

Job Description

Job Title	Central Decontamination Unit
Department	CDU
Reports to	<ul style="list-style-type: none">▪ Perioperative Manager▪ COO
Date	March 2014

Overall Purpose of Job

We will provide exceptional service to our internal and external customers, including indirect patient care, in an environment where quality, respect, caring and compassion are at the centre of all we do.

Key Responsibilities and Deliverables

- Ensure the agreed National and ENISO (European Norm and International Standards of Operation) standards of practice within the CDU are practised and maintained.
- Keep abreast of developments and changes in current practice relating to the specialist area of CDU.
- Implement the changes to ensure that the CDU is current with all recommendations.
- Self motivation for professional development and growth in specialty.
- Participate in discussions with other healthcare professionals in order to pass on relevant information.
- To ensure allocated staff duties are carried out. To control rota, work lists, annual leave arrangements and payroll returns.
- Ensure that all steps are taken to promote and maintain safety in the unit.
- Utilise research knowledge appropriate to practice.
- To establish and maintain good working relationships with all staff throughout the hospital.

Management

- Manage the Central Decontamination Unit (CDU) and be responsible for such Managerial duties necessary to maintain the efficient working of the department including Good Manufacturing Practice and Quality Systems.
- Participate in the introduction of the new staff to their duties.
- Respect confidential information obtained in the course of professional practice.
- Participate and conduct the appraisal of staff as appropriate.
- Participate in the management of financial resources relative to the overall budgetary requirements of the hospital.
- Maintain all appropriate records and documentation.
- Advise the Perioperative manager and the Department Heads of proposed changes in the CDU.
- Participate in compiling and implementation of policies, guidelines, procedures and standards relating to instrumentation processing, sterilisation and Infection Control.

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Education

- Degree in Science and Sterile Service Management or equivalent.
- To commit to participate in recognised Sterile Services Programmes.
- To develop and participate in the in-service training programme for the orientation of new unqualified staff to the unit.
- Develop and lead on-going education in the Peri-operative department.
- Member of IDI or willing to join & attend meetings.

Interpersonal Skills

- Assist in achieving a collaborative and mutually respectful work environment within CDU based on fair and clear staff relationships.
- Assist in ensuring communications within the department are good.
- Encourage and maintain good communications with nursing and non-nursing staff and disciplines.
- Participate in intradepartmental meetings within the Peri-Operative departments.

Equipment/Supplies

- Participate in product evaluation and discuss with Department Heads, regarding repairs, renewal and purchase of all hospital instrumentation.
- Establish a stock control system.
- Ensure the correct use, usage, maintenance and storage of all equipment in the area.
- Record and report all equipment defects faults and accidents promptly to the appropriate personnel, using the internal and external reporting structures.
- Oversight for practice standards and maintaining a Centralised Sterilising facility for all hospital departments, including but not limited to IR, Cath Lab, Cardiology, ICU, Women's Centre, BCO, Satellite Day Unit, Urology, Emergency Department and Endoscopy ensuring highest standard is maintained (RIMD) where any re-usable invasive medical department is used for patient procedures.

Health & Safety

- Ensure the supervision and safety of all staff within the Department in accordance with Health and Safety at Work Act.
- Liaise with the Health and Safety Representative where appropriate.
- Check all persons involved in accidents at work receive the appropriate care, report and record all incidents involving staff.
- Monitor and report on the state of the CDU infrastructure as part of a multi-disciplinary process through Quality and Infection Control.
- Advise in relation to a planned maintenance programme for external vendors, engineers and other service providers for routine and emergency equipment maintenance.
- Be a committed member of the Hospital Infection Control Committee and advice on Infection Control and sterilisation matters.
- Participate in Quality and JCI preparedness meetings.
- Active member of the RIMD committee.
- Participate in any Ad Hoc committees as needed.
- Attend SMAT (Supply Management Action Team) as needed for capital purchases.
- Collaborate with Supply Chain and Peri-Operative manager or Department heads for any purchasing and evaluation of any new products.
- Collaborate with Supply Chain on quotes, new technology or trials.

Person Specification

Qualifications	<ul style="list-style-type: none"> ▪ Degree in Science & Sterile Services Technology Management Course preferred. ▪ CDU qualification from an accredited institution.
Experience	<ul style="list-style-type: none"> ▪ 5 years' experience in CDU (Sterile Services). ▪ At least 3 years' Supervisor experience in Sterile Services. ▪ Management skills essential.
Job Specific Competencies and Knowledge	<ul style="list-style-type: none"> ▪ Good knowledge of EN ISO standards applicable to CDU/Sterile Services. ▪ Maintain up to date knowledge of changes within the Sterile Services. ▪ Pass knowledge on to the staff within the department. ▪ Able to communicate information to others in a clear & precise manner.
Personal Competencies	<p>All posts in UPMC Beacon Hospital require a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required by their manager or hospital management.</p>

This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.

Job Description received by employee: _____

Signature Date

Name (Block Capitals)