

## JOB DESCRIPTION

JOB DETAILS	
Job Title	HSDU Technician (Shift)
Reports to	HSDU Senior Technician/Production Manager
Band	Band 3
Department/Directorate	HSDU / Estates & Facilities Management (EFM)

JOB PURPOSE
<ul style="list-style-type: none"> <li>To play an integral part in the day to day operation of the HSDU department, by delivering an efficient and flexible service, to safely decontaminate, inspect, package and autoclave medical instrument sets to provide sterile equipment for the end user, ensuring that on a day to day basis, the service meets operational targets and achieves the appropriate quality standards.</li> <li>To act as an ambassador, representing the Royal Devon University Healthcare NHS Foundation Trust, working as part of a team to ensure that we exceed expectations, carrying out duties in a professional, polite and helpful manner.</li> </ul>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<p>Areas of Responsibility include: (type of work undertaken)</p> <ul style="list-style-type: none"> <li>To work in accordance with HSDU Terms &amp; Conditions to include rotational shift work, weekend &amp; public holiday working.</li> <li>Operate equipment / machinery including washer disinfectors, porous load steam sterilisers, ultrasonic washers, ProReveal system, hydrogen peroxide steriliser (STERRAD) etc, following appropriate training received.</li> <li>To undertake both the internal and external on-line based training programme, including on-going continual assessment and continuous professional development, in order to achieve the skill level and qualification required for the position.</li> <li>To decontaminate, inspect, assemble and pack instrument sets ready for sterilisation in accordance with training to ensure compliance with standards such as ISO 13485:2016 &amp; Medical Devices Regulations 2002, (as amended).</li> <li>To be proficient in the safe operation of washer / disinfectors and porous load sterilisers in accordance with HTM 01:01.</li> <li>To have individual accountability for the safe, accurate and efficient processing, packing and sterilising of surgical equipment to ensure full traceability.</li> <li>Undertake Theatre Distribution Porter (TDP) and Ward Topper duties, including appropriate training in utilising the electronic tow tractor.</li> <li>To be flexible with working practices, so that the department has enough staff in the key areas of production at any one time and to work as part of a team to deliver an efficient and flexible service.</li> <li>To be aware of, adhere to and contribute to best practice in accordance with departmental Standard Operating Procedures (SOP's).</li> <li>To ensure own actions reduce risks to health &amp; safety and to promote a Health &amp; Safety culture within the workplace.</li> <li>Report all unsafe situations, incidents and accidents as appropriate.</li> </ul>

## KEY WORKING RELATIONSHIPS

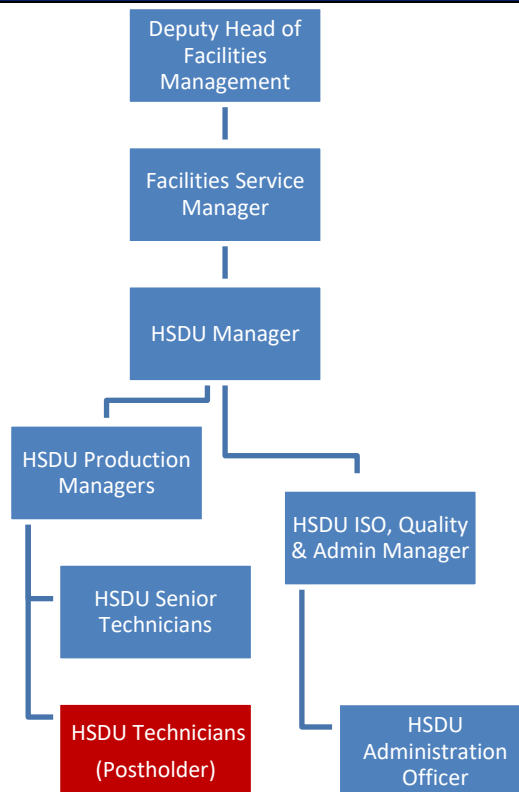
The post holder is required to interact and deal effectively with staff of all levels throughout the Trust, as and when they are encountered on a day-to-day basis.

In addition, the post holder will verbally communicate with the wider healthcare community and with external organisations, such as other NHS trusts.

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> <li>• HSDU Manager</li> <li>• HSDU Production Managers</li> <li>• ISO / Quality &amp; Administration Manager</li> <li>• HSDU Training Officer</li> <li>• HSDU Senior Technicians</li> <li>• Transportation Drivers &amp; Couriers</li> <li>• Transport Manager / Operations Manager</li> <li>• Service Managers</li> <li>• Deputy Service Managers</li> <li>• Facilities Department Managers</li> <li>• Deputy Head of Facilities Management</li> <li>• Clinical staff across the Trust</li> </ul>	<ul style="list-style-type: none"> <li>• Other NHS Trusts</li> <li>• Private Service Users</li> <li>• Company Representatives</li> <li>• Members of the public</li> </ul>

## ORGANISATIONAL CHART



## **FREEDOM TO ACT**

- To be able to work under own initiative, for example, where necessary to receive requests / orders from service users, to take appropriate action in a courteous and helpful manner.
- Always work in compliance with department SOPs, regulations and established working practices.
- Report all unsafe situations, incidents and accidents as appropriate.
- Work across all areas of the department in addition to the wider hospital and grounds, including the Heavitree & Nightingale sites, as part of the TDP / Ward Topper roles.
- To ensure own actions reduce risks to health and safety and to promote a health and safety culture within the workplace.

## **COMMUNICATION/RELATIONSHIP SKILLS**

- To escalate any immediate or foreseeable concerns/complaints to the HSDU Senior Technician / HSDU Production Manager.
- To take part in discussions and periodic meetings to openly discuss any issues.
- To maintain effective working relationships with both internal and external clients.
- Where necessary to provide advice and support to other internal and external clients, i.e. Main Theatres, Wards & Departments
- To report promptly and prior to the commencement of the shift, any illness / injury that may compromise the needs of the service and ultimately patient care.
- To ensure that any other work undertaken elsewhere is disclosed so that current legislation regarding the Trust's Working Time Directive Policy is maintained at all times whilst working for the Trust.
- Communicate effectively and courteously with colleagues, staff, service users, external organisations and members of the public.

## **ANALYTICAL/JUDGEMENTAL SKILLS**

- Ensure that appropriate manual and/or ultrasonic pre-wash actions are undertaken to reduce the challenge presented to the automated washer/disinfectors and reduce the risk of contaminated instruments requiring further re-work.
- Key attention to detail required to inspect surgical instruments for cleanliness and functionality. To further identify instruments in need of repair or refurbishment and ensure correct process is followed to prevent negative outcomes to the surgical team.
- To operate automated washer/disinfectors and autoclaves correctly and validate cycle parameters, using Independent Monitoring System prior to despatching sterile goods.
- Inspect sterilised loads post autoclave cycle to ensure pack integrity, identify breaches of sterility such as wet or damaged packs and confirm chemical indicators have the correct colour change.
- To contribute to and work within a safe working environment.
- Undertake Internal Audit of HSDU ISO processes, following appropriate training, as required.

## **PLANNING/ORGANISATIONAL SKILLS**

- To ensure all Community requests are despatched in a timely manner in accordance with the 'required by' date.
- To rotate Raw Materials and Sterile Stock using a 'First In, First Out' method to ensure items remain in date.
- Ensure correct storage conditions for Environmentally sensitive products are maintained at all times.
- Maintain required minimum daily stock levels within the Clean Room and report any shortfalls to a Senior Technician / Production Manager.
- Operate washer/disinfectors and autoclaves in a rotational manner to ensure temperatures are maintained.
- To ensure daily vehicle checks are carried out thoroughly and defects are reported as per departmental procedures/Trust policy/V.O.S.A regulations.

## **PATIENT/CLIENT CARE**

- No direct patient contact, however, incidental patient contact may occur whilst on hospital premises.

## **POLICY/SERVICE DEVELOPMENT**

- Follow Trust wide and local HSDU policies and procedures and work in compliance with established rules and working practices.
- Actively seek and discuss ideas for improving production techniques to provide an environment of continual improvement and compliance with relevant standards.
- Report all unsafe situations, incidents and accidents as appropriate.
- To display a formal Trust ID badge at all times whilst on duty within the main hospital building and when engaged in Trust business off-site.
- To maintain environmental hygiene and personal hygiene by wearing the correct full uniform at all times in accordance with the Trust Uniform and Dress Code Policy.
- The post holder is 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.

## **FINANCIAL/PHYSICAL RESOURCES**

- To be responsible for the safe handling of expensive and highly complex equipment, such as Trust surgical instrumentation and decontamination machinery, so as to prevent any accidents or legal matters.
- To conduct routine daily testing of washer/disinfectors and autoclaves and perform basic maintenance including cleaning of filters and wash arms etc.
- To be responsible for the safe collection / delivery of goods and equipment.
- To drive Trust vehicles safely and responsibly at all times when undertaking TDP duties, so as to prevent injury to yourself, others and Trust property.
- To comply with speed limits as posted.
- To ensure that vehicles and contents are secured at all times during their use, or in transit.
- To ensure vehicles/Electronic tow tractor are kept clean inside and outside.

## **HUMAN RESOURCES**

- To participate in performance reviews.
- To undertake any mandatory training or other training required to maintain competency in the role.
- Demonstrate a willingness to provide reasonable cover for colleagues.
- To mentor and support new and less experienced staff.

## **INFORMATION RESOURCES**

- To complete all required paperwork correctly and in a timely manner. This includes but is not limited to: pack checklists, HSDU Despatch notes, Raw Materials delivery notes, decontamination certificates, Autoclave cycle print-outs and 'Automatic Control Test' results as appropriate.
- To ensure compliance and maintain full instrument traceability by completing washer and autoclave load scans via the Tracking & Tracing system and accurately completing pack checklists to identify any deviations, as per current legislation.
- To report and record any accident or incident in accordance with departmental / Trust procedures to the HSDU Senior Technicians / HSDU Production Manager in a timely manner.

## **RESEARCH AND DEVELOPMENT**

- To participate in staff satisfaction surveys as required.
- To participate and contribute to the HSDU's Internal and External Auditing process of the Quality Management System as appropriate.

- To ensure own internal development by requesting additional support and further training as required.

## PHYSICAL SKILLS

- Ability to undertake work practices which require excellent hand eye co-ordination when assessing surgical instrumentation sets for presence, cleanliness and functionality.
- Ability to utilise keyboard skills to input and review data (i.e. on the 'tracking and tracing' system).
- Be able to work under instruction in a prompt and accurate manner.

## PHYSICAL EFFORT

- Ability to lift heavy loads <15kg.
- Be able to stand for long periods of time, (up to approx. 7 hours per day), particularly when working in the Decontamination Area, Clean Room or Autoclaves.
- On a daily basis there is a requirement for frequent, short distanced and repetitive moderate effort to undertake manual handling tasks, including the manoeuvring, loading and unloading of heavy (<15kg) or awkward objects, e.g. heavy transportation cages, autoclave trollies, instrument sets etc...

## MENTAL EFFORT

- Ability to concentrate for long periods of time to follow set processes & procedures as the work pattern can be unpredictable due to the need to work in different sections of the department.
- The need to work to an unsocial working pattern, i.e. early / late alternating weekly shift patterns, weekends and public holidays in order to maintain service provision.

## EMOTIONAL EFFORT

- Present at the scene of incidents such as a medical emergency or needlestick injury, given the close proximity HSDU staff have to sharps and blades as part of their job role on a daily basis.
- Exposure to distressing or emotional circumstances is rare but possible. (i.e. non-standard theatre item returns).

## WORKING CONDITIONS

Due to the nature of the role there may be exposure to unpleasant working conditions, such as:

- Occasional exposure to solvents and chlorine-based cleaners;
- Unpleasant smells from contaminated surgical instrumentation and chemistries;
- Frequent exposure to blood / bodily fluids;
- Noisy environment due to the movement of transportation trollies and decontamination equipment;
- Working in hot, humid conditions within the Decontamination & Sterilisation areas.

## OTHER RESPONSIBILITIES

- To take part in regular performance appraisals.
- Undertake any training required in order to maintain competency, including mandatory training, e.g. Manual Handling, Fire Safety etc.
- 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 (DSE) 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.

The Royal Devon University Healthcare NHS Foundation Trust continues to offer unique and varied careers across our services combining a strong track record of excellence in research, teaching and links to the university with innovation and adaptability.

# PERSON SPECIFICATION

<b>Job Title</b>	HSDU Technician (Shift)
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Requirements	Essential	Desirable
<p><b>QUALIFICATION / SPECIAL TRAINING</b>            National Vocational Qualification Level 3 in Decontamination (or equivalent) or a willingness to work towards above qualification, as part of employment.            Good standard of English comprehension &amp; communication.            Good numerical skills.            Willingness to undertake HSDU supervisory Training Programme.</p>	E E E D	
<p><b>KNOWLEDGE / SKILLS</b>            Able to follow written &amp; verbal instructions.            Practical &amp; methodical approach to given tasks.            Good hand/eye co-ordination and manual dexterity.            Attention to detail.            Problem solving skills.            Ability to work both in a team and alone.            Understanding of Health &amp; Safety issues.            IT skills including Excel, Word and PowerPoint.            Able to communicate technical information.</p>	E E E E E E E E	
<p><b>EXPERIENCE</b>            Experience of shift working.            Experience of processing environment.            Experience of working to deadlines and under pressure.            Experience of organising departmental workloads.</p>	E E E	D
<p><b>PERSONAL ATTRIBUTES</b>            Good interpersonal skills.            Ability to communicate on all levels.            Ability to work accurately &amp; effectively under pressure.            Ability to be flexible.            Conscientious attitude.            Good standard of personal hygiene.            Able to lift and manoeuvre medical devices and test equipment &lt;15kg            Ability to stand for long periods of time</p>	E E E E E E E	
<p><b>OTHER REQUIREMENTS</b>            Ability to observe and regulate codes of practice.            Able to handle and manoeuvre heavy loads / trollies.            Ability to stand for long periods of time            Hold a clean driving license</p> <p><b>The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.</b>  <b>Ability to travel to other locations as required.</b></p>	E E E	D

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
<b>Hazards/ Risks requiring Immunisation Screening</b>					
Laboratory specimens	N				
Contact with patients	N				
Exposure Prone Procedures	N				
Blood/body fluids	Y				✓
<b>Hazard/Risks requiring Respiratory Health Surveillance</b>					
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				
<b>Risks requiring Other Health Surveillance</b>					
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				
<b>Other General Hazards/ Risks</b>					
VDU use (> 1 hour daily)	Y				✓
Heavy manual handling (>10kg)	Y			✓	
Driving	Y		✓		
Food handling	N				
Night working	Y	✓			
Electrical work	N				
Physical Effort	Y			✓	
Mental Effort	Y			✓	
Emotional Effort	N				
Working in isolation	N				
Challenging behaviour	N				