

**Happy,
Healthy
& Heard**



Candidate Information Pack

**Nursing Assistant /
Decontamination Technician**



“ Thank you for your
interest in this role with us ”

Dear Colleague,

Thank you for your interest in joining our Trust.

Dartford and Gravesham NHS Trust (DGT) is a dynamic and transforming Trust, committed to delivering the highest quality service to the communities it serves. DGT is an organisation that is genuinely committed to making you feel valued and important by supporting your physical and mental wellbeing, your career development and your general enjoyment of work.



We provide services across Darent Valley Hospital in Dartford, Queen Mary's Hospital, Sidcup, Erith and District Hospital, Bexley and Gravesham Community Hospital in Gravesend as well as a number of community locations across our population.

At DGT, we put quality at the heart of everything we do and whether directly or indirectly, everyone in this organisation contributes to providing safe, effective and compassionate care.

We are delighted that you are considering to come here and I very much look forward to meeting you personally.

Warm wishes.

Jonathan Wade, Chief Executive

Our Trust Vision and Strategy

Providing outstanding care which is skilled, trusted and kind every time



Journey
to
Outstanding

We will ensure patients receive outstanding clinical care, are safe, kept free from harm and are treated with thoughtfulness skill and respect



Working
Together

We will collaborate with our partners and communities to make sure the way care is delivered feels joined up and meets the needs of our citizens



Working Smartly
Within Our Means

We will make sure that we do the best for our patients by achieving all of our targets and making the best use of the funding we receive



Continuous Quality
Improvement

We will develop a learning and improving culture , using continuous improvement to discover, create and innovate



Joy at Work

We will support our staff to be happy, healthy and heard with a sense of belonging and fulfillment



Digital First

We will drive safe, connected and efficient digital innovation to improve care for patients

Our values



Care with
compassion



Striving
to excel



Respect
& dignity



Professional
standards



Working
together

Job Description

Nursing Assistant / Decontamination Technician

Job Details

Job Title:	
Grade/Band:	Band 3
Location:	Darent Valley Hospital
Speciality/Department	Endoscopy Department
Reports to:	Senior Sister / CN
Accountable to:	Matron / Directorate Manager
Accountable for:	N/A

Job Summary

The post holder will work as a team leader in the Endoscopy decontamination area, ensuring scopes are processed and available for all endoscopy procedures and work as an assistant within the Endoscopy procedure rooms.

The post-holder will demonstrate their own duties to new starters, bank/agency staff and will provide teaching and supervision of more junior staff. They will also provide support for the Registered Nursing staff in maintaining a stable and safe clinical environment. The post-holder will also provide clinical supervision to less experienced staff.

Values and Behaviours

- The Trust is committed to providing high quality services and in 2014 we engaged over 300 staff to help us develop values that underpin how we approach our responsibilities.
- Our Values are critical to our success and we expect all staff to adhere to them:
 - Delivery high quality **CARE WITH COMPASSION** to every patient.
 - Demonstrating **RESPECT AND DIGNITY** for patients, their carers' and our colleagues.
 - **STRIVING TO EXCEL** in everything we do.
 - **WORKING TOGETHER** to achieve the best outcomes for our patients.
 - Sustaining the highest **PROFESSIONAL STANDARDS**, showing honesty, openness and integrity in all our actions.

Our Values are supported by Our Behaviours which we expect every member of staff to exhibit.

Relationships

To communicate effectively with:

Internal Relationships

Colleagues and Co-workers
Senior Managers
Other Trust departments

External Relationships

Patients & Clients
Carers
Families
Visitors

Specific Responsibilities:

1. Clinical Responsibilities:

- 1.1 Assist with the recovery of sedated Endoscopy patients ensuring that observations are recorded and nursing staff are alerted of any abnormalities. Assess patient condition through basic observations/assesses comfort of patients.
- 1.2 Work in the decontamination area of the Endoscopy unit. Process endoscopes through the decontamination process and ensure safe storage of the clean scopes. Make sure that scopes are ready for use for each procedure.
- 1.3 Assist within the endoscopy procedure rooms. Record observations, assist with biopsy collection and ensure the comfort and safety of the patient.
- 1.4 Provide and maintain a high standard of total patient care at all times, ensure the dignity and self-esteem of the patient/client is preserved.
- 1.5 Ensure that the regular weekly water testing is completed and the samples are sent promptly to obtain results.
- 1.6 Contribute and participate in the positive working team and the Trust as a whole.
- 1.7 Assist with maintaining the cleanliness of the hospital environment thus, contributing the control of infection.
- 1.8 Ensure that the decontamination area runs smoothly and is correctly staffed reporting to senior nursing staff/leadership team with any deficiencies.
- 1.9 Maintain confidentiality at all times, only provide patient/client information under the guidance and supervision of a Registered Nurse.
- 1.10 Assist in maintaining a safe environment for patients/clients, visitors and other staff, as directed by the nurse in charge.
- 1.11 Undertake other duties, as directed, such as cleaning, storing and checking of equipment and maintaining storage areas in an orderly manner. Maintains decontamination area stock control.

2. Mandatory and Statutory Responsibilities:

- 2.1 Attend mandatory updates as specified by the Trust
- 2.2 Undertake other training and study days as directed by the Senior Sister/Charge Nurse.

3. Educational and Development Responsibilities:

- 3.1 Attend teaching programmes for ward and specialty.
- 3.2 Participate in the annual Knowledge and Skills Framework (KSF) as part of own appraisal and development.
- 3.3 Actively contribute to educational activities within the Endoscopy

General responsibilities:

Patient Experience

- Staff should ensure that they always put the patient at the heart of everything they do. All staff will strive to create a positive patient experience at each stage of the patient's/service users care journey

Trust Policies and Procedures

- To adhere to the Trusts agreed policies and procedures.

Equal Opportunities

- To promote and develop the equality of opportunity in accordance with the Trust's Equal Opportunities Policy

Confidentiality

- To protect the confidentiality of information relating to the Trust, Patient and Staff or other agencies

Quality

- To provide a quality service to internal and external agencies and participate/ develop clinical governance within sphere of responsibility.

Infection Control

- All Trust employees are required to be familiar with, and comply with, Trust policies and guidelines for infection control and hand hygiene in order to prevent the spread of healthcare-associated infections.
- For clinical staff with direct patient contact, this will include the uniform and dress code policy, the use of personal protective equipment guidance, the guidance on aseptic techniques and the safe handling and disposal of sharps.
- All staff are required to attend mandatory training in Infection Control and be compliant with all measures known to be effective in reducing healthcare-associated infections.

Health and Safety

- To share responsibility for abiding by health and safety policies and regulations, infection prevention and control policies and act in accordance with the Risk Management Policy.

Sustainability

- It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.

Our Behaviours

- All staff are expected to behave in accordance with 'Our Behaviours'. The six areas of focus are the responsibility of each individual and should be the basis for all work undertaken within the Trust.

Safeguarding

- The Trust expects all employees to adhere to the principle that safeguarding children and adults is everybody's responsibility, including the escalation of any concerns.

Person Specification

POST:- Nursing Assistant / Decontamination Technician

Criteria Group	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> • GCSE grade A-C maths and English or equivalent • Evidence of mandatory training and other relevant study days • Good all round education 	<ul style="list-style-type: none"> • NVQ Level 3 in Health & Social Care (or equivalent)
Knowledge and Skills	<ul style="list-style-type: none"> • Physical skills obtained through practice • Prioritise, plan own work • Able to act on own initiative (in relation to delivering patient/client care) • To be able to supervise less experienced staff • Good communication skills 	<ul style="list-style-type: none"> • Demonstrate competence in nursing procedures that require basic understanding of Anatomy and Physiology
Experience	<ul style="list-style-type: none"> • Experience of working as a band 2 Nursing Assistant within an Endoscopy Department. 	
Personal Attributes	<ul style="list-style-type: none"> • Demonstrates personal leadership and aptitude to role • Tactful • Diplomatic • Polite • Adaptable • Flexible 	

This is a progression role and the postholder will be expected to complete their NVQ level 3 qualification.

Terms and Conditions of Service

Band	Band 3
Salary Scale	As per Agenda for Change.
Hours of work	37.5
Annual Leave Entitlement	Annual leave entitlements are based upon the following lengths of NHS service (pro rata if applicable): On Appointment = 27 days After five years = 29 days After ten years = 33 days
Contractual Notice	Two Months either side
Registration	No
Medical	Occupational Health Clearance required prior to appointment
DBS Check	Enhanced

Please note that these terms and conditions are subject to change and may differ from your proposed contract should you be successful in your application.