



## Decontamination Quality Manager

<b>JOB TITLE:</b>	<b>Decontamination Quality Manager</b>
<b>STAFF GROUP</b>	Healthcare Science (Medical Device Decontamination Sciences)
<b>ACCOUNTABLE TO</b>	Decontamination Quality Manager
<b>RESPONSIBLE FOR</b>	Apprentice Decontamination Technician, Decontamination Technician, Decontamination Technician Supervisor, Senior Decontamination Supervisor
<b>SALARY</b>	
<b>LOCATION</b>	XXXX Department, XXXX Hospital
<b>HOURS OF WORK</b>	37.5 hours per week
<b>CONTRACT</b>	Agenda for Change
<b>DISCLOSURE REQUIRED</b>	No
<b>JOB PURPOSE:</b>	<p>To support the provision of a specialised decontamination department service contributing to the clinical care of the patient.</p> <p>To perform a full range of decontamination duties, with senior accountability within department.</p> <p>Will work independently in all areas of the specialty and as an autonomous practitioner.</p> <p>Manages Decontamination records in own area of work.</p> <p>To apply professional judgement and utilise specialist skills and detailed scientific knowledge when reviewing and interpreting technical data and production reports to ensure a safe service is provided.</p> <p>Provide a high quality and timely service to all customers/ service users.</p> <p>Supervises, organises, allocates work and trains less experienced/qualified staff.</p> <p>To assist with the development of the Department's Standard Operating Procedures in accordance with Quality Management Systems and ensure staff compliance to them.</p> <p>Plan your own workload and work with minimal managerial direction.</p> <p>The role occasionally involves exposure to blood and body fluids.</p>
<b>DIMENSIONS</b>	<p>To lead a team in the Decontamination Sciences Department to ensure the team objectives are achieved.</p> <p>To supervise and train staff as necessary.</p>
<b>KEY RELATIONSHIPS</b>	Liaises with Apprentice Decontamination Technician, Decontamination Technician, Decontamination Technician Supervisor, Senior Decontamination Supervisor, and Healthcare Scientists at all levels. Customers/ service users internal and external.
<b>STRUCTURE CHART</b>	<b>INSERT DEPT STRUCTURE CHART</b>



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MAIN DUTIES	
Scientific and Technical	<ol style="list-style-type: none"> <li>1. Able to work unsupervised in all sections of the speciality.</li> <li>2. To record, interpret, validate and authorise equipment test results according to Standard Operating Procedures.</li> <li>3. To contribute to the daily supervision &amp; training of staff as necessary.</li> <li>4. To supervise the decontamination departments training programme and undertake training in line with the Institute of Decontamination Sciences educational framework as agreed with the line manager.</li> <li>5. To perform the routine maintenance/operation of equipment in all areas of the department and first line troubleshooting of malfunctions.</li> <li>6. To undertake specialist equipment testing, research and developmental work as directed.</li> <li>7. To contribute to the development and preparation of draft protocols/procedures for the department including new equipment / processes.</li> <li>8. To collate/ present data for discussion.</li> <li>9. To provide and communicate appropriate complex technical/scientific and sensitive advice to users (nursing and clinical) of the service, relating to the service provision.</li> <li>10. To participate in Continuous Professional Development, to keep abreast of advances and developments within the speciality.</li> <li>11. To conduct literature searches and assess relevance of scientific papers in order to ensure awareness of latest guidance and practice.</li> <li>12. To attend specialist meetings and scientific conventions which will contribute to the development of a modern decontamination service and to present findings to the department?</li> <li>13. To manage the workflow of the section including ensuring the optimal usage of other staff assigned to the speciality.</li> <li>14. To maintain high standards of departmental safety ensuring the Health &amp; Safety of self, other staff and visitors.</li> <li>15. To inform the departmental Health &amp; Safety representative or senior staff of any issue.</li> <li>16. To assist in monitoring the accuracy and quality of the department's production, using appropriate internal and external quality assurance and to carry out corrective action or inform Senior staff as appropriate.</li> <li>17. To ensure that the arrangements for the security of buildings, equipment and chemicals are carried out in accordance with department policy.</li> <li>18. To monitor stocks of consumables and chemicals and action their</li> </ol>



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	<p>replenishment.</p> <p>19. To participate in agreed research and development projects undertaken by the department. To evaluate new equipment and methodologies, as required.</p> <p>20. To actively participate in the Organisation's appraisal system and personal developing planning process to self and others in accordance with Organisational Policy.</p>
<b>Information Resources/Information Technology</b>	<ol style="list-style-type: none"> <li>1. To have full knowledge, experience and be able to train others on the use of the department Information System according to authorised guidelines and protocols including the input, verification and appropriate management of data of specialised decontamination equipment.</li> <li>2. To use Trust wide IT system, as appropriate, adhering to Trust Policies, guidelines and procedures.</li> <li>3. To assist in the audit of data held on the department information system.</li> <li>4. To adhere to the department's quality management system in compliance with ISO 13485 (Quality Management Systems).</li> <li>5. To have a range of IT skills (inc Microsoft Office), keyboard skills to meet the full needs of the department.</li> <li>6. To be aware of and adhere to Information Governance e.g. Caldicott.</li> </ol>
<b>Quality Management System</b>	<ol style="list-style-type: none"> <li>1 To adhere to the Department's Quality Policy, Technical File and Quality Manual and to ensure that a high standard of work is maintained at all times.</li> <li>2 To ensure the development of the service which ensures that service delivery is safe, effective, and cost effective and follows best practice.</li> <li>3 To contribute to internal audit programmes identify issues and initiate corrective actions.</li> <li>4 To participate in external/internal Quality Assurance programmes as directed.</li> <li>5 To contribute to the preparation, development and review of Standard Operating Procedures.</li> <li>6 To work with other departmental staff to ensure on-going compliance with accreditation standards, audits, policies and procedures to enable the Department to ensure on going accreditation to the Medical Devices Directive and the Health and Social Care Act.</li> <li>7 To support departmental processes which ensure internal and external quality assurance are utilised and performance monitored and action plans put in place to comply with all relevant standards and guidance.</li> </ol>
<b>Education and training</b>	<ol style="list-style-type: none"> <li>1. To develop and improve expertise by attending meetings,</li> </ol>



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	<p>participating in CPD activities and maintaining a portfolio of relevant material subject to approval by the Training Budget Holder and adequate resources.</p> <ol style="list-style-type: none"> <li>2. To undergo training in line with the department's training programme.</li> <li>3. To comply with and contribute to the Department's Quality Policy, Quality Manual and Standard Operating Procedures to ensure that a high standard of work is maintained at all times.</li> <li>4. To facilitate the development and training of others.</li> <li>5. To ensure staff training records are maintained.</li> <li>6. To assist with induction programmes.</li> </ol>
<b>Research</b>	<ol style="list-style-type: none"> <li>1. Participates in the validation of new equipment and/ or process as required.</li> <li>2. To record and interpret the findings of internal audits in compliance with the Medical Devices Directive.</li> </ol>
<b>Communications and Working Relationships</b>	<ol style="list-style-type: none"> <li>1. To communicate any relevant information within the team to ensure the continual and efficient running of the service.</li> <li>2. To respond to customers/ services users enquiries and offer appropriate scientific, technical and complex guidance and advice according to departmental policies.</li> <li>3. To attend and actively participate in department meeting.</li> <li>4. To communicate regularly with department staff, receiving advice and instruction to ensure high quality standards and the smooth running of the department.</li> <li>5. To work within a team framework in order to provide a high quality and efficient service.</li> <li>6. To liaise between department, medical staff and all users of the service.</li> </ol>
<b>Management</b>	<ol style="list-style-type: none"> <li>1. To perform work at the appropriate level in the department to ensure that reprocessing of the reusable medical devices are carried out in an agreed timeframe and meet all of the organisations activity levels.</li> <li>2. To supervise, train and perform competence assessment of all Associate Practitioners, and Practitioners.</li> <li>3. To provide guidance to support the healthcare science workforce operating in their area of accountability.</li> </ol>

## 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



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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.

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



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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 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:

Manager .....Date .....

Post Holder ..... Date .....



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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 Quality Manager PERSON SPECIFICATION TEMPLATE

**Job Title: Decontamination Quality Manager**

Area	Requirements		How assessed
Qualifications	Essential	Desirable	
	<ul style="list-style-type: none"> <li>Postgraduate Degree decontamination or equivalent level of knowledge through applied courses to postgraduate diploma level</li> </ul>		
<i>Registration</i> Membership of IDSc	Member Chartered of the Institute of Decontamination Sciences		
<b>Knowledge &amp; Experience</b>			
	<ul style="list-style-type: none"> <li>Highly specialist decontamination knowledge acquired through ongoing specialised training or experience.</li> <li>Knowledge of ISO standards and their implementation</li> <li>3 years minimum FDSc within the Decontamination environment.</li> <li>Managing unqualified/qualified staff.</li> <li>Knowledge of relevant medical devices used within the department.</li> <li>Evidence of ongoing CPD</li> </ul>		Application form & interview
<b>Clinical (where relevant) N/A</b>			Application form & interview





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Skills			
	<ul style="list-style-type: none"><li>• Excellent communication skills combined with the ability to communicate potentially highly complex issues with colleagues in an effective and positive manner</li><li>• Ability to work as part of a management team</li><li>• Be able to understand, provide and receive data of a complex technical nature</li><li>• Proven ability to supervise and train unqualified staff</li><li>• Professional manner at all times</li></ul>		



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<b>Analytical/ judgmental</b>	<ul style="list-style-type: none"><li>• Can work to strict standards of quality and Safety</li><li>• Able to work on own initiative</li><li>• Ability to undertake and report on complex decontamination investigations analysing the outcome of equipment testing or procedures and their clinical significance to patients where a range of options may be involved</li><li>• Ability to recognise and monitor parameters of quality, accuracy and imprecision according to department standard operational procedures</li><li>• Able to lead or participate in the production and interpretation of audit data</li><li>• Able to analyse and subsequently manage organisational and staffing issues</li></ul>		Application form & interview
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<b>Planning / Organisational</b>	<ul style="list-style-type: none"> <li>• Understands and is able to participate in the planning of both day-to-day procedures and processes and trouble shooting, supporting the department manager</li> <li>• Able to organise and manage their responsibilities with referral to senior management when required in a timely and efficient manner</li> <li>• Supporting the department manager to deliver the Division and department business plans.</li> </ul>		
<b>Policy/ Service Development</b>	<ul style="list-style-type: none"> <li>• Participates in the review and changes to standard operating procedures</li> </ul>		
<b>Responsibility for Financial and Physical resources</b>	<ul style="list-style-type: none"> <li>• Safe use of specialist equipment that is both complex and expensive</li> <li>• Maintains effective stock levels of consumables and ensure their safe use</li> <li>• Support the department manager to ensure service delivery is achieved within financial resources</li> </ul>		

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<b>IT</b>	<ul style="list-style-type: none"> <li>• Use of a PC and operation of Windows-based software</li> <li>• Understands the fundamentals of data quality, data protection and the confidential use of patient information</li> <li>• Understands the fundamentals of data quality, data protection and the confidential use of patient information</li> <li>• Use of a PC and operation of Windows-based software</li> <li>• Use of a quality management system</li> </ul>		
<b>Research and Development</b>	<ul style="list-style-type: none"> <li>• Leads or participates in the evaluation of new equipment and techniques according to the needs of the service</li> </ul>		
<b>Freedom to Act</b>	<ul style="list-style-type: none"> <li>• Works independently in field of specialism within the boundaries of standard operational procedures</li> <li>• Able to manage team of specialists and others advising them as necessary</li> <li>• Refers to department manager for resolution of complex or decontamination problems outside of their experience or according to standing operating procedures</li> </ul>		
<b>Abilities</b>			



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<b>Physical</b>	<ul style="list-style-type: none"> <li>• Good handwriting, reading and numeracy skills</li> </ul>		
<b>Mental</b>	<ul style="list-style-type: none"> <li>• Ability to concentrate on complex processes for extended periods</li> <li>• Good organisational and interpersonal skills</li> </ul>		
<b>Emotional</b>	<ul style="list-style-type: none"> <li>• Self -motivated and a positive outlook</li> <li>• Able to deal with related pressures of being a supervisor of staff and department procedures</li> <li>• Ability to interpret and make decisions under pressure in a reasoned and correct manner according to department operational procedures the outcome of which may have major clinical consequences</li> </ul>		
<b>Working conditions</b>	<ul style="list-style-type: none"> <li>• Willing and able to work with body fluids/tissues/faeces which may be of a potentially infective nature</li> <li>• Able to work air-conditioned areas or areas impacted by the ambient heat of electrical equipment or procedures according to the needs of the service provision</li> </ul>		
<b>Other Qualities</b>			





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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
Arriving at the scene of an accident		✓	
<b>Comments:</b>			

Physical Effort	Yes	No	Details (including frequency, where appropriate)
Working in uncomfortable/ unpleasant physical conditions	✓		Occasionally
Working in physically cramped conditions		✓	
Lifting weights, equipment or patients with mechanical aids	✓		Occasionally Limited mechanical aids available
Lifting or weights/equipment without mechanical aids	✓		Lifting theatre trays (Moderate to High weights – Occasionally )
Moving patients without mechanical aids		✓	
Making repetitive movements		✓	
Climbing or crawling		✓	
Manipulating objects		✓	
Manual digging		✓	
Running		✓	
Standing/sitting with limited scope for movement for long periods		✓	
Kneeling, crouching, twisting, bending or stretching	✓		Occasionally



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Standing/walking for substantial periods of time		✓	
Heavy duty cleaning		✓	
Pushing/pulling trolleys or similar	✓		Heavy loads (Occasionally)
Working at heights		✓	
Controlled restraint i.e. jobs requiring training/certification in this		✓	
<b>Comments:</b>			
Packing instrument trays/medical devices/endoscopes, 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	✓		Department 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	✓		Operate technical disinfection/sterilization machinery
Give evidence in a court/tribunal/ formal hearings	✓		Rarely
Attend meetings (describe role):	✓		Participate / Lead in department meetings. Participate in Quality Assessments audit
Carry out screening tests/ microscope work		✓	
Prepare detailed reports		✓	
Check documents	✓		Check theatre tray 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		✓	
<b>Comments:</b>			
Lone working during late evenings and weekends and during emergency call out. Occasionally.			





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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		✓	Can be the senior management on site
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		✓	May be the lead specialist in field
	<b>Daily</b>	<b>Weekly</b>	<b>Frequency</b>
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
<b>Comments:</b>			

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.