

Title: Endoscopy Decontamination Supervisor

Band: 3

Staff Group: Nursing and Midwifery

Reports to: Decontamination Lead/ Senior Sister- Endoscopy Unit Manager

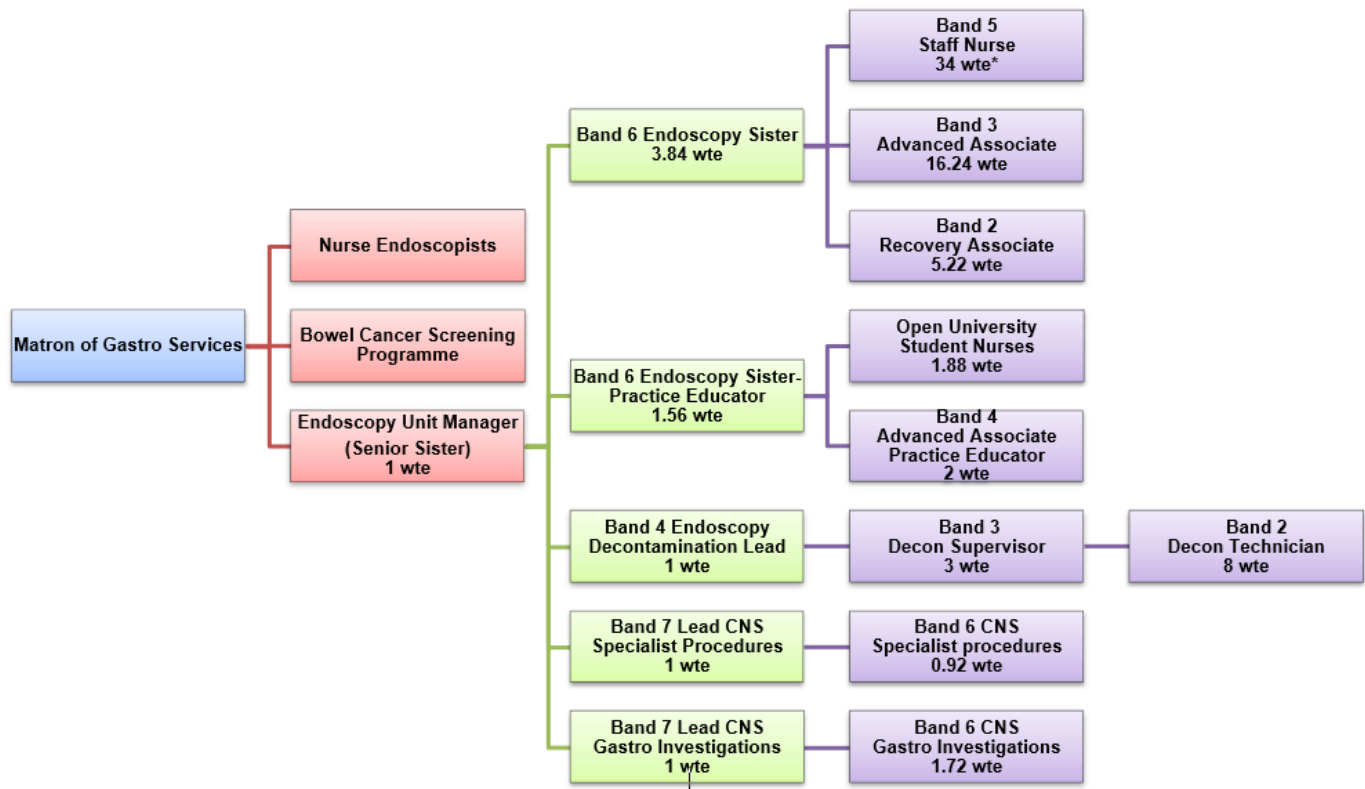
Job Summary:

- Providing support to the decontamination lead in the day-to-day running of the decontamination services
- Responsible for supervising the running of the Endoscopy Decontamination services across both the QAH site and the Gosport War Memorial Endoscopy Satellite Unit (GWMH).
- The post holder will be expected to be mobile across both sites (QAH and GWMH) in order to maintain training and validation of practice, and supervise all members of staff.
- The post holder will be proactive in problem solving when equipment fails, and be competent and confident to contact maintenance for speedy repair.
- The post holder will act as a liaison between the other endoscopy users in the Trust, (Urology, Respiratory, Theatres, Radiology and HSDU) to enable maintenance and continuation of services in each area in the event of technical breakdown.
- responsible for ensuring the correct water testing, daily and weekly validations are completed according to national and local guidelines.
- Leading on the technical knowledge needed to use all endoscopic equipment
- To have knowledge and understanding of all endoscopic procedures
- Ensure that decontamination unit is fully stocked with equipment/consumables to maintain smooth running of the endoscopy lists
- Support decontamination lead with annual IPR's and 1-2-1's with the team
- Maintain high levels of cleanliness of the unit
- Actively engage in training of other members of the team
- Work on all shifts patterns; 7 days per week, 0800-2200

Key Responsibilities:

- Promote and set high standards of professionalism at all times and maintain the delivery of quality care within the trust policies, protocols and guidelines.
- Implement the trust 'values and beliefs' ensuring they are embedded into everyday practice and evaluate their impact on the patients' experience.
- Understand the significance of the units philosophy to practice, monitoring its impact on the patient experience.
- Join the culture of learning and development that will sustain person-centred safe and effective care.
- Escalate to the decontamination lead and/or the senior nursing team of concerns from patients and their families are dealt with in an open, honest and transparent way.
- Assist in ensuring that accurate and timely decontamination tracking records are maintained.
- Support local research teams, actively contribute to local department multidisciplinary audits, represent the clinical area at governance meetings and highlight areas for change.
- Create an environment that is conducive to learning and encourage team open-ness so that an evidence based approach is utilised and applied.

Organisational Chart



Person Specification

Qualifications and Experience

- Maths and English at GCSE level or equivalent.
- Experience in a Endoscopy decontamination (2 years minimum)
- Experience in supervising of teams
- Desirable passport to manage level 1

Skills and Knowledge

- Ability to work as part of a team, but also able to use own initiative and work without supervision.
- Excellent verbal and written communication skills.
- Evidence of organisational skills
- Dextrous.
- Evidence of technical skills and capability
- Able to maintain a sense of humour and friendly disposition whilst working in a pressured environment.
- Innovative and adaptable to change.

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: