**JOB DESCRIPTION: National Decontamination Lead**

**RESPONSIBLE TO:** Deputy Director Infection Prevention and Control

**ACCOUNTABLE TO:** Deputy Director Infection Prevention and Control

**Job Summary:**

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| To take the lead on behalf of Practice Plus Group (PPG) on all matters concerning the reprocessing of reusable surgical instrumentation and flexible endoscopes. The Decontamination Lead is organisationally responsible for the effective, and technically compliant, provision of decontamination services. The role involves making and setting policies in line with best practice guidance.  This post will also hold the responsibility as the Designated Person. This person provides the essential senior management link between the organisation and professional support. They provide an informed position at board level and work closely with the Senior Operational Manager to ensure that provision is made to adequately support the decontamination system.  The Decontamination Lead is responsible for the implementation of an operational policy for decontamination. He/she should ensure that the operational policy clearly defines the roles and responsibilities of all personnel who may be involved in the use, installation and maintenance of decontamination equipment. The Decontamination Lead is also responsible for monitoring the implementation of the policy.  To implement effective quality control and risk management processes to ensure that the service functions within a framework of continual improvement and effective risk management. To ensure compliance with PPG, National and European safety and regulatory standards and advise the organisation on decontamination as required. |

**Hours of Work:**

30 hours per week

Travel required to sites 1-2 days per week or as required

**Key Requirements:**

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| * Provides expert advice to clinicians and senior managers. * To be responsible for managing the decontamination of medical device service of specialities, liaising with other agencies as appropriate. * To apply professional judgement and utilise specialist skills and detailed scientific knowledge to provide a high quality and timely service. * To plan and organise the broad range of activities, processes and procedures conducted by the speciality including future plans and strategies in conjunction with the clinical speciality leads. * To work independently in all areas of the service and be able to work as an autonomous practitioner. * Work unsupervised and manage workload with minimal managerial direction. * Position requires a strategic approach to the development of services and structures, embracing continuous quality improvement and the management of changes necessary to achieve organisational objectives. * The post will be responsible for the provision of decontamination service for reusable medical devices to all clinical areas within the organisation. |
| * Lead development and implementation of the quality management systems in line with current legislation, standards and Department of Health strategies, Medical Device Regulations and the Health and Social Care Act. * Work unsupervised and manage workload with minimum managerial direction * Take the lead in ensuring that all instruments that are used on patents are tracked and traced through the whole decontamination process including flexible endoscopes. * To provide organisational and professional support. * As designated person, provide an informed position at board level. * Take the lead on risk management of decontamination equipment management and environment. * Prepare business cases for all new decontamination equipment and suitable environments. * Provide information for other disciplines for reporting, business cases and review. * Provide a quality led, timely and safe service. * To supervise the training of staff. (sterile services and endoscopy staff) * To manage the technical aspects of the departments. (SSD and Endoscopy) * Provide specialist advice for decontamination at a level within the organisation on matters that have an influence or implication for the Treatment Centres, on the decontamination of medical devices * Lead the decontamination forum linking with key stakeholders to provide assurance relating to QMS for SSD and Endoscopy decontamination     **Decontamination - all reusable medical devices including flexible endoscopy.**  1. Act as the lead for the organisation in relation to thermal disinfection decontamination, ensuring policies; procedures and audit are in place for all activities.  2. To be directly responsible for the policies and procedures, and the strategic plans for delivery of the decontamination service.  3. To act as lead specialist in the field of decontamination ensuring that knowledge and skills are kept up to date via continuous professional development.  4. To ensure high standards of service safety ensuring the Health & Safety of self, other staff and visitors are maintained at all times. To promote best practice of these and ensure they are observed by staff under supervision.  5. To lead the arrangements for the security of buildings, equipment and chemicals are carried out in accordance with decontamination policy by self and others.  6. Lead responsibility for overseeing specialist maintenance on decontamination equipment to relevant standards.  7. To provide, receive and interpret complex technical information in relation to services equipment and test results, using appropriate internal and external quality assurance and to carry out corrective action or inform senior staff as appropriate.  8. Review and update decontamination policy within the PPG.  9. Audit PPG wide compliance with the Decontamination Policy in conjunction with the Infection Control and Prevention Team.  10. Develop promote and maintain effective risk management protocols which ensure the provision of safe decontamination services and the environment.  11. Manage the effective use of equipment used in the reprocessing of reusable surgical instruments and flexible endoscopes.  12. Auditing all reprocessing equipment data produced electronic and paper  records and microbiological results. Ensure they meet the correct parameters specified in and HTM 01 - 01 and HTM 01 - 06  13. Advise on decontamination processes, compliance of equipment and procedures in accordance with the medical devices directives and guidance.  14. Advise on safe practise in relation to cleaning, disinfection and sterilization of reusable devices, including the use of products used in conjunction with the process.  15. In depth knowledge of Medical Devices Regulations legislation.  16. Ensures implementation of policies. Propose and develop changes to practises for services.  17. Work closely with the Senior Operational Manager to ensure that provision is made to adequately support the decontamination system.    **Sterile Services**  1. To promote and maintain effective quality control procedures within Sterile Services  2. Support in Notified Body Audit and management review of Sterile Services Quality Management Systems, standards and regulatory requirements, ensuring that work practices and standards are consistent with the departments accredited standards, ISO EN13485:2016 and the Medical Devices Regulations  3. To certify that the decontamination equipment is fit for use.  4. To hold all documentation relating to the decontamination equipment, including the names of other key personnel.  5. To ensure that decontamination equipment is subject to periodic testing and maintenance.  6. To establish procedures for product release in line with the quality management system:  7. To ensure that procedures for production, quality control and safe working are documented and adhered to in the light of statutory requirements and accepted best practise.  8. To ensure the procurement of materials is in compliance with the organisations Standing Financial Instructions and that product meets the relevant standards.  9. To lead the evaluation of new equipment and methodologies.  10. Apply professional judgement and utilise specialist skills and detailed scientific knowledge to provide a high quality and timely service.  11. The Decontamination Lead is responsible for the implementation of an operational policy for decontamination. He/she should ensure that the operational policy clearly defines the roles and responsibilities of all personnel who may be involved in the use, installation and maintenance of decontamination equipment. The Decontamination Lead is also responsible for monitoring the implementation of the policy.  12. The Decontamination Lead will share the operational elements of the Designated Persons Role.  **Technical and Scientific**  1. Act as lead specialist in the field of decontamination ensuring that knowledge and skills are kept up to date via continuous professional development. Provision of expert technical advice to users of the services.  2. Provide, receive and interpret complex technical information in relation to departmental equipment and test results, using internal and external quality assurance and to carry out corrective action or inform senior staff as appropriate.  3. Provide specialist scientific/technical information and advice to Healthcare staff and customers/service users.  4. Ensure the procurement of materials is in compliance with the organisations Standing Financial Instructions and meets the relevant standards.  5. To record interpretation and reporting of test results in the speciality , validating and authorising test results and where appropriate consulting abnormal results with relevant qualified decontamination personnel.  6. Evaluate new equipment methodologies.  7. Develop and deliver operational and business plans.  8. Be proactive in preventing errors that could adversely affect patient care and provide risk assessments associated with the service. To record and manage departmental risks on the organisations risk register. To report and investigate any errors – performing root cause analysis if required.  **Person Specification** | |

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|  | **Essential** | **Desirable** |
| **Qualifications**  **and Training** | * Professional management and scientific knowledge to Degree or equivalent level of knowledge * Chartered Member of the Institute of Decontamination Sciences | IDSc certification in Microbiology or equivalent  Leadership qualification |
| **Previous experience** | * Excellent communication skills combined with the ability to communicate potentially highly complex, sensitive issues with colleagues in an effective and positive manner * Proven ability to motivate and train large groups of technical staff * Able to provide lead expert advice to clinicians to enable delivery of patient services * Experience of working in a clinical environment * Demonstrate excellent skill in long term planning for the services * Understands and is able to plan the delivery of day-to-day complex procedures and processes including trouble shooting * Excellent ability to Initiate, plan and organise service developments and service delivery * Interprets changing local and national policies and guidelines for the provision of the service adapting and modeling the service in response to these changes * Proven significant experience of efficient and effective budget management * Leads in the research and the development of the decontamination service, including evaluation of decontamination equipment, medical devices for surgical use, and decontamination policy * Experience of quality management systems essential requirements of Medical Devices Directives * Risk management, Audit process and documentation. * Management of decontamination equipment and environment. * Testing and validation of equipment | Sterile services and endoscopy management 3 years minimum |
| **Skills/Knowledge/**  **Ability** | * Highly complex ability to understand, provide and receive data of a multipart technical nature * Formal presentation skills * Significant ability to undertake and report and interpret on highly complex decontamination investigations, where   opinion may differ, analysing the outcome of equipment testing or procedures and their clinical significance to patients where a range of options may be involved   * Leads the review and changes to Standard Operating Procedures * Leads upon the safe use of all specialist decontamination equipment * Ensure the delivery of the organisation wide decontamination of medical devices service is achieved within financial resources * Significant experience in the use of a PC and operation of Windows-based software * Significant understanding and use of a decontamination services information system * Significant experience in the use of a quality management system * Lead at senior organisational level the provision of a decontamination service that complies to all Care Quality Commission (Health and Social Care Act) requirements which ensures patient safety * How to apply the relevant essential requirements of the medical device directives.in relation to sterile services. * Competent in the application of HTM’s and HBN’s and ISO EN BS standard’s |  |
| **Other** | * Lead and chair meetings of multidisciplinary groups. * Prepare reports and business cases. * Interpret test results, mechanical and microbiological * Financial awareness * Able to communicate at all levels * Flexible approach to work and working patterns. * Time management skills * Managing work schedule * Works on and uses own initiative * Adaptable to new technology * Strong leadership skills * Ability to travel around different sites * Significant experience of relevant medical devices used within the decontamination service * Significant knowledge of ISO standards and their implementation * Evidence of ongoing CPD |  |