination Technicians and Supervisors, you will be responsible for basic decontamination and departmental duties. These duties include both reusable surgical instrumentation and endoscopy flexible endoscopes. You will assist your colleagues in providing a specialised service to our customers/users and thereby contributing towards the clinical care within the patients treatment pathway.

You will assist in the receipt, disassembly, cleaning, disinfection, inspection, reassembly, packing, sterilisation and dispatch of all reusable medical devices.

You will comply with the requirement to track all reusable medical devices.

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.

You are required to work in co-operation with theatres, endoscopy, wards, departments and external clinics to be.

DUTIES/RESPONSIBILITIES:

Communication;

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

- Answering the telephone and refer all enquiries to the appropriate member of staff
- You will be required to inform the Supervisor of any shortages in raw materials and Personal Protective Equipment
- Ensuring that all stock is rotated and logged into the Packing room as and when requested
- Promote positive communication
- Report any non-compliance issues to senior colleagues
- Inform Supervisors of any issues with your trays
- Handle complaints positively and learn from the outcomes to the benefits of the service
- To partake in your annual PADR

KEY TASKS

Generic

- To work within the remit of Departmental Quality Management Policies, Quality Management System and Organisational policies and procedures.
- To be able to take instruction and guidance from senior colleagues
- To reprocess reusable medical devices which include endoscopes under supervision
- To undertake a 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 work as part of a team
- To be able to operate all reprocessing equipment in line with appropriate standards and manufacturer's instructions
- To be able to undertake daily tests of equipment prior to use
- Ensure high standards are maintained by completing training and asking for help
- To contribute to achieving internal and external targets

The post requires the following skills

- Ability to use a computer keyboard and have basic 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
- Frequent requirement to exert moderate physical effort for several short periods during a shift e.g lifting trays of instruments periodically during the shift, manoeuvring carriages of instruments between sterilisers and tray store room.
- Following a period of learning to be able to operate decontamination equipment and carry out routine tests in accordance with the Planned Preventative Maintenance Schedule, Quality Standards and Guidance

Endoscopy specific

- To be able to use the tracking system
- To understand how the detergent dispenser and leak functions and be able to use them
- To be able to change detergent within the AER wearing correct PPE and logging change into tracking system
- To be able process an endoscope as per departments protocol
- To be able to collect and process scopes within the 3 hour window from scopes having been used
- To be able to use drying/storage cabinets
- To understand the need for segregation of certain chemicals

HSDU Specific

- To be able to use the tracking system
- To understand the need for different detergents and replace the detergents required for specific machines/sinks when empty
- To be able to disassemble, inspect and reassemble instrumentation
- To be able to load / unload machines
- To be able to dispatch instrumentation to relevant departments
- To understand the requirement for a Quality Management System
- To understand the importance of reporting to 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>Good communication in spoken and written English</p> <p>Knowledge of relevant policies, procedures, systems and regulations gained through induction and on the job training</p>	<p>Qualification in Maths / Science</p> <p>Qualification in English or equivalent</p>	<p>Application form and pre-employment checks</p> <p>Certificates</p>
Experience		Healthcare / Industry experience	Application form and interview
Aptitude and Abilities	<p>Ability to work as part of a team</p> <p>Ability to work under pressure</p> <p>Able to retain information</p> <p>Ability to concentrate for long periods of time</p> <p>Basic IT skills</p>	Ability to speak Welsh	Interview
Values	<p>Good Communication skills both written and spoken</p> <p>To be able to remain calm</p> <p>Good time keeping</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>
Other	<p>Ability to travel within geographical area when required</p> <p>Able to work hours flexibly when required.</p> <p>Requires good dexterity skills</p> <p>Ability to stand for long periods of time</p>		Application form and interview

GENERAL REQUIREMENTS

Include those relevant to the post 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 co-operate 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

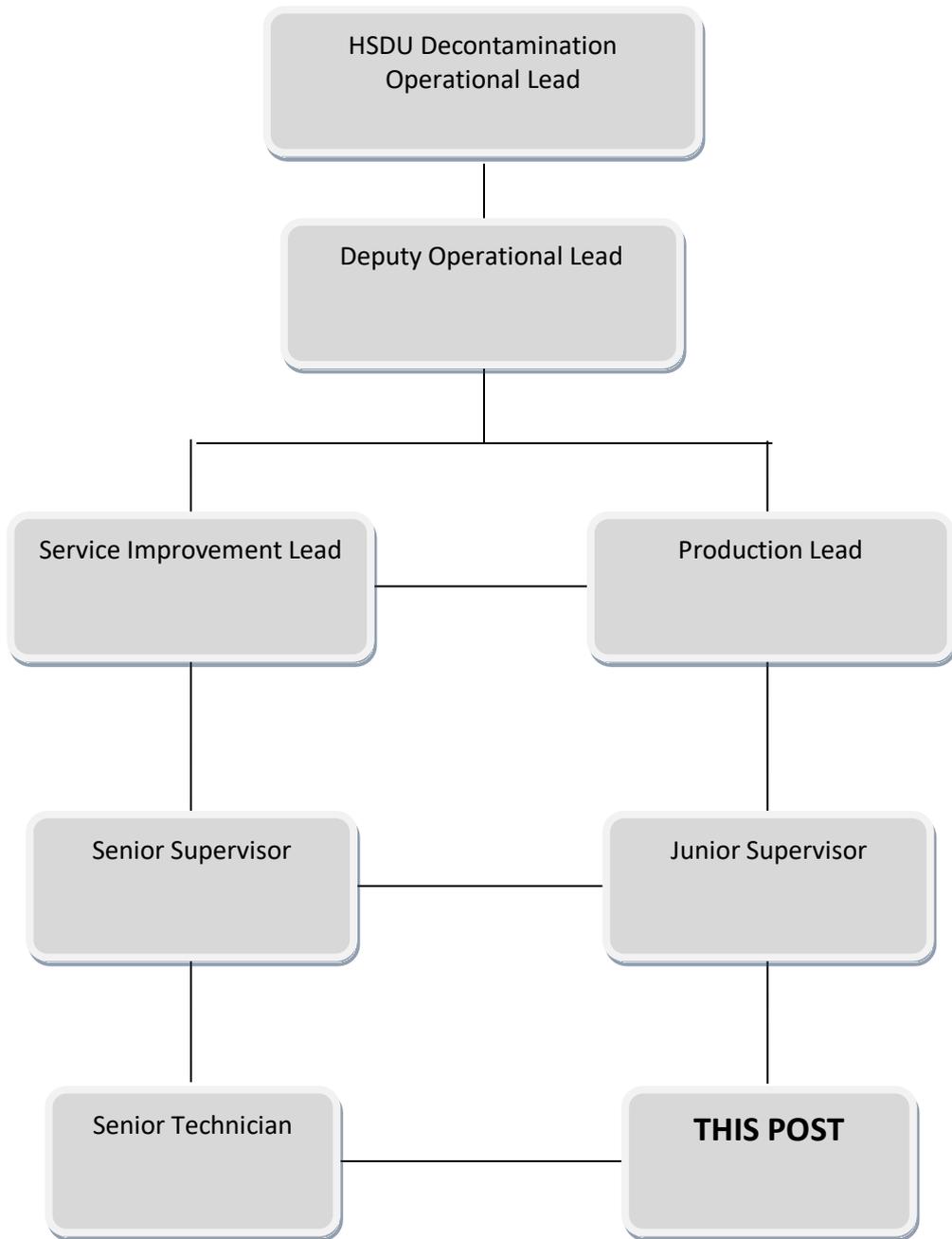
disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB or Trust Disciplinary Policy.

- **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 Board/Trust sites, 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: JUNIOR DECONTAMINATION TECHNICIAN

ORGANISATIONAL CHART



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
Repetitive requirement when opening and closing instrumentation to clean, inspect and check instrumentation.	Every day	5 – 6hrs per 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-
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.
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.

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	6 hrs	
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.

