



## Decontamination Technician Supervisor

<b>JOB TITLE:</b>	<b>Decontamination Technician Supervisor</b>
<b>STAFF GROUP</b>	Healthcare Science (Medical Device Decontamination Sciences)
<b>ACCOUNTABLE TO</b>	Senior Decontamination Supervisor
<b>RESPONSIBLE FOR</b>	Decontamination Technician
<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 participate in the provision of a specialised decontamination of medical devices service contributing to the clinical care of the patient.</p> <p>To perform a full range of decontamination duties.</p> <p>Manages Decontamination records in own area of work.</p> <p>Provide a high quality and timely service to all customers.</p> <p>To ensure Departmental Standard Operating Procedures are adhered to by all Healthcare Science staff in accordance with Quality Management Systems.</p> <p>Plan your own workload and work with minimal supervision.</p> <p>The role involves exposure to blood and body fluids.</p>
<b>DIMENSIONS</b>	To supervise a team in the Decontamination Sciences Department to ensure the team objectives are achieved.
<b>KEY RELATIONSHIPS</b>	Liaises with Apprentice Decontamination Technicians, Decontamination Technicians and Senior Decontamination Supervisors
<b>STRUCTURE CHART</b>	<b>INSERT DEPT STRUCTURE CHART</b>
<b>MAIN DUTIES</b>	<ol style="list-style-type: none"> <li>1. To work in accordance with Departmental Policy, Standard Operating Procedures and Quality Management Systems.</li> <li>2. To assist in the regular review of Standard Operating Procedures.</li> <li>3. To direct the reprocessing of reusable medical devices: disassembly, cleaning, disinfection, checking, assembly, sterilization, despatch and tracking in a controlled environment.</li> <li>4. To supervise, organise and allocate work and /or train less experienced/qualified staff.</li> <li>5. Will be expected to use knowledge and skills when making decisions with regard to non-conformances.</li> <li>6. To ensure routine testing of decontamination equipment at the appropriate intervals to analyse and take appropriate action on any</li> </ol>



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	<p>malfunction.</p> <ol style="list-style-type: none"> <li>7. To record all routine testing of decontamination equipment.</li> <li>8. To monitor stocks of raw materials as requested and to take appropriate action on any deficiencies, assist in the evaluation of new products.</li> <li>9. Meet the demands of the Department's workload whilst consistently achieving high quality standards which will be measured by in-process checks and non-conformance reports.</li> <li>10. To undertake initial investigation into non-conformance reports as instructed.</li> <li>11. To use manual dexterity and concentration for the disassembly and reassembly of the reusable medical devices in accordance with Manufacturer's instructions.</li> <li>12. To operate decontamination equipment and carry out routine tests in accordance with Planned Preventative Maintenance Schedules, Quality Standards and Guidance.</li> <li>13. To communicate and supervise the enquires from users, and other members of healthcare staff in a polite and helpful manner, seeking scientific advice from Senior Decontamination Supervisors where required.</li> <li>14. To undertake such duties as required, consistent with the responsibility of the grade and needs of the service.</li> </ol>
<p><b>Scientific and Technical</b></p>	<ol style="list-style-type: none"> <li>1. To contribute to developing the service to ensure delivery is safe, effective, and an efficient service by following current and best practice.</li> <li>2. To maintain high standards of department safety ensuring the health, safety and welfare of self and others.</li> <li>3. To follow and develop the decontamination departments training programme and undertake training in line with the Institute of Decontamination Science's educational framework as agreed with the line manager.</li> <li>4. To have the ability to raise issues or concerns with senior staff.</li> <li>5. To maintain security of the Decontamination Department(s), equipment and chemicals in accordance with the Department's Policy.</li> <li>6. To actively participate in the Organisation's appraisal system and personal development planning process in accordance with Organisation's Policy.</li> <li>7. To ensure staffs safe handling of transportation trolleys and reusable medical devices.</li> </ol>
<p><b>Education and training</b></p>	<ol style="list-style-type: none"> <li>1. To maintain compliance to all statutory and mandatory training as defined by the organisation and service needs.</li> <li>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.</li> </ol>



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	<ol style="list-style-type: none"> <li>3. To continually develop and maintain a portfolio of evidence of training and CPD activities.</li> <li>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.</li> <li>5. To be able to use and train others on the decontamination IT systems according to the authorised guidelines and protocols for use.</li> <li>6. To be familiar with data protection and Caldicott issues relating to the use and storage of patient information.</li> <li>7. To have IT skills, keyboard skills, including basic word processing skills, to enable the post holder to assist in the production of standard operating procedures.</li> </ol>
<b>Research</b>	<ol style="list-style-type: none"> <li>1. To participate in the Department's audits, and assist in the audit of data held on the decontamination information systems.</li> </ol>
<b>Communications</b>	<ol style="list-style-type: none"> <li>1. To communicate all relevant information within the team to ensure the continual and efficient running of the service.</li> <li>2. To communicate and liaise between decontamination personnel, customers and other members of healthcare staff in a polite and helpful manner.</li> <li>3. To communicate with customers of the service in the initial investigation of non-conformances.</li> <li>4. To inform effectively both verbally and at any staff hand-over as required.</li> <li>5. To attend and actively participate in the Department's meetings.</li> </ol>
<b>Working relationships</b>	<ol style="list-style-type: none"> <li>1. To work as part of a team and liaise with the Multidisciplinary Team in a professional manner at all times.</li> <li>2. To work alongside organisations colleagues in order to contribute to the Organisation vision "xxxxxxx" and to contribute fully towards xxxxxxxxxxxx corporate objectives, divisional and departmental delivery plans.</li> </ol>
<b>Management</b>	<ol style="list-style-type: none"> <li>1. To provide practical support and training to new and /or less experienced/qualified staff</li> <li>2. To supervise and allocate duties to staff</li> </ol>

### GENERIC DUTIES FOR ALL STAFF

<p><b>1. Diversity and Rights</b></p> <p>Promote people's equality, diversity and rights, and treat others with dignity and respect.</p> <p><b>2. Confidentiality</b></p> <p>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</p>
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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 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.



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### 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 .....

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



## Decontamination Technician Supervisor

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 Technician Supervisor  
PERSON SPECIFICATION TEMPLATE**

**Job Title: Decontamination Technician Supervisor**

Area	Requirements		
Qualifications	Essential	Desirable	How assessed
	<ul style="list-style-type: none"> <li>• Experience to NVQ3 through decontamination training and non-routine experience plus applied training to Foundation degree/diploma in medical device decontamination equivalent level</li> </ul>		
Knowledge & Experience	<ul style="list-style-type: none"> <li>• Experience in all sections of decontamination department</li> <li>• Understands the concept and management of urgent /priority medical devices and non-conformances</li> <li>• Experience of supervising less experienced/qualified staff</li> <li>• Experience using decontamination equipment.</li> <li>• Can demonstrate the ability to work to strict standards of quality and safety</li> </ul>		

### Decontamination Technician Supervisor

Skills	<ul style="list-style-type: none"> <li>Ability to work as part of a team</li> <li>Ability to work accurately under pressure</li> <li>Excellent communication skills, relates to colleagues in an effective and positive manner on routine matters</li> </ul>		
Planning/ Organisation	<ul style="list-style-type: none"> <li>Able to work to given schedules and rotas</li> <li>Able to organise and manage their personal responsibilities, with referral to senior staff when required, in a timely and efficient manner</li> <li>Prioritise urgent workload</li> </ul>		Application form & interview
Analytical/Judgemental	<ul style="list-style-type: none"> <li>Ability to undertake and report on non-conformances and investigations and understand when limit of capability has been reached</li> <li>Ability to recognise and monitor parameters of quality, accuracy according to departmental standard operational procedures</li> </ul>		Application form & interview





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<p>IT:</p>	<ul style="list-style-type: none"> <li>• Use of a Word and PC systems including operation of Windows-based software, and keyboard skills</li> <li>• Use of department tracking information systems</li> <li>• Use of hospital information systems</li> <li>• Use of quality management system</li> <li>• Understands the fundamentals of data quality, data protection and the confidential use of patient information</li> </ul>		
<p>Personal Qualities:</p>	<ul style="list-style-type: none"> <li>• Ability to work to high standards under pressure</li> <li>• Flexible</li> <li>• Ability to work to strict standards of quality and safety</li> <li>• Demonstrates a professional manner at all times</li> <li>• Ability to work on own initiative</li> <li>• Demonstrates logical thinking to help troubleshooting</li> <li>• Ability to motivate others</li> <li>• Enthusiastic</li> </ul>		
<p>Other Qualities</p>			



## Decontamination Technician Supervisor

**Post Title** Decontamination Technician Supervisor

**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:**

Daily interruptions from surgical teams/users of the service requiring urgent turnaround of reusable medical devices



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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		✓	
<b>Comments:</b>			

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/medical devices sets occasionally Handling heavy, hot trays of instruments/medical devices 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
Lifting or weights/equipment without mechanical aids	✓		Lifting theatre trays/medical devices/endoscopes (Moderate to High weights – continual)
Moving patients without mechanical aids		✓	

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Making repetitive movements	✓		Handling instruments/medical devices/endoscopes, constant repetitive movements whilst examining instruments/medical devices/endoscopes for cleanliness and functionality
Climbing or crawling		✓	
Manipulating objects	✓		Constant repetitive movements whilst dismantling/reassembling instruments/medical devices/endoscope accessories
Manual digging		✓	
Running		✓	
Standing/sitting with limited scope for movement for long periods		✓	
Kneeling, crouching, twisting, bending or stretching	✓		Loading/unloading washer disinfectors, sterilisers. Moving sterile instrument trays/medical devices/endoscopes to storage shelves (continual) Trays must be cleanly lifted to minimise damage to wrap
Standing/walking for substantial periods of time	✓		Packing theatre instruments/medical devices/endoscopes, 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		✓	
<b>Comments:</b>			

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		✓	
Attend meetings (describe role):	✓		Participate in department meetings. Participate in Quality Assessments audit
Carry out screening tests/ microscope work		✓	
Prepare detailed reports		✓	



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Check documents	✓		Check theatre tray lists/medical devices/endoscopes accessories 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.			

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		✓	
	Daily	Weekly	Frequency
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.