

REF CODE: CHAT HSDU 0009

**PORTSMOUTH HOSPITALS NHS TRUST
JOB DESCRIPTION**

Job Group: Healthcare Science (Medical Device Decontamination Sciences)	FOR OFFICE USE ONLY
Job Title: Decontamination Supervisor	Position No: CHAT HSDU 0009
Directorate/ CSC: CHAT	Approved Matching Classification: Matched
Existing Grade: Band 4	Job Analysis
Unit: HSDU	Job Evaluation Profile: Healthcare Scientist Assistant/Associate Practitioner (Career Framework Stage 4)
Base Location: Queen Alexandra Hospital	Pay Band code: Band 4, score 284
Reports to: Production Coordinator	
Accountable to: Decontamination Manager	Entered By: Sarah Wintle and Susie Lowe

Job Purpose

1. To participate in the provision of a specialised decontamination of medical devices service contributing to the clinical care of the patient.
2. To supervise a team in the Decontamination Sciences Department to ensure the team objectives are achieved.
3. To ensure Departmental Standard Operating Procedures are adhered to by all Decontamination Scientific and technical staff in accordance with Quality Management Systems
4. To perform a full range of decontamination duties, managing Decontamination records in own area of work and providing a high quality and timely service to all customers.

Key Dimensions

- a. **Budgets** – Nil
- b. **Staff** – Coordination and supervision of approx 20 scientific and technical staff. Demonstrate own activities and workplace routines to new or less experienced employees

ORGANISATIONAL CHART



Trust Organisational Expectations

The post holder will:

1. Proactively and positively contribute to the successful overall performance of the Trust.
2. Deliver excellent levels of customer service to all patients/visitors and staff at the Trust.
3. Develop effective ways of working and create strong partnerships and relationships with all stakeholders to support the implementation of the Government's policies on Health.
4. Develop an organisational culture that fosters collaborative working among all staff groups, to ensure a focused commitment to delivering quality services and outcomes.
5. Act as an advocate for the Trust & its contribution to the Health Service arena through creating effective partnerships and relationships with internal and external stakeholders.
6. Comply with corporate governance structure in keeping with the principles and standards set out by the Trust.
7. Support the Trust culture of collaborative, flexible cross-team working and commitment to delivering quality services and outcomes, which support the Government's policies on public health
8. If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.
9. In compliance with the Trust's practices and procedures associated with the control of infection, you are required to:
 - Adhere to Trust Infection Control Policies assuring compliance with all defined infection control standards at all times.
 - Conduct hand hygiene in accordance with Trust policy, challenging those around you that do not.
 - Challenge poor practice that could lead to the transmission of infection.

Proactively, meaningfully and consistently demonstrate the Trust Values in your every day practice, decision making and interactions with patients and colleagues.



Shared Core Functions

1. Proactively and positively contribute to the achievement of deliverables through individual and team effort. Manage the production of the required deliverables and control risks,
2. Support team members to deliver on their functionally relevant objectives through offering advice, guidance and support as appropriate.
3. Ensure that approved budgets are spent effectively and in accordance with agreed procedures
4. Liaison with Senior Professionals and related functions to ensure that work is neither overlooked nor duplicated
5. Build and sustain effective communications with other roles involved in the shared services as required
6. Maintain and continuously improve specialist knowledge in an aspect of Health Service which significantly contributes to the Trust's stated objectives & aims
7. Establish and maintain strategic links with a range of external partners/stakeholders or manage the links made through the team. Engage with external partners/stakeholders to gain their necessary level of contribution & commitment to the successful delivery of your work.
8. Undertake proactive horizon scanning for either developments relating to Trust work or opportunities for Trust involvement around health issues
9. Increase the level of knowledge & skills within the Trust through documenting key learning and supporting others to develop their professional abilities.
10. Dissemination of knowledge through engagement in report writing, and reviewing, taking full responsibility for technical accuracy and reliability and being sensitive to the wider implications of that dissemination.
11. Ensure that expertise is seen as a resource within and outside the Trust and form working partnerships with government departments, national agencies and key stakeholders.
12. Develop structures, systems, ways of working and personal values that will support the Trusts sustainable development objectives with regard to issues such as Carbon reduction and waste minimisation; and to encourage all stakeholders of the Trust to act as enthusiastic agents of change.

Specific Core Functions

Main duties:

1. To work in accordance with Departmental Policy, Documented Procedures and Quality Management Systems.
2. To assist in the regular review of Documented Procedures.
3. To direct the reprocessing of reusable medical devices: disassembly, cleaning, disinfection, checking, assembly, sterilization, despatch and tracking in a controlled environment.
4. To supervise, organise and allocate work duties to approximately 20 scientific and technical staff, including responsibility for areas such as attendance management, performance management and appraisals.
5. To ensure routine testing of decontamination equipment at the appropriate intervals to analyse and take appropriate action on any malfunction
6. To record all routine testing of decontamination equipment.
7. To monitor stocks of raw materials as requested and to take appropriate action on any deficiencies, assist in the evaluation of new products.
8. 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.
9. To take the appropriate action following non-conformances and undertake initial investigation reports.
10. To use manual dexterity and concentration for the disassembly and reassembly of the reusable medical devices in accordance with Manufacturer's instructions.
11. To operate decontamination equipment and carry out routine tests in accordance with Planned Preventative Maintenance Schedules, Quality Standards and Guidance.
12. To communicate and supervise the enquires from users, and other members of healthcare staff in a polite and helpful manner, seeking scientific advice from Production Coordinators where required.

13. To provide practical support and training to new and /or less experienced/qualified staff

Scientific and technical:

1. To contribute to developing the service to ensure delivery is safe, effective, and an efficient service by following current and best practice.
2. To maintain high standards of department safety ensuring the health, safety and welfare of self and others.
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.
4. To have the ability to raise issues or concerns with senior staff.
5. To maintain security of the Decontamination Department(s) equipment and chemicals in accordance with the Department's Policy.
6. To actively participate in the Organisation's appraisal system and personal development planning process in accordance with Organisation's Policy.
7. To ensure staffs safe handling of transportation trolleys and reusable medical devices.

Education and training:

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 and CPD activities.
4. To have an understanding of the Department's Quality Policy, Quality Manual and Documented Procedures to ensure that a high standard of work is maintained at all times.
5. To be able to use and train others on the decontamination IT systems according to the authorised guidelines and protocols for use.
6. To be familiar with data protection and Caldicott issues relating to the use and storage of patient information.
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.

Research:

1. To participate in the Department's audits, and assist in the audit of data held on the decontamination information systems.
2. To assist in the evaluation of trials and new processes.

Communications:

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.

Other

Job Holders are required to:

1. 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.
2. Always keep requirements in mind and seek out to improve, including achieving customer service performance targets.
3. Adhere to Trust policies and procedures, e.g. Health and Safety at Work, Equal Opportunities, and No Smoking.
4. 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.
5. 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

Job Description Agreement

Job Holders name:
(print)

Job Holders signature:

Date:

Senior Officer/ Chief of Service

Name (print)

Signature:

Date:

Title:

PERSON SPECIFICATION

CRITERIA	How criteria will be assessed: <i>Application</i> <i>Interview</i> <i>Assessment</i> <i>Reference</i>
Qualifications	
NVQ3 equivalent level of knowledge and training plus additional theoretical or applied training to diploma equivalent level in specialist decontamination sciences and supervisory management	<i>Application</i>
Experience	
- Experience in all sections of decontamination department - Experience of supervising decontamination staff and processes - Experience using decontamination equipment	<i>Application & interview</i>
Skills and Knowledge	
- Understands the concept and management of urgent /priority medical devices and non-conformances - Extensive knowledge of medical device decontamination processes - Can demonstrate the ability to work to strict standards of quality and safety - Ability to recognise and monitor parameters of quality, accuracy according to departmental procedures - Working knowledge of Quality Management Systems and electronic tracking systems for medical devices	<i>Application & interview</i>
Quality of Care (Trust Value)	
- Demonstrate an understanding of the importance of quality of care - Accountable	<i>Interview</i>
Respect and Dignity (Trust Value)	
- Respects the privacy and dignity of individuals - Demonstrate an understanding of equal opportunities	<i>Interview</i>
Working together (Trust Value)	
- Ability to work efficiently, effectively and professionally in a multidisciplinary team - Demonstrate that you value everyone's contribution	<i>Interview</i>
Efficiency (Trust Value)	
- Understanding and experience of improving efficiency and reducing waste - Demonstrate that you will be open to improving everything you do	<i>Interview</i>
Personal Qualities	
- Ability to work accurately under pressure - Ability to work as part of and lead a small team - Excellent communication skills, relates to colleagues in an effective and positive manner on routine matters - Able to work to given schedules and rotas - Able to organise and manage their personal responsibilities, with referral to senior staff when required, in a timely and efficient manner - Prioritise urgent workload - Able to motivate others and act in a positive and professional manner at all times	<i>Interview</i>

Values based behaviours for leaders

In discussion with its leaders The Trust has developed a Leadership Framework, based on its Values. As a result the following expected standards for leadership have been identified, which all leaders will be required to demonstrate.

Strategic approach (clarity on objectives, clear on expectations)

- Plans and takes initiative in the best interest of the patient
- Makes decisions based on organisation strategic direction
- Makes success criteria clear to others and focuses them on what matters most
- Avoids major problems through anticipation and contingency planning

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

- Consistently seeks to understand and meet the needs and interests of patients
- Asks open questions and listens to other ideas to develop joint solutions
- Involves key stakeholder and staff in planning organisational change

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

- Articulates a compelling vision of how things could be and might be
- Consistently delivers on promises
- Consistently acts in accordance with, and champions PHTs values
- Displays sensitivity to the needs and feelings of others
- Has a zero tolerance to, and challenges bad behaviour
- Actively manages poor performance

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

- Motivates others through infectious enthusiasm and 'can do' attitude
- Maintains optimism and sense of humour in stressful situations
- Emphasises the positive side of difficulties, portraying them as opportunities
- Finds ways around seemingly insurmountable obstacles, not easily defeated
- Infuse pride and joy in work
- Lead by example by taking responsibility, being compassionate and aspiring 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)

- Takes proactive steps to develop team members using a variety of approaches
- Involves team members in planning and delivering change
- Stimulates and communicates cross disciplinary communication
- Recognises and rewards effort, not just achievement
- Matches the needs of activity to available resources
- Seeks out and listens to team members and stakeholders, welcoming warnings or problems