##### JOB DESCRIPTION

#### JOB TITLE: CSSD Technician

**RESPONSIBLE TO:** CSSD Manager

**ACCOUNTABLE TO:** CSSD Manager

## **JOB SUMMARY**

To provide a high standard of decontamination and sterile services in the Treatment Centre. To work in co-operation with theatres, to provide a flexible and efficient service that is responsive to the needs of patients, surgeons and the Treatment Centre. The CSSD Technician is responsible for helping to maintain the supplies inventory.

Principal Duties and Responsibilities

* To participate in the reprocessing of reusable medical devices. This includes the washing, disinfecting, assembling, sterilisation and tracking of theatre trays and single instrumentation. All trays to be produced ‘fit for use’ and following department procedures.
* Ensure accurate records are maintained in relation to volume and non-conformance, stock etc.
* Ensure stock levels are maintained & assist with re-ordering in line with department guidelines.
* Update and maintain the computer system for tracking and monitoring instruments and trays.
* Establish and maintain effective communication links with all Treatment Centre staff.
* Attend and participate in staff meetings as required.

### Work to prescribed standards in order to minimise risk and retain customer satisfaction, customer being surgeon, theatre team and ultimately the patient.

### To participate in audits and assist with the introduction of changes in practice, which improve the quality of care for patients.

* Identify personal training needs.
* Ensure that all equipment processed for use is correctly labelled and available as required.
* Ensure that any equipment leaving the centre is correctly documented.
* Keep areas of work clean and tidy in accordance with departmental housekeeping policy.
* Ensure compliance with health and safety guidance, particularly in regard to personal protective equipment; risk identification and COSHH legislation.
* Comply with the company performance review system and attend an appraisal every year.
* Ensure updated mandatory training requirements are met.
* Assist in the orientation and support of new staff to the unit.
* To maintain standards of infection control within the department.
* Assist with the management of annualized hours.
* Produce off-duty rosters, ensuring skill mix and standards are maintained
* Manage ordering and stock levels in the absence of the CSSD Manager.
* Working knowledge of all instrumentation.

**Requirements for the role**

* There is a requirement to stand while carrying out duties in all production areas; with a frequent requirement to exert a moderate to high physical effort whilst unloading and loading trolleys into the autoclaves and washer disinfectors.
* Concentration is required all times during the decontamination and packing process to produce correctly laid-up and packaged surgical instruments.
* Care required when dealing with contaminated sets due to the possibility of sharps being left on trays resulting in exposure to body fluids when working in the decontamination area.
* The duties and responsibilities of the post will be undertaken in accordance with the policies, procedures and practice of Practice Plus Group which may be amended from time to time. Copies are available in each department. It is the post holder’s responsibility to keep up-to-date with Care UK’s policies and procedures.

**Health and Safety**

As an employee of Practice Plus Group, the postholder has a duty under the Health and Safety at Work Act 1974 to:

* Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
* Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the treatment centre, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

**Data Protection**

The postholder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorized persons or organizations as instructed.

This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this Job Description

Name of Postholder ……………………………………...…..…..

Signature …………………………………….…...…...

Date ……………………………………………...

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| **Person Specification – CSSD Technician** |

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | * Good standard of education and numerate. * Good standard of written and spoken English. | * NVQ3 in decontamination or equivalent. * Willingness to undertake further learning. |
| Experience | * Experience gained in a healthcare or similar setting. | * Previous experience of working in CSSD. |
| **Skills and Knowledge** | * Ability to work independently and to lead a multi disciplinary team * Ability to handle multi faceted problems in a busy fast moving environment * Commitment to teaching / staff development * Ability to communicate on the   telephone.   * Good interpersonal skills. * Able to return information and   carry out instructions accurately.   * Able to accurately record data. * Able to prioritise workload. * Able to use own initiative. | * Basic knowledge of Institute of Decontamination Sciences. * Basic knowledge of IT. |
| Other Factors | * Ability to work in a multi-disciplinary team. * Adaptable, friendly, polite, courteous and caring. * Flexible attitude to working arrangements. * Committed to customer care and first class service provision. * Mentally and physically fit to undertake the role. |  |

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| **HAZARDS:** | | | | | |
| Laboratory Specimens  Proteinacious Dusts |  | Clinical Contact with patients |  | Performing Exposure Prone Invasive Procedures |  |
| Blood/Body Fluids | X | Dusty environment |  | VDU Use | X |
| Radiation |  | Challenging Behaviour |  | Manual Handling | X |
| Solvents |  | Driving |  | Noise |  |
| Respiratory Sensitisers |  | Food Handling |  | Working in Isolation | X |