

## Job Description

<b>Job Title</b>	<b>Central Decontamination Unit Operative</b>
<b>Department</b>	<b>CDU</b>
<b>Reports to</b>	<b>CDU Supervisor/CDU Manager</b>
<b>Date</b>	<b>December 2014</b>

### Overall Purpose of Job

We will provide exceptional patient care in an environment where quality, respect, caring and compassion are at the centre of all we do.

The Central Decontamination Unit is responsible for ensuring the safe & efficient delivery of sterile reusable invasive medical devices to the eight operating rooms, Day unit & all other departments where reusable invasive medical devices are used.

### Key Responsibilities and Deliverables

- In conjunction with the Supervisor or Team Leader, establishes and monitors all inventory quota levels for OR supply function and sterile processing.
- Determines that all items needed for the next day are correctly processed.
- Demonstrates awareness of department needs and responds appropriately.
- Works cooperatively with leadership to fulfill interdepartmental needs.
- Demonstrates flexibility in taking on new assignments.
- Responds to customer's needs (nurses, Consultants, staff from other departments and vendors) in a positive and timely manner.
- Follows all hospital and CDU policies and procedures.
- Practices standard infection control precautions consistently.
- Reports or corrects deficiencies, unsafe conditions or equipment.
- Reports significant unit concerns or activities following appropriate channels of communication.
- Ensure that all steps are taken to promote and maintain safety in the unit.

- Assist in the training of new staff.
- Utilise research knowledge appropriate to practice.

### **Education**

- 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.

### **Interpersonal Skills**

- Effectively contribute to good communications within the department.
- Encourage and maintain good communications with nursing and non-nursing staff and disciplines.

### **Health & Safety**

- Ensure the safety of all staff within the Department.
- Liaise with the Health and Safety Representative where appropriate.
- Check all persons involved in accidents at work receive the appropriate care report and that there is a record of all incidents involving staff.
- Monitor and report on the condition of the CDU infrastructure.

## Person Specification

<b>Qualifications</b>	<ul style="list-style-type: none"><li>▪ Leaving Certificate.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>▪ Experience in Sterile Services.</li></ul>
<b>Job Specific Competencies &amp; Knowledge</b>	<ul style="list-style-type: none"><li>▪ Knowledge of standards applicable to Sterile Services.</li></ul>
<b>Personal Competencies</b>	All posts in 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.

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)