**JOB DESCRIPTION**

**JOB TITLE** **Decontamination Services Supervisor**

**GRADE/BAND AfC Band 4**

**LOCATION Pinderfields Hospital**

**RESPONSIBLE TO Assistant Decontamination Services Manager**

**ACCOUNTABLE TO Decontamination Service Manager**

**JOB PURPOSE**

* Responsible for the supervision in decontamination to ensure that safe working practices and quality controls are maintained at all times.
* To be responsible for the day-to-day operational arrangements of the service.
* Be the first point of contact for the resolution of internal and external complaints and making routine operational decisions within predetermined procedures.
* Take lead responsibility for the training and assessment of staff.

**1.Professional**

* Responsible for maintaining all records in line with departments compliance within ISO13485.
* Monitor and co-ordinate the routine work of technicians, assistant technicians, apprentices and porter drivers.
* Monitor day to day organisation of services, allocating staff and work to meet user requirements.
* Complete all duties as detailed on the supervisor’s report.
* Resolve and address informal staffing issues, referring complex issues to line manager as appropriate.
* Liaise with users of the service regarding product issues.
* Undertake Health & Safety, C.O.S.H.H and fire responsibilities in accordance with Trust and departmental policies.
* Ensure all new and loan equipment is covered by all mandatory instruction and protocols (IFU’s) highlighting training issues and liaising with company representatives to address.
* Identify shortfalls in equipment to the Decontamination Services Manager and customer managers (e.g. theatre manager), including repair / replacement and arrange as required.
* Participate in the management and preparation of documents for internal and external audits (e.g. Notified Body)
* Ensure all non-conformities have been investigated fully and actions taken as appropriate. Produce reports / statistics / evidence to support management as required.
* Following changes in standards, review procedures and implement operation changes to practises as appropriate.

**2. Key Responsibilities**

* With the co-operation of the training manager, assist in training to ensure all staff have the competences needed to meet the current service and future developments.
* Undertake the role of trainer / assessor in line with departments training program for new staters / apprentices.
* Monitor and manage daily production and ensure targets are met.
* Take part in daily Genba giving and receiving information to all staff.
* Liaise with all supervisors on all shifts to ensure information is received by all.
* Manage staff annual leave and attendance as per departmental policy. Complete any documentation relating to absence in the correct areas and keep management informed of any issues.
* Prepare daily/weekly rotas so staff are aware of work areas and roles.
* Assist with recruitment as and when required.
* Offer first line counselling to staff as necessary and liaise with managers as appropriate.
* Work with college to support apprentices through qualification.

**3. Resources and Finance**

* Prioritise workload to ensure Trust’s performance targets and service needs are met.
* Identify equipment for ordering and raise appropriate requisitions and notify instrumentation manager.

**4. Organisational Responsibilities**

* To maintain the confidentiality of the Trust in respect of patient and staff information obtained at all times and use such information only as authorised for specific purposes. Report any concerns about the use of such information to the senior manager.
* To work with other areas of the Directorates to determine service and resource requirements to ensure performance targets are met.
* Ensure that effective communication systems are maintained throughout the service in order to engage all staff in the business of the service.
* To be responsible for ensuring service delivery and development in line with the Clinical Governance agenda of the organisation.
* To actively participate in Team meetings.
* To respond to complaints in line with the complaints procedure and ensure that appropriate corrective action is taken, and a proactive review process is implemented to ensure service quality is improved.

**5. Personal Responsibilities**

* The post holder is responsible for taking reasonable care with regard to themselves as well as for any colleagues, patients or visitors who might be affected by any act or failure to act by the post holder in accordance with the Trust’s policies on Health and Safety at Work.
* To report any accident, untoward incident or loss relating to staff, patients or visitors according to Trust policies.
* To undertake in-service training relevant to the post.
* Comply with Trust Policies and Procedures.
* Complete training programme as required for post prior to pay increase.

**6. Area of work**

* The post holder will be required to undertake training events at any site across the Trust
* The post holder may be required to work on other wards/ department within the Trust at short notice to cover unplanned sickness or to cover planned sickness or annual leave on other wards/departments

**7. Staff Development, Training and Education**

* The post holder will be required to undertake mandatory training and is responsible for keeping this training up to date
* The post holder will have an appraisal of performance each year and will be responsible for agreeing a development plan in line with the Trust’s (KSF) Knowledge & Skill Framework, in agreement with their manager or immediate supervisor. The development plan will be reviewed each year
* The Trust will provide assistance and agreed development to enable the post holder to achieve their objectives and standards in line with the development plan
* If the post holder feels they are not achieving their objective as agreed in the development plan they will bring it to the attention of their supervisor or manager at the earliest opportunity
* Should review the training programme to ensure effectiveness and meeting the service and professional needs and to promote a positive attitude towards training and encourage staff at all levels to maintain training and competence in line with the Institute of Decontamination Science’s Education Framework.
* Identify training needs for all decontamination personnel including mandatory training updates in line with competency matrix, and staff appraisals.
* To develop and improve expertise by attending meetings, participating in CPD activities and maintaining a portfolio of relevant material.

**8. Health and Safety**

* Work in accordance with Health and Safety regulations at all times.
* Report any incidents of breaches of Health and Safety and report any dangerous acts or omissions that are seen in the course of duty that compromise the Health and Safety of staff or patients using the Trust Health and Safety policy
* Comply with audit recommendations and risk assessment recommendations to make the workplace and work practice safer
* Assist when required to do so, in any risk assessment activity undertaken.
* To ensure effective risk assessment and proactive Health and Safety management occurs.

**TERMS AND CONDITIONS OF SERVICE**

The post holder will be required to work at any location where the Trust provides services.

All professional and managerial staff are required to work in accordance with their particular Code of Conduct. Failure to do so may result in disciplinary action (please refer to disciplinary policy for further information).

In carrying out their duties the post holder must promote equality of opportunity and take every opportunity to eliminate discrimination.

The post holder is required to keep confidential all information and documentation relating to either a patient, a member of staff or Directorate’s business which they come into contact with.  All staff are expected to respect the requirements of all Data Protection legislation as this incorporates the need for a high standard of data quality, confidentiality and information security.

The Trust adopted a “bare below the elbow policy” in January 2008. The Trust expects that all staff adhere to the policy in the clinical areas and settings where health care is provided e.g., the patient’s own home. The policy statement is accessible on the intranet and defines the clinical area. Individuals can expect to be challenged if they are observed not to be adhering to the policy statement.

The post holder is responsible for taking reasonable care with regard to themselves as well as for any colleagues, patients or visitors who might be affected by any act or failure to act by the post holder in accordance with the Trust’s policies or Health and Safety at Work.

These duties and responsibilities are neither exclusive nor exhaustive and management reserve the right to require staff to undertake other duties and responsibilities consistent with the grade of the post in consultation with the post holder.

This job description is an outline of the duties and conditions of the post and may be subject to change in detail or emphasis in the light of future developments.

**Continuing Professional Development**

The post holder will be expected to undertake ongoing personal, professional and management development in line with the responsibilities of the post.

**Smoke Free Policy**

The Mid Yorkshire Teaching NHS Trust has a Smoke Free Policy

Smoking is not permitted: -

1. Inside any building owned or used by or in areas used by Mid Yorkshire Teaching NHS Trust staff in buildings shared with other organisations
2. In the grounds and car parks of premises of The Mid Yorkshire Teaching NHS Trust
3. In the entrances of any The Mid Yorkshire Teaching NHS Trust buildings
4. In the immediate areas outside The Mid Yorkshire Teaching NHS Trust
5. In vehicles owned or leased by The Mid Yorkshire Teaching NHS Trust

Staff are not permitted to smoke whilst in uniform and / or wearing a staff badge in areas where they can be seen by the public.

A copy of the full policy is available.

In the unlikely event of a member of staff not respecting the policy, their line manager will attempt to resolve the situation informally, in the first instance. Repeated breaches of the policy may result in disciplinary procedures being instigated.

Any member of staff wishing to stop smoking can contact the Stop Smoking Service

**WYAAT**

The Mid Yorkshire Teaching NHS Trust is part of the West Yorkshire Association of Acute Trusts (WYAAT), a collaborative of the NHS hospital trusts from across West Yorkshire and Harrogate working together to provide the best possible care for our patients.

By bringing together the wide range of skills and expertise across West Yorkshire and Harrogate we are working differently, innovating and driving forward change to deliver the highest quality care.  By working for The Mid Yorkshire Teaching NHS Trust this is your opportunity to be a part of that change.

WYAAT is the acute sector arm of the West Yorkshire and Harrogate Health and Care Partnership, one of the largest integrated care systems in the country. The Partnership’s ambition is for everyone to have the best possible health and wellbeing, and the work of WYAAT, and each individual trust, supports that ambition.

**PERSON SPECIFICATION**

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| **POST TITLE: Window Cleaner** | | **LOCATION: Trust wide** | |
| **Attributes** | **Essential** | **Desirable** | **Method of**  **identification** |
| **Qualifications** | * Good general level of education * Previous experience in Decontamination of theatre equipment. * Commitment to complete IDSc qualification within 18 months. | DMS, NVQ 4 in Management  ILM (NEBBS) Supervisory qualification  TVQ, NVQ, QCF, apprenticeship in Decontamination  Assessor Experience | Application form  Certificates |
| **Experience** | * Previous experience in Decontamination of theatre equipment. | * Previous Team Leader experience * Qualified Decontamination Technician | Application form  Interview  References |
| **Knowledge and Awareness** | * Working knowledge and awareness of surgical instrumentation and equipment. Working technical knowledge of decontamination. Utilise and find equipment using a tray/scope tracking system * Able to fully utilise tracking and processing systems | * Basic keyboard skills and IT awareness | Application form  Interview  Certificates |
| **Skills and Abilities** | * Able to maintain and monitor accurate departmental records. Good written and verbal communication skills. Ability to lead and effective team. Good eye for detail. Good retentive memory. Good listening skills |  | References  Interview |
| **Personal Attributes** | * Experience of working in a quality-controlled environment. Ability to work within strict procedural guidelines. Ability to lead under pressure. Motivation and delegation skills. * Supportive, approachable * Need to organise own workload and that of others within tight deadlines. Meet the physical requirements for the role. * Fit to undertake the duties of the post. |  | References  Interview |
| **Other** | * Flexible approach to work * Help to provide out of hours service in emergency situations |  | Reference  Application Form |