**JOB DESCRIPTION**

**Decontamination Technician/Healthcare Support Worker**

**RESPONSIBLE TO: Endoscopy Manager**

**ACCOUNTABLE TO:**

**JOB SUMMARY**

To work as part of a team to maintain the supply of Decontaminated Endoscopes and Nasoendoscopes for the Endoscopy department and Out Patient Department which is essential for the safety of patients under the organisations care.

### Principal Duties and Responsibilities

**Key Responsibilities:**

**Clinical**

* To check and inspect used instruments ready for manual cleaning and report any defects or discrepancies to the decontamination lead or nurse in charge.
* To manually clean flexible endoscopes according to national decontamination guidelines and record the details
* To load and unload flexible endoscopes from the washers/disinfectors and report any issues to Endoscopy lead/manager.
* Recording accurate traceability of each Scope using the computer system
* To report any damaged endoscope and return to appropriate company for repair.
* To prepare endoscopes for the use of the Procedure lists.
* To undertake training appropriate to role and all trust wide mandatory training
* To ensure that the areas are kept thoroughly clean and the correct safety equipment is present and used.
* To ensure all scopes are packaged correctly for transport around the building to the procedure rooms as required.
* To be responsible for monitoring stock levels and the timely replenishment of stock and to report to the Endoscopy Manager, or Deputy any discrepancies.
* To report immediately any faults with any of the machinery in the Decontamination area.
* To adopt a positive working relationship between all groups involved within the Hospital to ensure the welfare of patients
* To undertake any specific duties as delegated by the Endoscopy manager or deputy Manager.

**Communication**

* To take an active role in maintaining effective communication with all disciplines within a multi-disciplinary setting.
* Effectively communicate with all levels of staff throughout the Hospital on a daily basis, including Endoscopy staff, surgeons, theatre staff, outpatient department staff and wards staff.
* To attend department and Hospital staff meetings as and when required and feedback information to other staff.

**Education, Research and Audit**

* To consider personal professional development and recognition through Technical Certificate
* To participate in the supervising and teaching of other staff in the department.
* To contribute to developing the clinical learning environment in the department.
* To be involved in relevant project work in the department and share your findings with other members of the team.

**Management**

* To be involved in working groups/change management programmes as appropriate.
* To participate in the risk management strategy and ensure that all Health and Safety and COSHH requirements are met.

**Professional development**

* To participate in the implementation of all policies and procedures relevant to the Decontamination Department.
* To learn to participate in the procedure room assisting with Endoscopic Diagnostic procedures.

**Health and Safety**

As an employee of PRACTICE PLUS GROUP Ltd, the post holder 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 Hospital, 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 authorised persons or organizations as instructed.

This list of duties and responsibilities is 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 – STERILE SERVICES TECHNICIAN** |

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | * Good standard of education * Computer literate | * Appropriate qualification * Decontamination Certificate |
| Experience | * Good understanding of HTM01-06 | * Experience gained in a similar setting * Healthcare experience. |
| **Skills and Knowledge** | * Good communication both verbal and written * Customer care * Varied “life skills” * Good interpersonal skills * Demonstrates common sense * Sensitivity and empathy with people * Ability to work without close supervision * Ability to work as part of a team * Ability to work under pressure * Ability to prioritise workload | * Evidence of personal goals * Willing to develop personally and professionally |
| Other Factors | * Committed to the overall aims of PRACTICE PLUS GROUP. * Committed to the provision of quality patient care * A flexible, positive attitude * Willing to develop/learn in the role. * Ability to be flexible with regard to working hours |  |