



Decontamination Technician

JOB TITLE:	Decontamination Technician
STAFF GROUP	Healthcare Science (Medical Device Decontamination Sciences)
ACCOUNTABLE TO	Decontamination Technician Supervisor
RESPONSIBLE FOR	Apprentice Decontamination Technicians
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 decontamination science duties and assist (under supervision) the workforce of Decontamination Technician Supervisors, in providing a specialised decontamination of medical devices service contributing to the clinical care of the patient.</p> <p>To carry out the receipt, disassembly, cleaning, reassembly, packing and sterilization of reusable medical devices. Record all tasks in the Healthcare Science Information Systems (tracking and tracing) database.</p> <p>Work in accordance with the Department's Standard Operating Procedures and Quality Management Systems.</p> <p>To provide supervision to Apprentice Decontamination Technicians within the team.</p> <p>Plan your own workload with limited supervision.</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, disassemble, clean, disinfect, check, assemble, sterilize, despatch and track in a controlled environment. 3. To provide advice and training to Apprentice Decontamination Technicians effectively. 4. To provide a collection and delivery service to the Decontamination



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	<p>Departments' customers.</p> <ol style="list-style-type: none"> 5. To inform the Decontamination Technician Supervisors of any raw material shortages and ensure stock is rotated. 6. Under limited supervision 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. 7. To undertake initial investigation into non-conformances reports as instructed. 8. To use manual dexterity and concentration for the disassembly and reassembly of the reusable medical devices in accordance with Manufacturer's instructions 9. To operate decontamination equipment and carry out routine tests in accordance with the Planned Preventative Maintenance Schedules, Quality Standards and Guidance. 10. To communicate with enquires from users, and other members of healthcare staff in a polite and helpful manner, seeking scientific advice where required. 11. To undertake duties consistent with the responsibility of the grade and needs of the service.
Scientific and Technical	<ol style="list-style-type: none"> 1. To contribute to developing the service to ensure that delivery of medical device decontamination is safe, effective and follows best practice. 2. 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. 3. To maintain high standards of department safety ensuring the health, safety and welfare of self and others. 4. To 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 and personal development planning process in accordance with Organisation's Policy. 8. To ensure safe handling of transportation trolleys and reusable medical devices.
Education and training	<ol style="list-style-type: none"> 1. To maintain compliance to all statutory and mandatory training 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 continually develop and maintain a portfolio of evidence of training



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	<p>and CPD activities.</p> <ol style="list-style-type: none"> 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 assist in the training of other decontamination personnel to perform tasks as directed by the Decontamination Technician Supervisors. 7. To maintain and be able to use IT systems.
Research	<ol style="list-style-type: none"> 1. To participate in the Department's audits.
Communications	<ol style="list-style-type: none"> 1. To communicate all relevant information within the team to ensure the continual and efficient running of the service. 2. To communicate and liaise between decontamination personnel, customers and other members of healthcare staff in a polite and helpful manner. 3. To communicate with customers of the service in the initial investigation of non-conformances. 4. To inform effectively both verbally and at any staff hand-over as required. 5. To attend and actively participate in the Department's meetings.
Working relationships	<ol style="list-style-type: none"> 1. To work as part of a team and liaise with the Multidisciplinary Team in a professional manner at all times. 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.
Management	<ol style="list-style-type: none"> 1. To provide practical support and training to Apprentice Decontamination Technicians.

GENERIC DUTIES FOR ALL STAFF

<ol style="list-style-type: none"> 1. Diversity and Rights <p>Promote people's equality, diversity and rights, and treat others with dignity and respect.</p> <ol style="list-style-type: none"> 2. Confidentiality <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 Protection Act may render an individual liable for prosecution in the event of unauthorised disclosure of information.</p> <ol style="list-style-type: none"> 3. Trust Policies and Procedures including Control of Infection



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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 wellbeing 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.

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



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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:

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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Decontamination Technician PERSON SPECIFICATION TEMPLATE

Job Title: Decontamination Technician

Area	Requirements		How assessed
Qualifications	Essential	Desirable	
	<ul style="list-style-type: none"> NVQ3 (Technical Certificate Decontamination) or equivalent level of knowledge and experience through decontamination training 		
<i>Registration N/A</i>			
Knowledge & Experience			
	<ul style="list-style-type: none"> Knowledge and experience in the decontamination of reusable medical devices Ability to train staff in decontamination systems 		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 Ability to work to Standard Operating Procedures A working knowledge of keyboard, typing and computer skills 		Application form & interview



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



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Post Title **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:

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		✓	
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/medical devices Working with hot surfaces (sterilisers, washer 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, 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
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	✓		In-house modular training to be completed,
Comments:			
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		✓	
Attend meetings (describe role):	✓		Participate in department meetings. Participate in Quality Assessments audit



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Carry out screening tests/ microscope work		✓	
Prepare detailed reports		✓	
Check documents	✓		Check theatre tray lists/medical devices lists/endoscope accessories 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		✓	
	Daily	Weekly	Frequency
How often on average is guidance/advice given	✓		As need arises
How often is your work checked/monitored/assesse d	✓		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 _____

Written by

Version

Case No.

Date

Ref (Cost centre-position number-job title)



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