

FAIRFIELD INDEPENDENT HOSPITAL

JOB DESCRIPTION

JOB TITLE:	Decontamination Lead
DEPARTMENT:	Theatre
SALARY:	£26,325 per annum
HOURS:	37.5 per week
CONTRACT:	Permanent
RESPONSIBLE TO:	Chief Nurse
ACCOUNTABLE TO:	Chief Nurse

Job Summary

The Decontamination Lead is responsible for the implementation of an operational policy for decontamination. He/she should ensure that the operational policy clearly defines the roles and responsibilities of all personnel who may be involved in the use, installation and maintenance of decontamination equipment. The Decontamination Lead is also responsible for monitoring the implementation of the policy.

Key Roles & Responsibilities

- To have operational responsibility and accountability for the Hospital's decontamination services.
- To lead, develop and maintain a working environment, which encourages teamwork, mutual support and excellence in service delivery.
- To ensure compliance with Hospital policies and procedures.

- To ensure all audits/reviews of CSSD facilities, equipment, processes, systems and its performance are undertaken and action is taken to address any issues.
- To ensure that decontamination equipment is subject to periodic testing and maintenance
- To ensure compliance with all legislative requirements to include health and safety, clinical and infection control.
- To maintain excellent communication both verbal and written with all stakeholders both internal and external.
- To support the JAG Clinical Lead and Endoscopy Nurse Lead to ensure JAG compliance is maintained.
- Undertake investigation of any breaches of process including actions to resolve and prevent
- To ensure that procedures for production, quality control and safe working are documented and adhered to in the light of statutory requirements and accepted best practise.
- The Decontamination Lead will share the operational elements of the Designated Persons role with Director of Hospital Services and Chief Nurse.
- To record interpretation and reporting of test results in the speciality, validating and authorising test results and where appropriate consulting abnormal results with relevant qualified decontamination personnel
- Undertake audit work for decontamination.

Training, Development and Leadership

- To set high personal and professional standards in line with Fairfield Independent Hospital policy.
- To develop and implement corporate management practices which will enhance the unit's performance.
- To have line management responsibilities for the decontamination supervisor and the team.
- Ensure staff are trained to national standards.
- Effectively develop and maintain an environment and culture that improves health, safety and security.

Communication and Performance Management

- Work closely with other departments.
- Conduct monthly meetings and actively participate in team meetings taking the lead as appropriate and to communicate effectively at all times.
- Actively participate in the monthly HOD's meeting, represent decontamination department and provide technical advice.
- Manage and develop the surveillance and audit process.
- To ensure performance data analysis is undertaken and communicated to all relevant staff.

Key Working Relationships with

- Chief Nurse
- Clinical Lead
- Consultants
- Theatre Manager
- Business Manager
- Nursing Staff
- Heads of Department

The above list is not exhaustive but reflects main duties of the post. It will be reviewed annually to respond to the changing needs of the service, in consultation with the post holder.

Additional responsibilities

Health & Safety

It is the responsibility of all employees to work with managers to achieve a healthy and safe environment, and to take reasonable care of themselves and others. Specific individual responsibilities for Health & Safety will be outlined under key responsibilities for the post.

Infection Control

- To ensure all staff will adhere to infection control policies and procedures at all times.
- To be an active member of the Infection Control Committee.
- Act with due regard to infection prevention and control of themselves and others who may be affected by what they do, or fail to do.
- Make full and proper use of any protective or safety equipment provided.
- Report any incident, which has led or may lead to an infection.

Information Governance

As an employee you will have access to information that is sensitive to either an individual or to the organisation and you are reminded that in accordance with the requirements of Information Governance, NHS Code of Confidentiality, Data Protection Act 1998 and also the terms and conditions in your contract of employment, you have a duty to process this information judiciously and lawfully; failure to do so may result in disciplinary action.

Rehabilitation of Offenders Act 1974

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment within the Hospital but must be declared in writing at the appropriate stage during the recruitment process.

Equality & Diversity

It is the responsibility of every member of staff to understand our equality and diversity commitments and statutory obligations under current equality legislation.

All employees must act in ways that support equality and diversity and recognises the importance of people's rights in accordance with legislation, policies, procedures and good practice. All employees must read the Hospital's Equality, Diversity and Human Rights Policy.

Smoke-free Policy

This Hospital operates a Smoke-free policy. This means that smoking is not permitted anywhere within owned or leased premises, including within their grounds and within owned or leased vehicles.

The job description does not form part of the Contract of Employment.

Name of Postholder:
Signature of Postholder:
Date: