

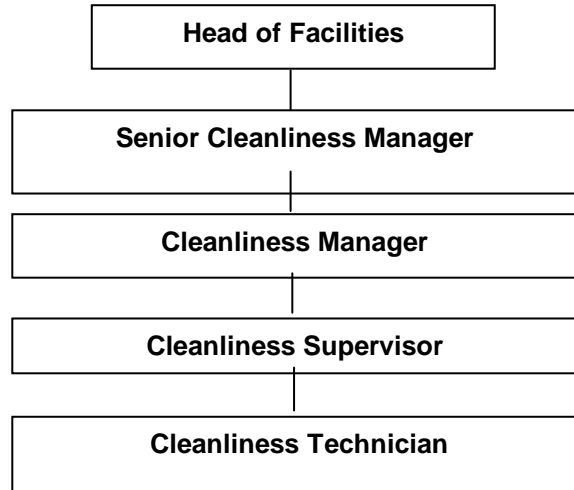
JOB DESCRIPTION

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|------------------------|-------------------------------|
| POSITION: | Cleanliness Technician |
| BASED AT: | The Royal Shrewsbury Hospital |
| DEPARTMENT: | Cleanliness Services |
| RESPONSIBLE TO: | Cleanliness Supervisor |
| GRADE: | Band 2 |

POST PURPOSE

To work as part of a team providing high standards of cleanliness in all areas throughout the hospital, following appropriate cleaning procedures. Distribution of linen to wards and departments including the Dr's Accommodation. Using chemicals and cleaning equipment responsibly and within health and safety guidelines. Clearing clinical waste in the appropriate manner. Maintaining staff and public safety through appropriate use of warning signage whilst cleaning.

ORGANISATIONAL POSITION



SCOPE & RANGE

The post holder is responsible for maintaining high standards of cleanliness throughout the hospital and designated wards, departments and Dr's Accommodation in line with the National Specifications for Cleanliness. Staff will be required to rotate through all areas of the hospital, including the linen room.

1. MAIN DUTIES AND RESPONSIBILITIES

- 1.1 To perform domestic duties including:
- General cleaning
 - High and low dusting
 - Wet and dry mopping
 - Vacuum Cleaning
 - Scrubbing floors with mechanical machine
 - Polishing floors with mechanical machine
 - Emptying clinical and general waste bins and placing bags in designated areas
 - Cleaning and descaling of toilets and sanitary areas
 - Curtain changing – taking curtains down and re-hanging
 - Cleaning baths, taps and showers
 - Isolation cleaning
 - HPV decontamination
 - Linen distribution to wards, departments and Dr's accommodation
- 1.2 To follow cleaning procedures and frequencies.
- 1.3 To operate mechanical equipment i.e. floor machines, sucking up machines, vacuum cleaner, HPV machine.
- 1.4 To co-operate when new methods of work/frequencies of cleaning are introduced following instruction.
- 1.5 To empty and remove refuse, general and clinical and store a label in designated collection points.
- 1.6 To replenish all disposables, hand towels, toilet rolls, soaps and hand gel.
- 1.7 To check the health and safety of cleanliness equipment and to report any hazards or potential hazards to the Cleanliness Supervisor.
- 1.8 To adhere to the guidelines of the department's Health and Safety Policy.
- 1.9 To be responsible for reporting all accidents and incidents to the Cleanliness Supervisor.
- 1.10 To ensure that a clean protective uniform is worn at all times when on duty and to use relevant Personal Protection Equipment in accordance with the policies provided by the Trust and Domestic Department.
- 1.11 To report any signs of infestation to the Cleanliness Supervisor.
- 1.12 To work in accordance with Cleanliness Departments and Health and Safety guidelines in the correct use of chemicals.
- 1.13 To Organise own day to day workload within work scheduling guidelines and departmental service level agreements to ensure all cleaning tasks are completed.
- 1.16 To follow instructions issued by the Cleanliness Supervisor when undertaking curtain changing on wards and departments safely.
- 1.17 To take responsibility for the safe storage of all cleaning and disposable items when being used.
- 1.18 To attend the Trust's Induction Programme upon commencing employment and attend Statutory Training on an annual basis.
- 1.19 To participate in the training of new members of staff using the buddying system to demonstrate duties and responsibilities
- 1.20 To participate in trials for cleaning materials, equipment, work methods and frequencies
- 1.21 To ensure accurate completion of own time sheets

Isolation

- 1.16 To undertake isolation cleaning when required following Infection Control Isolation Policy and Procedures. Isolation cleaning is done by the following two written Infection Control Procedures:-
- Protective Isolation
For patients who need to be protected from infection – these rooms must be cleaned first.
 - Source Isolation
For patients who are infected. They are isolated to prevent cross infection. These rooms must be cleaned after cleaning all other areas of the ward.
- 1.17 To check isolation before putting the procedure into operation.
- 1.18 To report to the nurse in charge to receive any special instructions and then follow isolation procedure instructed by the Cleanliness Supervisor.
- 1.19 To work in accordance with the Trusts Policies and Procedures including COSHH, Manual Handling, Health and Safety, Infection Control and attend annual training.

2. SYSTEMS AND EQUIPMENT

- 2.1 To ensure the correct use of equipment following safety guidelines.
- 2.2 To refer to COSHH regulations when using cleaning materials.
- 2.3 To ensure the correct cleaning of equipment.
- 2.4 To report any faulty equipment to the Cleanliness Supervisor.
- 2.5 To be responsible for emptying and replacing vacuum bags.
- 2.6 To be responsible for the daily cleaning of equipment.
- 2.7 To be responsible for providing clean linen to Dr's Accommodation.

3. COMMUNICATION

- 3.1 The post holder will communicate verbally and face-to-face with members of staff throughout the Trust, patients, relatives and the general public. This includes frequent interaction with patients in a clinical setting and the provision of general advice about the cleaning they will be carrying out, how long it will take etc. Also includes communication with employees across the Trust and members of the public.
- 3.3 Complete Environmental tick sheets on a daily basis and ensuring ward or department manager signs weekly
- 3.4 To offer any suggestions or every day lean ideas that may improve the service/efficiency of the Cleanliness Department.
- 3.4 To report accidents or incidents to the Cleanliness Supervisor by using a bleep system using a telephone.

4. PHYSICAL EFFORT AND SKILLS

- 4.1 Frequently required to exert moderate physical effort for several short periods of time within each shift by lifting equipment and disposable stores, e.g. carrying mop buckets filled with water, moving beds with patients in or empty beds to enable effective cleaning
- 4.2 Moderate bending and stooping will be required when cleaning equipment, fixtures and fittings, floors and equipment, emptying vacuum bags and moving beds.

- 4.3 Physical skills and dexterity is required for loading and unloading equipment such as mops, mop buckets, clean linen and disposable stores onto trolleys or placing on shelves.
- 4.4 Requires employee to read/recognise departmental and Trust procedures such as COSHH details, health and safety etc.
- 4.5 Requires reaching up to hand height to clean walls and tiles etc.
- 4.6 Requires using ladders to work from height

5. MENTAL/EMOTIONAL EFFORT

- 5.1 To undertake domestic duties with daily exposure to distressing and emotional circumstances, e.g. dying patients, deaths, ill patients, patients with dementia or behavioural challenges etc.
- 5.2 To be alert for half hour periods when operating machinery, e.g. floor machines.
- 5.3 To have general awareness and sensory attention through their daily shift.
- 5.4 To concentrate and respond to interruptions throughout their daily shift, e.g. consultant patient rounds, patient meals etc.

6. WORK CONDITIONS

- 6.1 Required to work throughout the hospital on wards or departments which have temperatures ranging from 22° – 25°C.
- 6.2 Can be busy due to diverse work activity.
- 6.3 Frequent exposure to highly unpleasant working conditions, i.e. direct contact with foul linen and cleaning of body fluids etc.

7. FREEDOM TO ACT

- 7.1 Work in accordance with Cleanliness and Trust Policies and Procedures.
- 7.2 Work on own initiative and is guided by established procedures and practices, works with little supervision, refers to Supervisor when necessary.
- 7.3 Post holder will be required to deal with enquiries from their work area and patients/relatives/visitors. They may have to prioritise workload in response to requests and enquiries. Non-routine enquiries will be referred to supervisor.

8. INFECTION CONTROL

The prevention and management of acquired infection is a key priority for the Trust. The post holder is required to ensure, as an employee, that his/her work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or themselves:

- All staff must be aware of infection prevention and control policies, practices and guidelines appropriate for their duties and must follow these at all times to maintain a safe environment for patients, visitors and staff;
- All staff must maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development;
- Any breach of infection control policies is a serious matter which may result in disciplinary action;
- All staff have a responsibility to challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

9. HEALTH & SAFETY

As an employee of the Trust you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

10. INFORMATION GOVERNANCE

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.
- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

11. PROFESSIONAL STANDARDS AND PERFORMANCE REVIEW

As an employee of the Trust you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates; and
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

12. SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

- We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.
- As an employee of the Trust you have a responsibility to ensure that:

- you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

13. SOCIAL RESPONSIBILITY

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

14. CONTINUOUS IMPROVEMENT

- Continuous improvement is a key aspect of daily work to be evidenced by personal commitment to contributing to the implementation of the Transforming Care Production System (TPCS) including the development and use of standard work.
- The Trust commitment to one continuous improvement method TPCS should be reflected in individual’s continuing professional development plans (CPD) and all SaTH leaders are required to complete the lean for leaders training.
- As an employee you should be able to demonstrate how you continuously use the TCPS to improve patient care and staff experience supporting the Trust to deliver its organisation strategy

14. GENERAL

This job description may be amended on consultation with the post holder as developments evolve as part of the appraisal process.

This job description does not attempt to describe all the tasks the post holder will undertake, it does indicate the degree of authority, range of duties covered and the flexibility required for the job.

15. JOB DESCRIPTION AGREEMENT

I have read and understood the duties that are expected of me in the role of Cleanliness Technician.

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|-------------------|-------|---------------------|-------|
| Manager: | | Post Holder: | |
| Name: | _____ | Name: | _____ |
| Signature: | _____ | Signature: | _____ |
| Date: | _____ | Date: | _____ |