Mater Misericordiae University Hospital
Dublin

Supervisor – CSSD

Job Title / Grade:	Supervisor
Department / Division:	CSSD
Directorate:	Critical Care Directorate
Location:	MMUH
Reporting Relationship:	Decontamination Manager & Supervisors
Responsible to:	Decontamination Manager

Effective Date: September 2026
Review Date: September 2027

Purpose of the Post	• Supervisory role for the Central Sterilising Supplies Department (CSSD) in Mater Misericordiae University Hospital. • To ensure process of decontamination in line with national and international standards. • Planning, coordinating and managing the activity and resources within the CSSD. • Quality Assurance, resource Management, staffing and staff development. • To oversee the decontamination duties and be accountable for the department. • To manage decontamination records. • To assist with the development of the department Standard Operating Procedures (SOP) in accordance with quality management systems and ensure staff compliance. • To manage the electronic traceability system in Mater Misericordiae University Hospital.
Essential Qualifications/Experience/ Knowledge	**Candidates must on the latest date of application:** **a)** Hold the Bachelor of Science in Sterile Services Management, at Level 7 on the National Framework of Qualifications (NFQ) maintained by the Quality and Qualifications Ireland (QQI). Institute of Technology Tallaght, http://www.ittallaght.ie/index.cfm/page/course?id=103 **Or** **b)** Hold a relevant health care qualification at least equivalent to (a) or at minimum have completed level 6, Bachelor of Science in Decontamination Management 2-year course. **Or** **c)** Level 6, Certificate in Reusable Invasive Medical Devices Decontamination (Minor Award). **And** Have at least 5 years' experience in Central Sterilising Supplies Department of which 2 years must be at supervisory level. **d)** Candidates must have the personal competence and capacity to properly discharge the functions of the role.
Desirable Skills/Competencies	• ISO 13485 experience. • Experience in all sections of the decontamination processes. • Understands the concept of urgent/priority medical devices and non-conformances. • Experience of using decontamination equipment. • Can demonstrate the ability to work to strict standards of quality and safety. • Knowledge of relevant legislation, standards and guidelines relating to decontamination process is essential.
Special skills, knowledge, competencies or	• Ability to work as part of a team • Ability to work accurately under pressure

requirements of the post	• Excellent communication skills, relates to colleagues in an effective and positive manner on routine matters • Be familiar with relevant health and safety legislation and its application to decontamination practice • Technical understanding of all aspects of decontamination and validation processes • Knowledge of Infection, Prevention and Patient Safety aspects of decontamination • Technical understanding of the national track and trace system for decontamination.
Principal Duties and Responsibilities	**The Post Holder will:** **Key Duties:** • The person holding this post is required to support the principle that the care of the patient comes first at all times and will approach their work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree. • Maintain throughout the hospital awareness of the primacy of the patient in relation to all hospital activities. • Performance management systems are part of role and you will be required to participate in the hospital's performance management programme. **<u>Professional Clinical</u>** The Central Sterile Services Department (CSSD) Supervisor will, • Participate in teams and team meetings as appropriate to the role. • Collaborate with service users. • Evaluate and manage the implementation of best practice policy and procedures, control in usage of stock and equipment. • Participate in audits as required. • Ensure all plant and maintenance and equipment maintenance and testing is carried out in accordance with requirements and that records are maintained and that appropriate action is taken if systems fail. • Ensure appropriate records are maintained, i.e., batching, labelling and tracing. • Management of computerised track and trace system. • Understanding and knowledge of surgical instrumentation pertaining to each of the hospitals specialities. • To have a system in place to track the repair and replacement of surgical instrumentation. • To apply standards to the reprocessing of reusable medical devices, including disassembly cleaning, disinfection, checking assembly sterilization despatch tracking in a controlled environment. • Ensure the CSSD is compliant with all local /regional/ national recommendations guidelines and standards. • Implement and maintain and evaluate quality process and standards in relation to sterile services department management and sterile equipment usage. • Work in collaboration with relevant staff to identify training needs and update regularly as required. • Work in collaboration with Theatre Clinical Nurse Manager, Technical Services Engineering Department, Infection Control and other department Heads.

	• Be accountable for all quality and safety issues within the department. • Supervise the role of CSSD operatives ensuring standards are maintained. • Ensure competency based assessments are completed and updated as agreed by CSSD manager. • The ability to comply with ISO quality management system standards, ISO 13485. **Personnel** Central Sterile Services Department (CSSD) Supervisor will, • Exercise a defined role in the personnel function. • Promote, nurture and maintain a high level of staff morale, promoting team spirit and job satisfaction. • Participate in the development of staff orientation and induction training programmes for nursing and support staff. • Ensure all staff practice within the Decontamination Code of Practice. • Manage behaviour outside acceptable limits to include conflict, grievance, discipline, absenteeism, etc. in accordance with Hospital policy. • Investigate incidents and accidents and report verbally and in writing to the Director of Nursing / Hospital Manager / Risk Manager or Health & Safety where appropriate. **Clinical** Central Sterile Services Department (CSSD) Supervisor will, • Participate in multi-disciplinary departmental meetings. • Exercise control of all department equipment and ensure maintenance of same through the appropriate personnel. • Be an expert practitioner and role model in the clinical area. • Contribute to formulation, management and implementation of best practice. **Self-Development** Central Sterile Services Department (CSSD) Supervisor will, • Maintain, update and develop knowledge on relevant professional developments and current trends. • Participate in research and audits. • Regularly review current practices and implement change. • Be personally responsible for keeping his/her own practice up to date and maintaining competency relevant to the role and to participate in personal development planning. **Special Projects** • The Decontamination lead may allocate the post holder special projects on a CSSD wide basis, as appropriate. **KPIs** • The identification and development of Key Performance Indicators (KPIs) which are congruent with the hospital's service plan targets. • The development of action cards to address KPI targets. • Driving and promoting a performance management culture. • In conjunction with line manager assist in the development of a performance management system for your profession.

	• The management and delivery of KPIs as a routine and core business objective. **PLEASE NOTE THE FOLLOWING GENERAL CONDITIONS** • Employees must attend fire lectures periodically and must observe fire orders. • All accidents within the Department must be reported immediately. • Infection Control Policies must be adhered to. • In line with the Safety, Health and Welfare at Work Act, 2005 all staff must comply with all safety regulations and audits. • In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Building is not permitted. • Hospital uniform code must be adhered to. • Provide information that meets the need of Senior Management. **<u>Risk Management, Infection Control, Hygiene Services and Health & Safety</u>** • The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment. • The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility. • The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas: ✓ Continuous Quality Improvement Initiatives ✓ Document Control Information Management Systems ✓ Risk Management Strategy and Policies ✓ Hygiene Related Policies, Procedures and Standards ✓ Decontamination Code of Practice ✓ Infection Control Policies ✓ Safety Statement, Health & Safety Policies and Fire Procedure ✓ Data Protection and confidentiality Policies • The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and that they comply with the Hospitals Risk Management Incident/Near miss reporting Policies and Procedures. • The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment. • The post holder must foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services. • It is the post holders' specific responsibility for Quality & Risk Management, Hygiene Services and Health & Safety will be clarified to you in the induction process and by your line manager. • The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others. • The post holder must cooperate with management, attend

	Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained. • The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment. • It is the responsibility of the post holder to be aware of and comply with the HSE Health Care Records Management / Integrated Discharge Planning (HCRM / IDP) Code of Practice. • Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Safer Better Healthcare Standards, Decontamination Code of Practice National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. • Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. **Communication** • Answer the telephone as required and relay messages to appropriate members of staff. • To communicate all relevant information within the team to ensure the continual and efficient running of the service. • To communicate and liaise between decontamination personnel, customers and other members of healthcare staff in a polite and helpful manner. • To communicate with customers of the service in the initial investigation of non-conformances. • To inform effectively both verbally and at any staff hand-over as required. • To attend and actively participate in the Department Meetings. **Personal Qualities** CSSD Supervisor should conduct themselves in a manner that conveys respect of the individual and ensures safe patient care. The personal characteristics that indicate these principles should include: ✓ Confidentiality ✓ Courtesy ✓ Accountability ✓ Communication ✓ Dignity and privacy ✓ Ability to work to high standards under pressure ✓ Be flexible ✓ Demonstrate a professional manner at all times ✓ Ability to motivate others ✓ Enthusiastic **Educational / Professional Development** • To maintain compliance to all statutory and mandatory training as defined by the organisation and service needs. • To comply with the Department's Training Programme and undertake training in line with the development/requirements of the post as agreed with the Decontamination Lead. • To have an understanding of the Department's Quality

	Policy, Quality Manual and Standard Operating Procedures ensuring a high standard of work is maintained at all times. • To be able to use and train others on the decontamination IT systems according to the authorised guidelines and protocols for use. • To be familiar with data protection issues relating to the use and storage of patient information. • To have IT skills, keyboard skills including basic word processing skills, to enable the post holder to assist in the production of standard operating procedures. • Attend all mandatory training and participate in professional training and suggest methods in which errors or quality problems can be reduced. To attend departmental training sessions and keep up-to-date with changes in practices, developments and new procedures. • Achieve and demonstrate agreed standards of personal and professional development within agreed timescales. • Take responsibility for identifying what learning you need to do your job better and jointly plan with your line manager what training you require. **Health & Safety** • These duties must be performed in accordance with the hospital health and safety policy. In carrying out these duties, the employee must ensure that effective safety procedures are in place to comply with the Health, Safety and Welfare at Work Act. Staff must carry out their duties in a safe and responsible manner in line with the Hospital Policy as set out in the appropriate department's safety statement, which must be read and understood. • Participate and co-operate with internal and external evaluations of hospital structures, services and processes as required, including but not limited to HIQA National Hygiene Audit, National Decontamination Audit, Health and Safety Audits, NSAI Audits and other audits specified by the HSE or other regulatory bodies. • Ensure compliance with the hospital hygiene standards, guidelines and practices. • It is mandatory to attend fire lectures, hand hygiene and sharps awareness workshops yearly. **NOTE** The extent and speed of change in the delivery of health care is such that adaptability is essential. The incumbent will be required to maintain, enhance and develop their professional knowledge, skills and aptitude necessary to respond to a changing situation. The Job Description must be regarded as an outline of the major areas of accountability at the present time. It will be reviewed and assessed on an on-going basis.
Campaign Specific Selection Process **Ranking/Short listing / Interview**	A ranking and or short listing exercise may be carried out on the basis of information supplied in your CV. The criteria for ranking and or short listing are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore, it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.

	Those successful at the ranking stage of this process (where applied) will be placed on an order of merit.

Tenure	The appointment is permanent, whole-time & pensionable. A panel maybe created from which permanent and temporary vacancies may be filled. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004.
Remuneration	As per HSE pay scales
Working Week	The standard working week applying to the post is: **39 Hours which must be completed onsite** including weekends and bank holidays as rostered.
Annual Leave	The annual leave for this post will be confirmed on appointment.
Superannuation	This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004
Probation	Every permanent appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71.
Protection of Persons Reporting Child Abuse Act 1998	As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act. You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment.

Note:

These duties and responsibilities are reflection of the present service requirements and may be subject to review and amendment to meet the changing needs of the Hospital. The incumbent CSSD technician will be required to maintain, enhance and develop their professional knowledge, skills and aptitudes necessary to respond to a changing climate.

Signatures: Trevor Duffy

Title: Decontamination Lead & CSSD Manager

Date: September 2026

HR Rep: _____

Date: _____