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***“Our vision is to provide safe, high quality seamless service delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust Values”***

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| **JOB DETAILS** | |
| **Job Title** | HSDU Technician (Shift) |
| **Reports to** | HSDU Manager |
| **Band** | Band 2 |
| **Department/Directorate** | Estates and Facilities Management (EFM) / Finance |

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| **JOB PURPOSE** | |
| To play an integral part in the day to day operation of the department by delivering an efficient and flexible service, to provide sterile equipment, ensuring that on a day to day basis, the service meets operational targets and achieves the appropriate quality standards.  To act as an ambassador, representing the Royal Devon & Exeter 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. | |
| **KEY WORKING RELATIONSHIPS** |  |
| * HSDU Manager * HSDU Production Managers * ISO / Quality & Administration Manager * HSDU Training Officer * HSDU Senior Technicians * Other Clinical Ward and Departmental Staff. * Transportation Drivers & Couriers | |

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| **ORGANISATIONAL CHART** |
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| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| **Key Responsibilities:**     * To work in accordance with HSDU Terms & Conditions to include rotational shift work, weekend & public holiday working. * To undertake an internal training programme, including continual assessment, in order to achieve skill level required for position. * When necessary to receive requests / orders from service users to take appropriate action in a courteous and helpful manner. * To actively seek and discuss ideas for improving production techniques to provide an environment of continual improvement and compliance with relevant standards. * To be flexible with working practices so that the department has enough staff on the key areas of production at any one time. * Undertake any other duties that may be required. * Be able to work under instruction in a prompt and accurate manner. |

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| **COMMUNICATION/RELATIONSHIP SKILLS** |
| * Escalating any immediate or foreseeable reprocessing issues to their Line Manager. * Communicate effectively and courteously with colleagues, staff, external organisations and members of the public, both verbally and electronically as required. |
| **PHYSICAL SKILLS** |
| * Ability to concentrate for long periods of time and follow set processes & procedures. * Ability to undertake work practices which require concentration and excellent hand eye co-ordination. * Ability to lift heavy loads > 15kg. * Be able to stand for long periods of time. |
| **OTHER RESPONSIBILITIES** |
| * To take part in regular performance appraisal. * To undertake any training required in order to maintain competency, including mandatory training e.g. Manual Handling, Fire Safety, etc.… * The post holder is expected to comply with Trust Infection, Prevention & 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 & Appeals Policy*) up to and including dismissal. |
| **THE TRUST- VISION AND VALUES** |
| Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust values. Our Trust values are:  Honesty, Openness & Integrity  Fairness,  Inclusion & Collaboration  Respect & Dignity  We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.  We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.  We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards. |
| **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.  The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462. |