



## Senior Decontamination Supervisor

|                            |   |
|----------------------------|---|
| <b>JOB TITLE:</b>          | <b>Senior Decontamination Supervisor</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  |
| <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, and be accountable for work area within department.</p> <p>Manages Decontamination records in own area of work.</p> <p>Interprets and reviews technical data and production reports.</p> <p>Provide a high quality and timely service to all customers.</p> <p>Supervises, organises and allocates work and /or train 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 routinely involves exposure to blood and body fluids.</p> |
| <b>DIMENSIONS</b>          | To lead a team in the Decontamination Sciences Department to ensure the team objectives are achieved.   |
| <b>KEY RELATIONSHIPS</b>   | Liaises with Apprentice Decontamination Technician, Decontamination Technician, Decontamination Technician Supervisor, and Decontamination Quality Manager. Customers/ service users internal and external.   |
| <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 and Quality Management Systems to ensure compliance by other staff.</li> <li>2. To assist in the development and regular review of Standard Operating Procedures and department's policies.</li> <li>3. To apply standards to the reprocessing of reusable medical devices, including 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. Required to use knowledge and skills when making decisions with regard to non-conformances.</li> </ol>   |



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|                                 | <ol style="list-style-type: none"> <li>6. To ensure routine testing of decontamination equipment at the appropriate intervals to analyse and take appropriate action on any malfunction.</li> <li>7. To supervise, record and analyse the operation of the decontamination equipment ensuring routine tests are completed in accordance with Planned Preventative Maintenance Schedules, Quality Standards and Guidance.</li> <li>8. To supervise, record and analyse production activity.</li> <li>9. To monitor and control the stocks of raw materials and to take appropriate action on any deficiencies, and assist in the evaluation of new products</li> <li>10. 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>11. To undertake investigations into non-conformance reports as required.</li> <li>12. To use manual dexterity and concentration for the disassembly and reassembly of the reusable medical devices in accordance with Manufacturer's instructions.</li> <li>13. To communicate and supervise enquires from staff, users, and other members of healthcare staff in a polite and helpful manner, seeking advice from Decontamination Quality Manager 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> |
| <b>Scientific and Technical</b> | <ol style="list-style-type: none"> <li>1. To assist in developing a safe, effective, efficient service by following current and best practice.</li> <li>2. To be responsible for maintaining high standards of department safety ensuring the health, safety and welfare of self and others.</li> <li>3. To develop and apply 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 ensure the staffs safe handling of transportation trolleys and reusable medical devices.</li> <li>5. To have the knowledge and ability to raise concerns with senior staff.</li> <li>6. To be responsible for maintaining the security of the Decontamination Departments, equipment and chemicals in accordance with the Departmental Policy.</li> <li>7. To actively participate in the Organisation's appraisal system and personal development planning process for self and others in accordance with Organisational Policy.</li> </ol>  |
| <b>Education and training</b>   | <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 professional requirements of the post, as agreed</li> </ol>   |



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|                              | <p>with line manager.</p> <ol style="list-style-type: none"> <li>3. To continually develop and maintain a portfolio of evidence of competence and CPD activities.</li> <li>4. To assist the development 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 have knowledge and experience and be able to train others on the decontamination IT systems to the authorised guidelines and protocols for use, verification of data, input of data, and staff information.</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 system skills, keyboard skills, including word processing skills, to enable the post holder to develop standard operating procedures and work instructions in compliance with the ISO 13485 (Quality Management Systems).</li> </ol> |
| <b>Research</b>              | <ol style="list-style-type: none"> <li>1. To undertake and document the results of the Department's audits.</li> <li>2. Participates in the validation of new equipment and reusable medical devices.</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 complex, technical information and advice to customers/ services users.</li> <li>3. To communicate to other healthcare professionals, complex and technical information in a polite and helpful manner.</li> <li>4. To communicate with customers/ services users in the investigation of non-conformances.</li> <li>5. To communicate with senior staff, receiving instruction and advice to ensure the safe efficient operation of the department.</li> <li>6. To inform effectively both verbally and at any staff hand-over as required.</li> <li>7. To organise, 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 organisational colleagues in order to contribute to the Organisation's vision and values "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, guidance and training to new and /or less experienced/qualified staff</li> <li>2. To supervise and allocate duties to staff</li> <li>3. To carry out competency assessments on less trained/qualified staff</li> </ol>  |



## Senior Decontamination Supervisor

### 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

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:

Written by

Date

Ref (Cost centre-position number-job title)

Version

Case No.



## Senior Decontamination Supervisor

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

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>



## Senior Decontamination Supervisor PERSON SPECIFICATION TEMPLATE

**Job Title: Senior Decontamination Supervisor**

| Area  | Requirements  |           |                |
|---|---|-----------|----------------|
| Qualifications  | Essential   | Desirable | How assessed   |
| (Use categories eg Nursing, Scientific, Technical as/where appropriate) | <ul style="list-style-type: none"> <li>Degree medical device decontamination or equivalent level of knowledge</li> </ul>  |           | CV             |
| <i>Registration N/A</i>   | <ul style="list-style-type: none"> <li>Member Chartered of Institute of Decontamination Sciences</li> </ul>   |           | CV             |
| <b>Knowledge &amp; Experience</b>                                       |   |           |                |
|   | <ul style="list-style-type: none"> <li>Knowledge of decontamination specific procedures and policies</li> <li>Understanding of Quality Management processes</li> <li>Understanding of Health and Safety processes</li> <li>Practical experience in decontamination 3 years</li> <li>Knowledge and experience of supervision and training less experienced/qualified staff</li> <li>Evidence of CPD</li> </ul> |           | CV & interview |
| <b>Skills</b>   |   |           |                |
| <b>Communication/relationship</b>                                       | <ul style="list-style-type: none"> <li>Ability to work as part of a team</li> <li>Ability to communicate with colleagues and service users on both routine and complex matters</li> </ul>   |           |                |

## Senior Decontamination Supervisor

|                                 |   |  |                                |
|---------------------------------|---|--|--------------------------------|
| <b>Analytical/ judgmental</b>   | <ul style="list-style-type: none"> <li>• Ability to undertake and report on departmental investigations</li> <li>• Ability to recognise and monitor parameters of quality, accuracy and non-conformance according to departmental standard operational procedures.</li> <li>• Ability to participate in the production and interpretation of audit data.</li> <li>• Ability to review and interpret technical data</li> </ul> |  | On application or at interview |
| <b>Planning/ organisational</b> | <ul style="list-style-type: none"> <li>• Ability to participate in the planning of day-to-day procedures and processes.</li> <li>• Ability to organise and manage personal responsibilities in a timely and efficient manner with referral to senior staff when required.</li> <li>• Ability to multitask within decontamination systems</li> </ul>   |  | On application or at interview |
| <b>IT</b>                       | <ul style="list-style-type: none"> <li>• IT and keyboard skills to allow operation of Windows-based software and word processing</li> <li>• Knowledge of organisational/ hospital information systems</li> <li>• Understands the fundamentals of data quality, data protection and the confidential use of patient information</li> <li>• Experience of department tracking information systems</li> </ul>                    |  | On application or at interview |





## Senior Decontamination Supervisor

|                           |  |  |  |
|---------------------------|--|--|--|
| <b>Physical</b>           | <ul style="list-style-type: none"> <li>• Ability to concentrate for prolonged periods</li> <li>• Ability to work in a manner that is safe to self and others</li> <li>• Ability to lift theatre sets/medical devices/endoscopes and departmental consumables as required to maintain stocks and supplies</li> </ul>  |  |  |
| <b>Personal Qualities</b> | <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> |  |  |
| <b>Other Qualities</b>    |  |  |  |



## Senior Decontamination Supervisor

**Post Title:** Senior Decontamination 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<br>(including frequency, where appropriate) |
|---|-----|----|---|
| Inclement weather   |     | ✓  |   |
| Excessive temperatures  |     | ✓  |   |
| Unpleasant smells/odours  | ✓   |    | Occasionally  |
| Noxious fumes   |     | ✓  |   |
| Excessive noise &/or vibration  | ✓   |    | Noise from plant & equipment occasionally           |
| Use of VDU more or less continuously  |     | ✓  |   |
| Unpleasant substances/non-household waste   | ✓   |    | Blood, bone, body tissues occasionally              |
| Infectious Material/Foul Linen  | ✓   |    | Occasionally, sometimes frequent                    |
| Body fluids, faeces, vomit  | ✓   |    | Occasionally, sometimes frequent                    |
| Dust/dirt   |     | ✓  |   |
| Humidity  |     | ✓  |   |
| Contaminated equipment or work areas  | ✓   |    | Occasionally, sometimes frequent                    |
| 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 Weekly                  |
| Exposure to aggressive verbal behaviour where there is little/no support  |     | ✓  |   |
| Exposure to aggressive physical behaviour where there is little/no support  |     | ✓  |   |
| <b>Comments:</b>  |     |    |   |
| Constant interruptions from the clinical users of the service requiring urgent turnaround of reusable medical devices |     |    |   |



## Senior Decontamination Supervisor

| Emotional Effort  | Yes | No | Details<br>(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<br>(including frequency, where appropriate)  |
|---|-----|----|--|
| Working in uncomfortable/ unpleasant physical conditions          | ✓   |    | Occasionally   |
| 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 – 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 |     | ✓  |  |



### Senior Decontamination Supervisor

|   |   |   |   |
|---|---|---|---|
| Kneeling, crouching, twisting, bending or stretching  | ✓ |   | Loading/unloading washing disinfectors, sterilisers.<br>Moving sterile instrument trays/medical devices/endoscopes to storage shelves (occasional)<br>Trays must be cleanly lifted to minimise damage to wrap |
| Standing/walking for substantial periods of time  | ✓ |   |   |
| Heavy duty cleaning   |   | ✓ |   |
| Pushing/pulling trolleys or similar   | ✓ |   | Heavy loads   |
| 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<br>(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                                 | ✓   |    | Occasionally   |
| Operate equipment/machinery                        | ✓   |    | Operate technical disinfection/sterilization machinery   |
| Give evidence in a court/tribunal/ formal hearings |     | ✓  |  |
| Attend meetings (describe role):                   | ✓   |    | Participate / Lead in department meetings.<br>Participate in Quality Assessments audit   |
| Carry out screening tests/ microscope work         |     | ✓  |  |
| Prepare detailed reports                           |     | ✓  |  |
| Check documents                                    | ✓   |    | Check theatre tray lists/medical devices lists/endoscope accessories lists are completed and checked<br>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>                                   |     |    |  |



## Senior Decontamination Supervisor

Lone working during late evenings and weekends and during emergency call out.  
Occasionally.

| Freedom to Act  | Yes          | No            | Details<br>(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                |
| <b><u>Comments:</u></b>   |              |               |   |
| Expected to be able to run the decontamination department   |              |               |   |

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.