NEW VICTORIA HOSPITAL

**JOB DESCRIPTION**

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| **POSITION INFORMATION** |
| 1. **Job Details** |
| Post/Title: **Theatre Sterile Supply Unit Coordinator / Endoscopy Decontamination Lead**  Responsible To: **Theatre Manager**  Accountable To: **Director of Clinical Services** |
| 1. **Job Summary**   (A brief description of the main purpose of the post) |
| Oversee the daily running of the Theatre Sterile Supply Unit (TSSU) and Endoscopy Decontamination provision ensuring an efficient supply of sterile products for the smooth running of the Theatre Department. Ensure that the decontamination processes are carried out to the prevailing standards and regulations as notified by the Theatre Manager. Assist with the formulation and review policies and procedures regarding instrument decontamination and monitor the standards through audits. |
| 1. **Role of the Department**   (The function of the department in which the post holder works) |
| TSSU supplies the hospital with sterile instrumentation to enable surgical procedures to be undertaken. Endoscopy Decontamination supplies a service to reprocess endoscopes to the perioperative facility. |
| 1. **Key Working Relationships**   (The range of individuals and organisations the post holder has contact with, how regularly and for what purpose) |
| * All members of the perioperative team * Theatre and hospital porters * Consultant users * All other Medical Disciplines * Sales representatives from instrument and repair companies * TSSU staff at Parkside Hospital |
| 1. **Duties and Responsibilities of the Post** |
| **Professional**   * Act at all times within the decontamination standards as laid down by relevant professional bodies such as the Decontamination Sciences Institute. * Assist the Theatre Manager in identifying, planning, implementing and evaluating departmental and mandatory training, ensuring that all training is up-to-date. * Assist with the formulation and review of policies and procedures to ensure they are evidence based and reflect current standards of practice. * Maintain up to date knowledge on decontamination practice and use this knowledge in the development of others in the department.  Administrative  * Manage the TSSU and ensure that the decontamination processes are carried out in accordance with policy and prevailing standards and regulations. * Order and maintain appropriate stock levels, ensuring that stock rotation is carried out and that overstocking is prevented. * Organize and attend departmental and organizational meetings and provide feedback to the members of the team. * Maintain the Quality Assurance system to ensure that departmental obligations are discharge appropriately * Liaise with other departments, to ensure they adhere to the proper handling of surgical instruments. * Oversee the provision of a decontamination facility to Endoscopy and Theatres.   **Role Specific**   * Carry out risk assessments for procedures related to the decontamination process. * Ensure that decontamination equipment is maintained in accordance with the recommendations of the manufacturer. * Plan and monitor the training needs of TSSU staff. * Participate in the monitoring of practice through audits and assist in the formulation and implementation of action plans resulting from audits. * Participate in the formulation of off-duties and staff allocations to ensure an appropriate staffing levels and assist in the departmental staffing needs review. * Carry out the User Tests on Decontamination equipment and maintain accurate records of the checks. * Provide leadership and guidance for junior staff and act as a resource during staff development training. * Maintain safe systems of practice, carry out risk assessments and implement any procedures designed to promote safe systems of practice. * Ensure that all equipment and surgical instruments are maintained in accordance with manufacturer instructions, taken out of service when faulty and promptly repaired. * Input the daily individual pick up requirement into Meditech for stores to pick and dispatch to Theatres. * Maintain the theatre suture stock at agreed level, ordering when necessary. * With assistances from the Theatre Administrative Assistant process equipment that needs to be sent for repair. * Liaise with TSSU staff at Parkside Hospital to ensure that the level of service is maintained. * Act as the Decontamination representative at the Infection Control meetings * Check in and out of the department instruments hired in for operations * Maintain sterile linen supply for theatres, ordering when required * Maintain the records for Endoscopy undertaking weekly testing of machines * Co-ordinate theatre porters to transport instruments to and from Parkside TSSU * Check reusable sterile instruments throughout the hospital monthly to ensure that they are in date and safe to use * Investigate instrument requirements and replacements * Train staff to undertake role so that the department is covered in absences of the TSSU coordinator |
| **INDIVIDUAL RESPONSIBILITIES** |
| 1. **General** |
| The post holder is expected to:   * Adhere to Hospital policies and procedures and relevant legislation including the requirements of any professional bodies * Understand and incorporate the organisational values into daily working practice:   + Compassionate   + Exceptional   + Ethical   + Evolving * Attend mandatory training as identified by the Hospital * Develop own knowledge, skills and experience through supervision practice and educational opportunities within the spirit of lifelong learning * Work as part of a team and collaborate with colleagues * Ensure good communication links are established with all other departments within the hospital * Maintain a high level of security awareness |
| 1. **Health and Safety** |
| Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors. |
| 1. **Risk Management** |
| All staff has a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly via Datix and to co-operate with any necessary investigations undertaken. |
| 1. **Confidentiality and Information Governance** |
| The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow the Hospital policies and procedures to ensure that hospital information is dealt with legally, securely, efficiently and effectively.  It is important that the post holder processes personal identifiable information only in accordance with the Hospital’s Information Security policy.  The post holder must manage the records they create or hold during the course of their employment with the Hospital in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. ISO27001, the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679), Freedom of Information Act 2000, Caldicott Guidelines and professional codes of conduct on confidentiality.  It is likely that the post holder will be in contact at some time with a form of information system, and therefore are responsible for implementing and maintaining data quality. The post holder, when making entries into the records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that all information recorded is accurate, complete and relevant. |
| 1. **Equality and Diversity** |
| Employees are responsible for ensuring that they assist in the implementation of this the Hospital’s Equality and Diversity policy by:   * Not discriminating in the course of their employment against fellow employees, customers, suppliers, or members of the public with whom they come into contact. * Not inducing or attempting to induce others to practice unlawful discrimination and reporting any discriminating action to the Hospital management. |
| 1. **Infection Control** |
| It is a requirement of the Department of Health that all Healthcare workers accept personal responsibility for compliance with infection control policies and procedures at any time when working in clinical areas. |
| 1. **Safeguarding Children and Vulnerable Adults** |
| It is the responsibility of the post holder to be familiar with their role and responsibility around safeguarding children and adults at risk. |
| 1. **Disclosure and Barring Service Check** |
| This post requires the disclosure of all criminal record information including details and dates of ‘spent’ convictions, cautions, reprimands, final warnings, police enquiries and pending prosecutions through the Disclosure and Barring Services check. If necessary you will be asked to submit written details in relation to this requirement, as well as any other information that will allow us to make a fair decision as to your suitability. |

**PERSON SPECIFICATION**

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| Factor | Essential | Desirable |
| Qualifications | * Degree medical device decontamination or equivalent level of knowledge * Member of Chartered of Institute of Decontamination Sciences |  |
| Knowledge | * Knowledge of decontamination specific procedure and policies * Understanding of Quality Management processes. * Understanding of Health and Safety processes * Evidence of CPD * Good IT skills to be able to operate Windows-based software and word processing. * Knowledge of hospital systems |  |
| Experience | * A minimum of 3 years practical experience in decontamination * Experience supervising and training staff * Experience of department tracking information systems |  |
| Skills and aptitude | * Able to work as part of a team and motivate others * Ability to work to high standards under pressure. * Flexible. * Ability to work to strict standards of quality and safety * Logical thinker with the ability to troubleshoot. * Good communication skills * Ability to lift theatre sets/medical devices/endoscopes and departmental consumables. |  |