



Apprentice Decontamination Technician

JOB TITLE:	Apprentice Decontamination Technician
STAFF GROUP	Healthcare Science (Medical Device Decontamination Sciences)
ACCOUNTABLE TO	Decontamination Technician
RESPONSIBLE FOR	NIL
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 undertake basic decontamination science department duties and assist (under supervision) the workforce of Decontamination Technicians, and Decontamination Technician Supervisors, in providing a specialised decontamination of medical devices service contributing to the clinical care of the patient.</p> <p>To assist team members in the receipt, disassembly, cleaning, disinfection, reassembly, packing and sterilization of reusable medical devices. Record all tasks in the Healthcare Science Information Systems (tracking and tracing) database.</p> <p>To work at all times in accordance with the department Standard Operating Procedures and the Quality Management System.</p> <p>The role involves exposure to blood and body fluids.</p>
DIMENSIONS	To work as part of a team in the Decontamination Sciences Department
KEY RELATIONSHIPS	Liaises with Apprentice Decontamination Technicians, Decontamination Technician Supervisors.
STRUCTURE CHART	INSERT DEPT STRUCTURE CHART
MAIN DUTIES	<ol style="list-style-type: none"> 1. To work in accordance with Departmental Policy, Standard Operating Procedures and Quality Management System. 2. To reprocess reusable medical devices under supervision; disassemble, clean, disinfect, check, assemble, sterilize, despatch and track in a controlled environment. 3. To provide a collection and delivery service to the decontamination departments' customers. 4. To inform the Decontamination Technicians, Decontamination Technician Supervisors of any raw material shortages and ensure stock is rotated. 5. Under supervision, meet the demands of the department's workload whilst consistently achieving high quality standards which will be



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	<p>measured by In-process checks and non-conformance reports.</p> <ol style="list-style-type: none"> 6. To use manual dexterity and concentration for the disassembly and reassembly of the reusable medical devices in accordance with manufacturer's instructions. 7. To operate decontamination equipment and carry out routine tests in accordance with the Planned Preventative Maintenance Schedule, Quality Standards and Guidance. 8. To communicate with enquires from users, and other members of healthcare staff in a polite and helpful manner, seeking scientific staff advice where required. 9. To undertake duties as required, consistent with the responsibility of the grade and needs of the service.
<p>Scientific and Technical</p>	<ol style="list-style-type: none"> 1. To contribute to the safe, effective, and efficient delivery of the service and follow current and best practice. 2. To maintain high standards of department safety ensuring the health, safety and welfare of self and others. 3. To follow the decontamination departments training programme and undertake training in line with the Institute of Decontamination Sciences Educational Framework as agreed with the line manager. 4. To achieve and demonstrate agreed standards of personal and professional development within defined timescales. 5. To refer appropriate issues and to raise uncertainties with senior staff. 6. To maintain security of the Decontamination Department(s), equipment and chemicals in accordance with the Department's Policy. 7. To actively participate in the Organisation's appraisal system review and personal development planning process in accordance with Organisation's Policy. 8. To ensure safe handling of transportation trolleys and reusable medical devices.
<p>Education and training</p>	<ol style="list-style-type: none"> 1. To attend all statutory and mandatory training and Induction as defined by the organisation and service needs. 2. To comply with the Department's training programme and undertake training in line with the development of the post, as agreed with line manager. 3. To develop and maintain a portfolio of evidence of training. 4. To have an understanding of the Department's Quality Policy, Quality Manual and Standard Operating Procedures to ensure that a high standard of work is maintained at all times. 5. To be familiar with data protection and Caldicott issues relating to the use and storage of patient information. 6. To be able to use IT systems.
<p>Research</p>	<ol style="list-style-type: none"> 1. To participate in the Department's audits.
<p>iCommunications</p>	<ol style="list-style-type: none"> 1. To communicate all relevant information within the team to ensure the



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Working relationships	<p>continual and efficient running of the service.</p> <ol style="list-style-type: none"> 2. Deal with enquiries from customers and other members of healthcare staff in a polite and helpful manner. 3. To attend and actively participate in the Department's meetings.
Management	NONE

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



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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.

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

The 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



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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:

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>



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PERSON SPECIFICATION TEMPLATE

Job Title: Apprentice Decontamination Technician

Area	Requirements		How assessed
Qualifications	Essential	Desirable	
	<ul style="list-style-type: none"> NVQ2 or equivalent level of knowledge /or GCSE English, Maths and Science at Grade C or above. 		
<i>Registration N/A</i>			
Knowledge & Experience			
Non-Clinical	<ul style="list-style-type: none"> Healthcare/industry experience in health and safety and hygiene. Working within a Quality system and Standard Operating Procedures 		Application form & interview
Clinical (where relevant) N/A			
Skills			
	<ul style="list-style-type: none"> Ability to work as part of a team Ability to work accurately under pressure Able to absorb and retain knowledge Basic IT skills Basic English and Mathematics 		Application form & interview



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Personal Qualities	<ul style="list-style-type: none">• Team worker• Ability to stay calm/work under pressure• Professional manner at all times• Good communication skills, written and spoken• Good timekeeping and attendance		Application form & interview
Other Qualities			



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Post Title **Apprentice Decontamination Technician**

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	✓		Daily
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 daily
Infectious Material/Foul Linen	✓		Daily
Body fluids, faeces, vomit	✓		Daily
Dust/dirt		✓	
Humidity		✓	
Contaminated equipment or work areas	✓		Daily, continual
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		✓	
Exposure to aggressive physical behaviour where there is little/no support		✓	
Comments:			



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Interruptions from surgical teams requiring urgent turnaround of reusable medical devices			
Emotional Effort	Yes	No	Details (including frequency, where appropriate)
Processing (e.g. typing/transmitting) news of highly distressing events		✓	
Giving unwelcome news to patients/ clients/carers/staff		✓	
Caring for the terminally ill		✓	
Dealing with difficult situations/ circumstances		✓	
Designated to provide emotional support to front line staff		✓	
Communicating life changing events		✓	
Dealing with people with challenging behaviour		✓	
Arriving at the scene of an accident		✓	
Comments:			

Physical Effort	Yes	No	Details (including frequency, where appropriate)
Working in uncomfortable/unpleasant physical conditions	✓		Body parts returned with instruments/medical devices/endoscopes occasionally Frequent exposure to blood, (daily) Frequent exposure to grated bone & body tissue (daily) Frequent exposure to infectious material (daily) Used sharps returned on instrument sets occasionally Handling heavy, hot trays of instruments Working with hot surfaces (sterilisers, washing disinfectors) Wash area/Pack Area some with no external windows,
Working in physically cramped conditions		✓	
Lifting weights, equipment or patients with mechanical aids		✓	Limited mechanical aids available



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Lifting or weights/equipment without mechanical aids	✓		Lifting theatre trays/endoscopes (Moderate to High weights – continual)
Moving patients without mechanical aids		✓	
Making repetitive movements	✓		Handling medical devices, constant repetitive movements whilst examining medical devices for cleanliness and functionality
Climbing or crawling		✓	
Manipulating objects	✓		Constant repetitive movements whilst dismantling/reassembling medical devices/endoscopes
Manual digging		✓	
Running		✓	
Standing/sitting with limited scope for movement for long periods		✓	
Kneeling, crouching, twisting, bending or stretching	✓		Loading/unloading washing disinfectors, sterilisers. Moving medical devices/instruments sets to storage shelves (continual) Medical devices/instruments sets must be cleanly lifted to minimise damage to barrier sterility drape
Standing/walking for substantial periods of time	✓		Packing medical devices/theatre instruments, collection & delivery to/from wards/departments/theatres/endoscopy
Heavy duty cleaning		✓	
Pushing/pulling trolleys or similar	✓		Heavy loads (continual)
Working at heights		✓	
Controlled restraint i.e. jobs requiring training/certification in this	✓		In-house/external modular training to be completed, as detailed within the Institute of Decontamination Sciences educational framework - aligned to the Modernising Scientific Career Framework
Comments:			
Packing medical devices/endoscopes/instrument trays, loading and unloading process equipment which requires standing for long periods several times a day			

Mental Effort	Yes	No	Details (including frequency, where appropriate)
Carry out formal student/trainee assessments		✓	
Carry out clinical/social care interventions		✓	
Analyse statistics		✓	
Operate equipment/machinery	✓		Operate technical disinfection/sterilization machinery
Give evidence in a court/tribunal/ formal hearings		✓	



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Attend meetings (describe role):	✓		Participate in department meetings. Participate in Quality Assessments audit
Carry out screening tests/microscope work		✓	
Prepare detailed reports		✓	
Check documents	✓		Check theatre/endoscope contents lists are completed and checked Check process equipment tests and record results
Drive a vehicle		✓	
Carry out calculations		✓	
Carry out clinical diagnosis		✓	
Carry out non-clinical fault finding		✓	
Comments:			
Carry out detailed visual inspection of all clean/disinfected medical devices (continual) requires high level of concentration			
Lone working during late evenings and weekends and during emergency call out. Occasionally.			

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	✓		
Does the post holder generally work with the manager /deputy manager/supervisor contactable by telephone or bleep	✓		
Is the post holder the lead specialist in their field		✓	
	<u>Daily</u>	<u>Weekly</u>	<u>Frequency</u>
How often on average is guidance/advice given	✓		As need arises
How often is your work checked/monitored/assessed	✓		As part of quality control procedure
Comments:			

Please attach any additional information on a separate sheet.

Signed by post holder*: _____ Date _____

Signed by line manager: _____ Date _____



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