

JOB DESCRIPTION

JOB DETAILS	
Job Title	Assistant Technical Officer
Reports to	Decontamination and Stores Service Manager
Band	Band 2
Department/Directorate	Endoscopy/ Medical Services Division

JOB PURPOSE

- The Assistant Technical Officer will work under the direction of the team leader and unit co-ordinator assisting in the provision of the day to day cleaning, care and maintenance of all the endoscopes and related equipment, ensuring their safe and efficient usage.
- Work in co-operation with the Theatres, wards and departments to provide a flexible and efficient service that is responsive to the needs of the patients' and the Trust.
- At all times and throughout all production areas, ensuring safe systems are followed that will support patient and staff safety.
- To deliver and collect medical Pathology samples and supplies.

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

- Maintain decontamination, sterilisation and maintenance of equipment and instruments, including specialist equipment.
- Liaise with users on the use, cleaning and servicing of instruments.
- Ensure that the quality system is adhered to within the National and international standards. Role includes safe transferring of inpatients to and from Endoscopy.
- To clean and store flexible Endoscopes and process them accordingly in line with standard operating procedures.
- To deliver and pick up Flexible Endoscopes across the Royal Devon University Healthcare NHS Foundation Trust as requested.
- To be aware (and abide by) the Health and Safety at work Regulations across the range of endoscopy/decontamination duties and facilities.
- To ensure equipment is maintained, clean, safe and the correct checks are complete at all times.
- To ensure that the tracking and traceability of all flexible Endoscopes are accurate.
- Responsible for the replacement of stock in both clean and dirty scope areas.
- To be able to identify endoscopes are in good working order and fault finding on equipment, some of which can be complex (and report these accordingly).
- To manage the use of consumables within the department ensuring that all are used appropriately and avoid wastage.
- To be responsible for recording and monitoring equipment testing and quality assurance checks.
- Works on own initiative and with ATO's but refers to Decontamination and Stores Service Manger when needed.
- Plan the delivery of flexible Endoscopes on a daily/weekly basis to meet the demands of the department.
- Help with the training of new members of staff and to ensure that all staff working in the team are working within the requirements set out in the SOP's.

- Possess developed physical skills, accuracy is essential with good hand/eye dexterity and coordination with the ability to be able to manipulate instruments for the decontamination process.
- There is a requirement to stand at machinery and undertake repetitive movements for long periods.
- Answer professionally and concisely all queries, regarding services, technical queries and be able to respond to questions regarding Flexible Scopes.
- Liaises with clinical staff as and when needed.

KEY WORKING RELATIONSHIPS

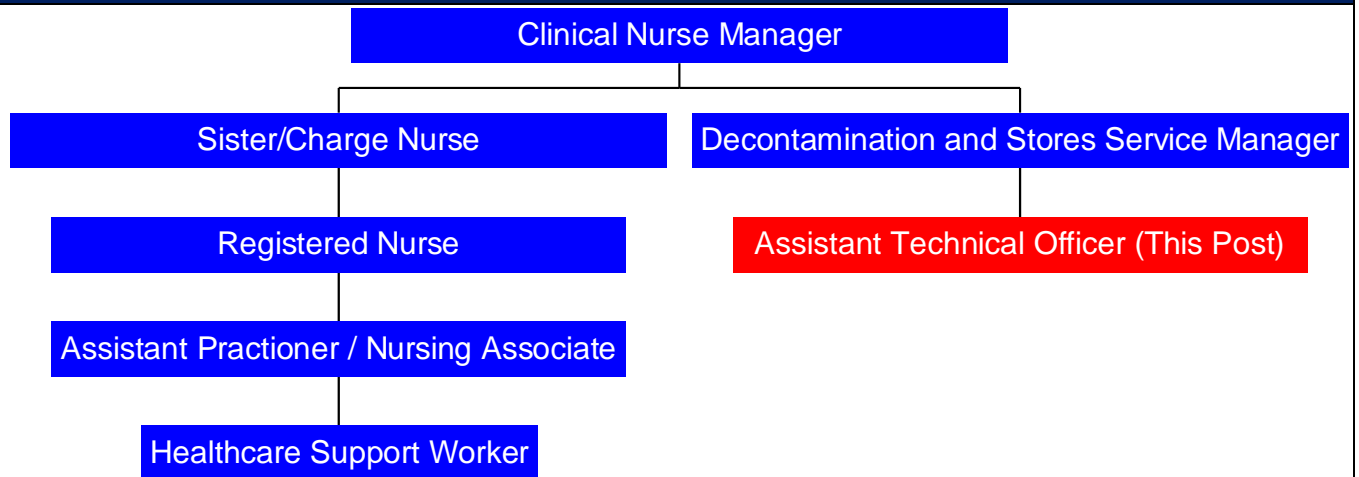
The postholder will work under the supervision of the Decontamination and Stores Service Manager (DSSM) in line with Trust Policies and Standard Operating Procedures.

The post holder should raise and concerns or any matter outside of their scope of competence, to the DSSM or appropriate person.

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> • Clinical Nurse Mangers • Decontamination and Stores Service Manger • Endoscopy Sisters/Charge Nurses • All members of the nursing team • Ward and nursing staff • Medical Staff 	<ul style="list-style-type: none"> • External Maintenance Engineers

ORGANISATIONAL CHART



FREEDOM TO ACT

Work to Standard Operating Procedures (SOPs) available for reference.

Work within the organisational policy, procedures and guidelines as well as national and ethical frameworks for practice.

Be responsible and accountable for own practice and working within limits of competence.

Raise any concerns to the Decontamination and Stores Service Manager or appropriate person.

COMMUNICATION/RELATIONSHIP SKILLS

The post holder will communicate effectively across a wide range of channels and with a wide range of individuals and health social and care professionals. They will use both verbal and non-verbal methods of communication. They should demonstrate the interpersonal skills that demonstrate empathy, compassion, courtesy, respect and trust. Ensure clear, concise, accurate and legible records is maintained in relation to decontamination, adhering to local and national guidance. Ensure all patient related information is treated sensitively and adhere to the principals of confidentiality at all times.

ANALYTICAL/JUDGEMENTAL SKILLS

The postholder will exercise personal responsibility and work independently within defined parameters of practice and their scope of competence, taking the initiative in a variety of situations and performing a range of tasks, consistent with their role, responsibilities and trust values.

PLANNING/ORGANISATIONAL SKILLS

The postholder will be responsible for working in an effective and organised manner, prioritising the expirment processing according to clinical demands, demonstrating excellent time management and organisational skills to effectively deliver a quality service.

POLICY/SERVICE DEVELOPMENT

The post holder will work to Trust Policies, Procedures and Standard Operating Procedures (SOP) and promote health and safety at all times. Adhere to legislation, policies, procedures and guidelines, both locally and nationally.

FINANCIAL/PHYSICAL RESOURCES

The postholder will exercise personal duty of care in the safe use and storage of equipment. Be environmentally aware and prudent in the use of resources and energy in line with Trust policy.

HUMAN RESOURCES

Act responsibly in respect of colleague's health, safety and welfare following safety at work practices, whilst working in compliance with local health and safety policy and guidance. Recognises and respects equality and diversity, demonstrating an inclusive approach in all environments. Understands the importance of role modelling and participates in the training and supervision of staff as appropriate to the postholders' competency.

INFORMATION RESOURCES

The postholder will be expected to develop skills to maintain professional standards of record keeping. They should follow all information governance guidance and policies, maintain confidentiality as outlined within Trust policies.

RESEARCH AND DEVELOPMENT

The postholder will engage team members in their areas focused of maintaining and improving standards

PHYSICAL SKILLS

The postholder will demonstrate skills of manual dexterity and manipulation of equipment, in line with appropriate training.

PHYSICAL EFFORT

The postholder will be required to use a combination of standing/walking/bending/stretching/ /pushing/pulling/carrying throughout the shift. Frequent and moderate effort will be required when undertaking moving and handling of equipment, in line with organisational guidelines.

MENTAL EFFORT

A level of concentration will be required throughout the shifts in order to provide a safe and harm free environment.

EMOTIONAL EFFORT

The post holder may have to work under pressure with constantly changing priorities

WORKING CONDITIONS

The post holder will have exposure to unpleasant working conditions and frequent contact with blood, bodily fluids and tissue while working in the Wash section on a day-to-day basis.
Exposure to chemicals such as detergents and a high level disinfectants.

OTHER RESPONSIBILITIES

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Contribute to and work within a safe working environment

You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

DISCLOSURE AND BARRING SERVICE CHECKS

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

PERSON SPECIFICATION

Job Title	Assistant Technical Officer
------------------	-----------------------------

Requirements	Essential	Desirable
QUALIFICATION/SPECIAL TRAINING <ul style="list-style-type: none"> • English and Mathematics at GCSE grade D or level 1 functional skills, or equivalent relevant experience • NVQ Level 1/2 qualification or equivalent 	 ✓ 	 ✓
KNOWLEDGE/SKILLS <ul style="list-style-type: none"> • Basic computer/keyboard skills. • Fine motor skills • Good interpersonal and communication skills. • Understands the need for strict confidentiality. • Able to prioritise and organise work. • Able to work under instruction, under pressure and as part of a team. • Record keeping competency in handwritten and electronic records. 	 ✓ ✓ ✓ ✓ ✓ ✓ ✓	
EXPERIENCE <ul style="list-style-type: none"> • Previous experience in a decontamination or endoscopy environment • Experience of COSHH, Health and Safety and Decontamination issues 		 ✓ ✓
PERSONAL ATTRIBUTES <ul style="list-style-type: none"> • Good team member, able to complement to group dynamics • Ability to prioritise and organise own workload • Reliable, Motivated • Good attendance record • Open minded, treats colleagues and the general public with dignity and respect 	 ✓ ✓ ✓ ✓ ✓	
OTHER REQUIREMENTS <ul style="list-style-type: none"> • Flexible approach to work and routine shift patterns and area of work 	 ✓	

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	Y				✓
Contact with patients	Y		✓		
Exposure Prone Procedures	Y	✓			
Blood/body fluids	Y				✓
Laboratory specimens	Y				✓
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	Y	✓			
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	Y				✓
Animals	N				
Cytotoxic drugs	N				
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	N				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y				✓
Heavy manual handling (>10kg)	Y		✓		
Driving	N				
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort	Y				✓
Mental Effort	Y				✓
Emotional Effort	Y				✓
Working in isolation	N				
Challenging behaviour	Y	✓			