



Decontamination Manager

JOB TITLE:	Decontamination Manager
STAFF GROUP	Healthcare Science (Medical Device Decontamination Sciences)
ACCOUNTABLE TO	Decontamination Lead
RESPONSIBLE FOR	Apprentice Decontamination Technician, Decontamination Technician, Decontamination Technician Supervisor, Senior Decontamination Supervisor, Decontamination Quality Manager, Deputy Decontamination Manager
SALARY	
LOCATION	XXXX Department, XXXX Hospital
HOURS OF WORK	37.5 hours per week
CONTRACT	Agenda for Change
DISCLOSURE REQUIRED	No
JOB PURPOSE:	<p>To be responsible for managing the decontamination of medical device service of specialities, liaising with other agencies as appropriate.</p> <p>To provide a 24hr, 7 days a week, specialised, service contributing to the safe clinical care of the patient.</p> <p>To manage staff working within the decontamination specialities including interviewing, recruitment, appraisal, CPD and performance.</p> <p>To apply professional judgement and utilise specialist skills and detailed scientific knowledge to provide a high quality and timely service.</p> <p>To manage the whole budget for the organisation wide decontamination service.</p> <p>To plan and organise the broad range of activities, processes and procedures conducted by the speciality including future plans and strategies in conjunction with the Decontamination Lead/Division/Directorate Manager and Integrated Clinical Lead.</p> <p>To work independently in all areas of the service and be able to work as an autonomous practitioner.</p> <p>To work unsupervised and manage workload with minimal managerial direction.</p>
DIMENSIONS	<p>This position requires a strategic approach to the development of services and structures, embracing continuous quality improvement and the management of changes necessary to achieve organisational objectives.</p> <p>The post will be responsible for the provision of a decontamination service for reusable medical devices to all clinical areas within the organisation and community services.</p> <p>Additionally this role is accountable for the work performance of staff and the quality of product issued by the decontamination services.</p> <p>Lead the development and implementation of the quality management systems in line with current legislation, standards and Department of Health Strategies, Medical Device Regulations and the Health and Social Care Act.</p> <p>The role will also be expected to develop new initiatives to address the changing healthcare environment. It will also demonstrate pro-active management and leadership skills in the delivery of a reliable professional</p>



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	<p>service in line with the organisation's strategic framework.</p> <p>To be the accountable manager for the decontamination service budget.</p> <p>To provide quality led, timely and safe services.</p> <p>To supervise and train staff.</p> <p>To manage operational and technical aspects of the decontamination service.</p> <p>Provide professional leadership and accountability for the decontamination services ensuring professional development across all grades.</p>
KEY RELATIONSHIPS	<p>Liaise with Medical Device Decontamination Scientists, Decontamination Lead, Infection Prevention and Control staff, clinical and senior management in other departments/divisions also external agencies e.g. Authorised Engineer, Notified Bodies, Department of Health, and Care Quality Commission.</p>
STRUCTURE CHART	<p>INSERT DEPT STRUCTURE CHART</p>
MAIN DUTIES	
Scientific and Technical	<ol style="list-style-type: none"> 1. To be directly responsible for the policies and procedures, and the strategic plans for delivery of the decontamination service. 2. To act as lead specialist in the field of decontamination ensuring that knowledge and skills are kept up to date via continuous professional development. 3. To plan and prioritise the workflow of the services, including ensuring the optimal usage of staff and equipment and to ensure effective flow of specialist knowledge and information to all grades of technical staff. 4. To manage and lead all levels of decontamination staff assigned to the specialities and to resolve organisational, recruitment and staffing issues as they arise. 5. To ensure high standards of service safety ensuring the Health & Safety of self, other staff and visitors are maintained at all times. To promote best practice of these and ensure they are observed by staff under supervision. 6. To lead the arrangements for the security of buildings, equipment and chemicals are carried out in accordance with decontamination policy by self and others. 7. Lead responsibility for overseeing specialist maintenance on decontamination equipment to relevant standards. 8. To provide, receive and interpret complex technical information in relation to services equipment and test results, using appropriate internal and external quality assurance and to carry out corrective action or inform senior staff as appropriate. 9. To provide specialist scientific / technical and sensitive information and



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	<p>advice to healthcare staff and customers/ service users (Clinical/Nursing/Board).</p> <ol style="list-style-type: none"> 10. To ensure the procurement of materials is in compliance with the organisations Standing Financial Instructions and that product meets the relevant standards. 11. To interpret, and record the reporting of test results in the specialities, validating and authorising test results and where appropriate consulting abnormal results with relevant qualified microbiological (consultant microbiologist) and decontamination personnel. 12. Lead responsibility for specialist testing services including evaluation of results and use of specialist equipment, to ensure patient safety. 13. To lead agreed research and development projects. 14. To lead the evaluation of new equipment and methodologies. 15. To lead the development and delivery of operational and business plans including resilience planning. 16. To be proactive in preventing errors that could adversely affect patient care and provide risk assessments associated with the provision of service. To record and manage decontamination risks on the organisation's risk register. To report and investigate any errors – performing root cause analysis if required. 17. To lead the compliance of the decontamination service Health & Safety, Quality Management, IT and Training & Education systems.
Information Resources	<ol style="list-style-type: none"> 1. To be fully experienced in the use, maintenance, set up, strategy and data sharing of the service Information System according to authorised guidelines and protocols including the input, verification and appropriate management of data. 2. To manage decontamination staff in the appropriate use of organisations IT systems adhering to organisation's policies, guidelines and procedures. 3. To lead the audit of data held on the decontamination services information systems. 4. To manage the records stored in the decontamination services quality management systems. 5. To have a full range and significant experienced of IT skills (inc Microsoft Office) to meet the needs of the decontamination services and to collate/ present technical data for discussion. 6. Adhere to Information Governance e.g. Caldicott and ensure staff within line management and specialities comply.
Quality Management System	<ol style="list-style-type: none"> 1. To lead and develop the decontamination services Quality Policy, Technical Files and Quality Manuals and to ensure that a high standard of work is maintained at all times. 2. To lead, develop and improve the service to ensure that delivery is safe, efficient and cost effective and follows best practice. 3. To lead and contribute to internal audit programmes ensuring



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	<p>corrective actions are completed.</p> <ol style="list-style-type: none"> 4. To ensure the service participates in all relevant external/internal Quality Assurance programmes and that any poor performance is corrected. 5. To ensure the preparation, development, review and authorisation of all procedures. 6. To be the lead for the on-going compliance with relevant accreditation standards, audits, policies and procedures to enable the services to remain accredited to the Medical Device Regulations, the Medical Devices Directive, the Health and Social Care Act, the Care Quality Commissions and other related legislation. 7. To lead and ensure internal and external quality assurances are utilised and performance monitored and action plans put in place in compliance with all relevant quality standards and guidance.
Education and training	<ol style="list-style-type: none"> 1. To develop and improve expertise by attending meetings, participating in CPD activities and maintaining a portfolio of relevant material. 2. To undergo training as required according to the needs of the service. 3. To facilitate training of organisational staff. 4. To actively participate in the Organisation's appraisal system and personal development planning process for self and others in accordance with Organisational Policy. 5. Maintain up to date information and display as appropriate <ul style="list-style-type: none"> ⇒ Routes to Registration ⇒ Membership requirements of professional bodies, including literature. ⇒ Post Registration course availability, fees etc. 6. To act as a point of contact between the decontamination service and; <ul style="list-style-type: none"> ⇒ Education institutions ⇒ Institute of Decontamination Sciences 7. To review the training programme to ensure effectiveness and meeting the service and professional needs, and to promote a positive attitude towards training and encourage staff at all levels to maintain training and competence in line with the Institute of Decontamination Science's Education Framework, and the Modernising Scientific Career Framework. 8. To advise the organisations Training and Education Committee and Lead Training Officer on all aspects of decontamination services training.
Planning and Strategic	<ol style="list-style-type: none"> 1. Strategic Planning of the broad range of decontamination activities provided by the organisation. 2. Formulates and develops strategies associated with service delivery and service development.



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	<ol style="list-style-type: none"> 3. Plans and organises staffing resources to meet current and future service delivery, liaising with other disciplines and providers within the organisation and service users. 4. Initiates and leads on the provision of operational plans for the area of responsibility. 5. Interprets changing local and national policies and guidelines for the provision of the service adapting and modelling the service in response to these changes. 6. Advises the Decontamination Lead/Divisional/Directorate and Integrated Clinical Lead of changes in policy and their interpretation, initiating action in compliance with these changes.
Research	<ol style="list-style-type: none"> 1. To identify and lead research and development, equipment testing or similar activities 2. Organise and oversee the validation of new equipment and processes. 3. To lead the development of new protocols/procedures for tests/validation /processes, including those which may impact on other disciplines, and patient care. 4. To collate/ present/interpret technical data for review and analysis. 5. Undertake on-going audits of the decontamination of medical devices throughout the organisation(s) ensuring compliance the Health and Social Care Act.
Communications and Working Relationships	<ol style="list-style-type: none"> 1. To establish and maintain the communication of any relevant information within the service teams to ensure the continual and efficient running of the service. 2. To respond to customer/service users enquiries and offer appropriate, sensitive, complex technical guidance according to decontamination service policies. 3. To actively participate in team meetings taking the lead as appropriate and to communicate effectively at all times. 4. To communicate with Decontamination Lead, to ensure high quality standards and the smooth running of the service. 5. To communicate regularly with junior staff, giving advice and instruction to ensure high quality standards and the efficient running of the service. 6. To co-ordinate and minute decontamination service(s) technical meetings as required by the Decontamination Lead. 7. To attend, address, and lead meetings outside of the service as appropriate. 8. To actively participate in the Senior Management Team meetings of the Division/ Directorate/Committees, and other organisational groups representing decontamination and providing technical advice. 9. To conduct and co-ordinate departmental/service technical meetings as required by any accreditation standards. 10. To liaise and communicate with other departments/divisions within the



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	<p>organisation, service users, outside agencies and suppliers regarding the technical service/needs of the service and to represent Decontamination services at external meetings.</p>
Financial	<ol style="list-style-type: none"> 1. Ensure compliance with the organisation's Standing Financial instructions. 2. Ensure that the service contributes to the Cost Improvement Programme by review all procurements and investigate methods that will provide cost savings whilst still providing a safe, quality service to the patients. 3. To be the decontamination service budget holder. 4. Establish service level agreements with all suppliers and customers/ service users. 5. To manage stock control, stock monitoring and procurement of capital equipment and participate in the effective utilisation and management of the budgets in delivering the service.
Management	<ol style="list-style-type: none"> 1. To plan and prioritise the work of the service to ensure that all medical devices are processed within agreed timescales. 2. To create and deliver cost improvement programmes, business and strategic planning and service development schemes. 3. Identify and lead the supervision, design and delivery of training and competence assessment of all decontamination staff. 4. To be able to act independently in the technical management of the service, interpreting organisational and service delivery policies and standards as necessary. 5. To lead acquired prior learning and staff development programmes. This will include the writing and assessment of staff training programmes in line with the Institute of Decontamination Sciences Educational Framework and the Modernising Scientific Career Framework. 6. To lead and participate in the recruitment and interview process employed by the decontamination service as necessary. 7. To manage all decontamination staff within their line management or area of specialist responsibility and to resolve organisational, recruitment and staffing issues (including annual leave and sickness absence) as they arise. 8. To play a lead active role in the procurement of equipment for departments/service, liaising with consultant staff, commercial suppliers, purchasing and finance during procurement processes. 9. Lead the development, report and manage key performance indicators for the line management specialties. 10. Budget holder – accountability for overall decontamination budget



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GENERIC DUTIES FOR ALL STAFF

1. Diversity and Rights

Promote people's equality, diversity and rights, and treat others with dignity and respect.

2. Confidentiality

Ensure confidentiality at all times. Employees of the Trust must not without prior permission disclose any information regarding patients or staff obtained during the course of employment, except to authorised bodies or individuals acting in an official capacity. Failure to adhere to this instruction will be regarded as serious misconduct and may lead to disciplinary action. The Data Protection Act may render an individual liable for prosecution in the event of unauthorised disclosure of information.

3. Trust Policies and Procedures including Control of Infection

To be familiar with and to comply with the Trust's policies and procedures, which are available via line managers in each department and on the Trust intranet. Failure to adhere to this instruction will be regarded as serious misconduct and may lead to disciplinary action.

Be aware of and adhere to the Trust's infection control policy. Infection control is everyone's business and it is important that all members of clinical and non-clinical staff observe good infection control practice at all times. Failure to adhere to this instruction will be regarded as serious misconduct and may lead to disciplinary action.

4. Safeguarding Children

Employees of the Trust have a responsibility at all times to ensure the well being and safety of children under the care of the organisation and to comply with the Trust's policies and procedures in this.

5. Risk Management and Health & Safety

Be aware of the Trust's risk management strategy and policies.

Support the departmental manager in promoting a risk management culture within your working environment, ensuring participation and involvement when requested.

Identify potential risks that may impact on the Trusts ability to achieve its objectives, and report concerns to the line manager.

Health & Safety is the responsibility of all staff and the postholder is required to take due care at work, report any accidents or untoward occurrences and comply with the Trust Health & Safety Policy in order that it can fulfil its Health and Safety responsibilities.

The Trust operates a "No Smoking" Policy, and smoking is forbidden throughout the Trust's premises.

6. Training and Development

Attend mandatory training updates as required.



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Undertake training as necessary in line with the development of the post and as agreed with the line manager as part of the personal development process.

Achieve and demonstrate agreed standards of personal and professional development within agreed timescales.

Take responsibility for identifying what learning you need to do your job better and jointly plan with your line manager what training you require.

Participate in the Trust's appraisal process to discuss how your role will help deliver the best possible care to our patients and help to deliver any changes in service.

7. Patient and Public Involvement

The Trust has a statutory duty to ensure that patients, clients and members of the public are consulted and involved in decisions about local health service developments. You should be mindful of this and do what you can, as appropriate to your role and level of responsibility, to meet this duty.

8. Data quality

Ensure that accurate data is entered into all data collection systems, manual or electronic.

Report non-compliance with the Data Quality Policy, erroneous production of data and any factors affecting the production of valid data to the Data Quality Manager.

9. Research Governance

Trust manages all research in accordance with the requirements of the Research Governance Framework. As an employee you must comply with all reporting requirements, systems and duties of action put in place by the Trust to deliver Research Governance.

10. Major Incident

In the event of a major incident or civil unrest all Trust employees will be expected to report for duty on notification. All Trust staff are also expected to play an active part in training and preparation for a major incident or civil unrest.

11. Modernisation and Change

To be aware of internal and external targets to achieve in respect of service delivery and improving and progressing patient care, and contribute and work to achieve them.

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to flexibly undertake other duties that are consistent with your role and banding, including project work, internal job rotation and absence cover

Sign off (only needed where an existing post is being subjected to a banding review, new posts will not have a post holder who can agree the job description)

Agreed by:

Written by

Date

Ref (Cost centre-position number-job title)

Version

Case No.



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ManagerDate

Post Holder Date

Local NHS Trusts can use this national Job Description (JD) as a template and then add local variations in duties, responsibilities etc.

This local JD should then go through a full Job Matching process to match against the national profile

NHS Employers webpage contains the national profiles – please use link below:

<http://www.nhsemployers.org/your-workforce/pay-and-reward/pay/job-evaluation/national-job-profiles>



Decontamination Manager PERSON SPECIFICATION TEMPLATE

Job Title: Decontamination Manager

Area	Requirements		
Qualifications	Essential	Desirable	How assessed
(Use categories eg Nursing, Scientific, Technical as/where appropriate)	<ul style="list-style-type: none"> Postgraduate Degree or equivalent level of knowledge through academic courses to postgraduate level Professional management and scientific knowledge to Master's Degree or equivalent level of knowledge 		CV
<i>Registration (where applicable)</i>	<ul style="list-style-type: none"> Chartered Member of Institute of Decontamination Sciences 		CV
Knowledge & Experience			
Non-clinical (eg Scientific, Technical, Administrative, Managerial – use one or more categories as/where appropriate)	<ul style="list-style-type: none"> At least 5 years Postgraduate level working in decontamination At least 3 years at a senior management level Previous scientific management experience Significant experience of relevant medical devices used within the decontamination service Significant knowledge of ISO standards and their implementation Evidence of ongoing CPD 		CV & interview
Clinical (where relevant)			CV & interview
Skills			

Written by _____
 Date _____
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Version _____

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Communication/relationship	<ul style="list-style-type: none">• Excellent communication skills combined with the ability to communicate potentially highly complex, sensitive issues with colleagues in an effective and positive manner• Proven ability to motivate and train large groups of scientific technical staff• Highly complex ability to understand, provide and receive data of a multipart technical nature• Formal presentation skills• Professional manner at all times		On application or at interview
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Analytical/ judgmental	<ul style="list-style-type: none">• Can work to strict standards of Quality and Safety• Able to work on own initiative• Significant ability to undertake and report and interpret on highly complex decontamination investigations, where opinion may differ, analysing the outcome of equipment testing or procedures and their clinical significance to patients where a range of options may be involved• Able to provide lead expert advice to clinicians to enable delivery of patient services• Ability to recognise and monitor parameters of quality, accuracy and imprecision according to decontamination services standard operational procedures• Able to lead or participate in the production and interpretation of audit data• Able to analyse and subsequently manage organisational and staffing issues• Able to undertake complex research activities, including specialised equipment and medical device testing, including implant clinical trials and systems to support implementation		On application or at interview
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Planning/ organisational	<ul style="list-style-type: none"> Demonstrate excellent skill in long term planning for the services, and able to develop and interpret a decontamination policy and strategy in line with legislation Understands and is able to plan the delivery of day-to-day complex procedures and processes including trouble shooting Able to organise and manage their personal responsibilities with referral to Senior staff when required in a timely and efficient manner Excellent ability to Initiate, plan and organise service developments and service delivery Interprets changing local and national policies and guidelines for the provision of the service adapting and modelling the service in response to these changes Advises the Decontamination Lead/Divisional Manager / Chief of service of changes in policy and their interpretation, initiating action in compliance with these changes Lead the production and delivery of the Decontamination strategy and service business plans for the Division/Directorate 		On application or at interview
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Written
Date

Version

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Policy/Service Development	<ul style="list-style-type: none"> • Leads and implements decontamination local and trust policy • Leads compliance to the Health and Social Care Act, Medical Devices Directive and Legislative Regulations • Leads the review and changes to Standard Operating Procedures • Leads the reviews of Standard Operating Procedures for equipment and processes 		
Responsibility for Financial and Physical resources	<ul style="list-style-type: none"> • Proven significant experience of efficient and effective budget management • Leads upon the safe use of all specialist decontamination equipment • Ensure the delivery of the organisation wide decontamination of medical devices service is achieved within financial resources 		



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IT	<ul style="list-style-type: none"> Significant experience in the use of a PC and operation of Windows-based software Managerially responsible for the services IT systems and their maintenance Use of a hospital system. Use of incident reporting system. Understands the fundamentals of data quality, data protection and the confidential use of patient information. Excellent range of skills Significant understanding and use of a decontamination services information system Significant experience in the use of a quality management system 		On application or at interview
Patient/Client Care	<ul style="list-style-type: none"> Lead at senior organisational level the provision of a decontamination service that complies to all Care Quality Commission (Health and Social Care Act) requirements which ensures patient safety 		
Human Resources	<ul style="list-style-type: none"> Lead the management of decontamination services throughout the organisation Professional management of healthcare scientists at all levels 		



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Research and Development	<ul style="list-style-type: none">Leads in the research and the development of the decontamination service, including evaluation of decontamination equipment, medical devices for surgical use, and decontamination policy		
Freedom to Act	<ul style="list-style-type: none">Works independently in field of specialism within the boundaries of legislations and medical device regulationsAble to lead a team of healthcare science specialists and others advising as necessary		



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<p>Physical</p> <p>Including working conditions</p>	<ul style="list-style-type: none">• Excellent ability to concentrate on complex processes for extended periods• Excellent computer keyboard skills appropriate for the delivery of policies, procedures and reports to a high standard in a timely manner• Frequent sitting or standing at equipment for extended periods• To work in a manner that is both safe to themselves and others within a decontamination service environment• Willing and able to work with body fluids/tissues, which may be infected• Able to work in air-conditioned areas or areas impacted by the ambient heat of electrical equipment or procedures according to the needs of the service provision• Exposure to body fluids• Frequent extended periods of concentration interpreting data, writing reports, attending meetings and dealing with decontamination management issues, often with interruptions to deal with urgent queries		<p>On application or at interview</p>
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<p>Personal Qualities Personal qualities and attributes e.g. team worker, articulate, self-starter, ability to work autonomously</p> <p>Including Mental/emotional conditions</p>	<ul style="list-style-type: none"> • Self-motivated and a positive outlook. • Able to deal with related pressures and problems of being a manager of staff and service procedures • Deal with complaints from staff and patients • Significant ability to interpret and make decisions under pressure in a reasoned and correct manner according to decontamination services operational procedures the outcome of which may have major clinical consequences • Significant experience in the ability to deliver analysis, written reports and evaluations of a high standard relating to provision of the technical service and service development • Significant organisational and interpersonal skills • Team worker • Motivator of other staff • Enthusiastic • Creative thinker • Flexible • Excellent hand writing, reading and numeracy skills. 		
<p>Other Qualities</p>			



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Post Title: Decontamination Manager

Ward/Dept and Site: Decontamination of Medical Devices: Department

Date Completed:

Please indicate in the boxes with a tick whether the post holder will be expected to work in or be directly exposed to the following factors. Please provide details including frequency, where appropriate, if the response is Yes. (See attached job matching checklist for extra guidance for these factors).

Working Conditions	Yes	No	Details (including frequency, where appropriate)
Inclement weather		✓	
Excessive temperatures		✓	
Unpleasant smells/odours	✓		Occasionally
Noxious fumes		✓	
Excessive noise &/or vibration	✓		Noise from plant & equipment
Use of VDU more or less continuously	✓		
Unpleasant substances/non-household waste	✓		Blood, bone, body tissues occasionally, sometimes frequent
Infectious Material/Foul Linen	✓		Occasionally, sometimes frequent
Body fluids, faeces, vomit	✓		Occasionally, sometimes frequent through ward and department audits
Dust/dirt		✓	
Humidity		✓	
Contaminated equipment or work areas	✓		Occasionally, sometimes frequent through ward and department audits
Driving/being driven in normal situations		✓	
Driving/being driven in emergency situations		✓	
Fleas or lice		✓	
Exposure to dangerous chemicals/ substances in/not in containers	✓		Detergent and disinfectants
Exposure to aggressive verbal behaviour where there is little/no support	✓		Occasionally, sometimes frequent through clinical concerns, activity delays
Exposure to aggressive physical behaviour where there is little/no support	✓		Occasionally
Comments:			



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Undertakes on-call (organisational service(s) cover)			
Emotional Effort	Yes	No	Details (including frequency, where appropriate)
Processing (e.g. typing/transmitting) news of highly distressing events	✓		Occasionally
Giving unwelcome news to patients/ clients/carers/staff	✓		Occasionally
Caring for the terminally ill		✓	
Dealing with difficult situations/ circumstances	✓		Occasionally
Designated to provide emotional support to front line staff		✓	
Communicating life changing events		✓	
Dealing with people with challenging behaviour	✓		Occasionally, sometimes frequent through clinical concerns, activity delays
Arriving at the scene of an accident		✓	
Comments:			

Physical Effort	Yes	No	Details (including frequency, where appropriate)
Working in uncomfortable/unpleasant physical conditions		✓	
Working in physically cramped conditions		✓	
Lifting weights, equipment or patients with mechanical aids		✓	
Lifting or weights/equipment without mechanical aids	✓		Occasional
Moving patients without mechanical aids		✓	
Making repetitive movements	✓		VDU work
Climbing or crawling		✓	
Manipulating objects		✓	
Manual digging		✓	
Running		✓	



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Standing/sitting with limited scope for movement for long periods	✓		
Kneeling, crouching, twisting, bending or stretching		✓	
Standing/walking for substantial periods of time		✓	
Heavy duty cleaning		✓	
Pushing/pulling trolleys or similar	✓		Occasionally
Working at heights		✓	
Controlled restraint i.e. jobs requiring training/certification in this	✓		
Comments:			

Mental Effort	Yes	No	Details (including frequency, where appropriate)
Carry out formal student/trainee assessments	✓		Decontamination training to be completed, as detailed within the Institute of Decontamination Sciences educational framework - aligned to the Modernising Scientific Career Framework
Carry out clinical/social care interventions		✓	
Analyse statistics	✓		
Operate equipment/machinery	✓		Occasionally
Give evidence in a court/tribunal/ formal hearings	✓		Occasionally
Attend meetings (describe role):	✓		Service requirements e.g. Decontamination and Infection Control Committees
Carry out screening tests/ microscope work		✓	
Prepare detailed reports	✓		
Check documents	✓		
Drive a vehicle	✓		
Carry out calculations	✓		
Carry out clinical diagnosis		✓	
Carry out non-clinical fault finding	✓		
Comments:			



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Freedom to Act	Yes	No	Details (including frequency, where appropriate)
Does the post holder generally work with the manager/deputy manager/supervisor close by/available		✓	Autonomous decision making processes, CJD risks and other infection risks managed. Activity and services managed
Does the post holder generally work with the manager /deputy manager/supervisor contactable by telephone or bleep		✓	Autonomous decision making processes, CJD risks and other infection risks managed. Activity and services managed
Is the post holder the lead specialist in their field	✓		Able to deputise for the Decontamination Lead (Senior Lead in field)
	Daily	Weekly	Frequency
How often on average is guidance/advice given	✓		
How often is your work checked/monitored/assessed		✓	
Comments:			
Interruptions and adjustments made to manage emergency situations, clinical interruptions through CJD enquires, service failures, staff and patients concerns			

Please attach any additional information on a separate sheet.

Signed by post holder*: _____ Date _____

Signed by line manager: _____ Date _____

*in the case of new jobs this will have to be an 'estimate' of the demands of the role.