NHS
Portsmouth Hospitals University
NHS Trust

Job Description

Title: Production Technician –Endoscopy Decontamination Unit (EDU)

Band: Band 2

Staff Group: Healthcare Science (Medical Device Decontamination Sciences)

Reports to: Production Supervisor

Job Purpose:

- Undertake decontamination science duties (under supervision) and assist Decontamination Supervisors in providing a specialised decontamination of medical devices service contributing to the clinical care of the patient.
- Carry out the receipt, dis/assembly, cleaning and high-level disinfection of reusable medical devices. Record all tasks in the (tracking and tracing) database.
- Work in accordance with the Department's Quality Management System.

Key Responsibilities

- Work in accordance with Departmental Policy, Standard Operating Procedures and Quality Management System.
- Reprocess reusable medical devices, disassemble, clean, disinfect, check, assemble, sterilize, despatch and track in a controlled environment.
- Provide a collection and delivery service to the Decontamination Departments' customers.
- Inform the Production Supervisor of any raw material shortages and ensure stock is rotated.
- Meet the demands of the Department's workload under minimal supervision whilst consistently achieving high quality standards which will be measured by in-process checks and non-conformance reports.
- Undertake initial investigation into non-conformances reports as instructed.
- Use manual dexterity and concentration for the disassembly and reassembly of the reusable medical devices in accordance with Manufacturer's instructions.
- Operate decontamination equipment and carry out routine tests in accordance with the Planned Preventative Maintenance Schedules, Quality Standards and Guidance.
- Communicate with enquires from users, and other members of healthcare staff in a polite and helpful manner, seeking scientific advice where required.
- Undertake duties consistent with the responsibility of the grade and needs of the service.
- Respond to priority requests from service users to process fast-track equipment.
- Participate in audits as directed by the quality assurance team.

Scientific and Technical:

- Contribute to developing the service to ensure that delivery of medical device decontamination is safe, effective and follows best practice.

- 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.
- Maintain high standards of department safety ensuring the health, safety and welfare of self and others.
- Demonstrate agreed standards of personal and professional development within defined timescales.
- Refer appropriate issues/raise uncertainties with senior staff.
- Maintain security of the Decontamination Department(s), equipment and chemicals in accordance with the Department's Policy.
- Actively participate in the Organisation's appraisal system and personal development planning process in accordance with Organisation's Policy.
- Ensure safe handling of transportation trolleys and reusable medical devices.

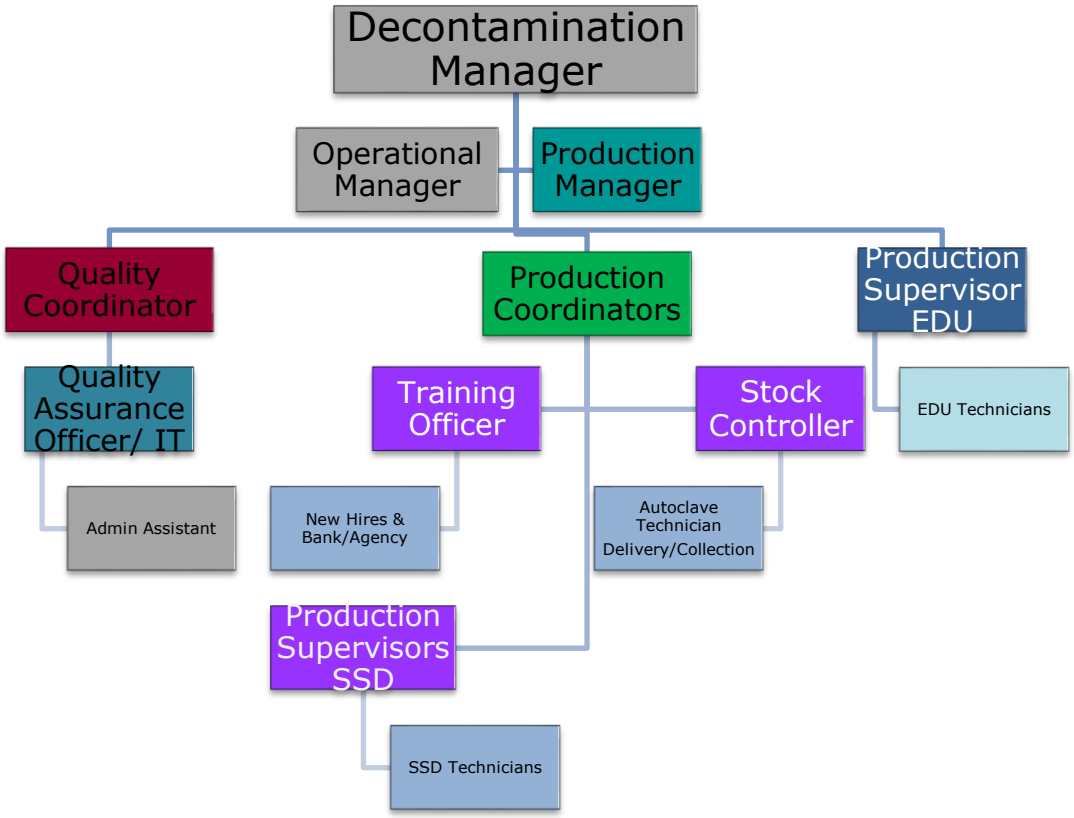
Education and training:

- Maintain compliance to all statutory and mandatory training as defined by the organisation and service needs.
- Comply with the Department's training programme and undertake training in line with the development of the post, as agreed with line manager.
- Continually develop and maintain a portfolio of evidence of training and CPD activities.
- 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.
- Be familiar with data protection and Caldicott issues relating to the use and storage of patient information.
- Assist in the training of other decontamination personnel to perform tasks as directed by the Decontamination Supervisors.
- Use and maintain IT systems.

Communications:

- Communicate all relevant information within the team to ensure the continual and efficient running of the service.
- Communicate and liaise between decontamination personnel, customers and other members of healthcare staff in a polite and helpful manner.
- Communicate with customers of the service in the initial investigation of non-conformances.
- Provide verbal or written handover as required.
- Attend and actively participate in the Department's meetings.
- Work as part of a multidisciplinary team in a professional manner at all times.

Organisational Chart



Other

Job Holders are required to:

- Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Always keep requirements in mind and seek out to improve, including achieving customer service performance targets.
- Adhere to Trust policies and procedures, e.g. Health and Safety at Work, Equal Opportunities, and No Smoking.
- Ensure the health and well-being of children and vulnerable adults is safeguarded. Awareness and adherence to the Trust Safeguarding Policy is an essential requirement for all employees. All staff are expected to complete essential/mandatory training in this area.
- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date.

This job description does not purport to cover all aspects of the job holder's duties but is intended to be indicative of the main areas of responsibility





Person Specification

Qualifications

Essential

- Literate and numerate.
- Evidence of working in a large team.
- Evidence of working in a quality led production environment or similar.

Desirable

- Decontamination related qualification.
- Experience of healthcare/HSDU/Flexible endoscope reprocessing.

Skills & Knowledge

Essential

- Evidence of manual skills/dexterity.
- Good customer service skills.
- Ability to use machinery.
- Ability to follow documented work instructions/procedures.

Desirable

- Some knowledge of the type of work to be undertaken.
- Knowledge of instruments across a range of surgical/medical specialties.
- Basic computer skills.

Working Together For Patients with Compassion as One Team Always Improving

Strategic approach (clarity on objectives, clear on expectations)

Relationship building (communicate effectively, be open and willing to help, courtesy, nurtures partnerships)

Personal credibility (visibility, approachable, back bone, courage, resilience, confidence, role model, challenge bad behaviour, manage poor performance, act with honesty and integrity)

Passion to succeed (patient centred, positive attitude, take action, take pride, take responsibility, aspire for excellence)

Harness performance through teams (champion positive change, develop staff, create a culture without fear of retribution, actively listen and value contribution, feedback and empower staff , respect diversity)

Job holders are required to act in such a way that at all times the health and well being of children and vulnerable adults is safeguarded. Familiarisation with and adherence to the Safeguarding Policies of the Trust is an essential requirement for all employees. In addition all staff are expected to complete essential/mandatory training in this area.

Print Name:

Date:

Signature: