MODERN APPRENTICESHIP

ASSISTANT TECHNICAL OFFICER

.Central Decontamination Unit

Closing date: Noon 17th March 2017
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Please read the summary information as you will be required to refer to the information on skills and personal qualities required in your supporting statement.

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Please ensure that when completing your supporting statement you address the questions posed on page 16 and refer to the skills and personal qualities required as outline in the summary information.
THE MODERN APPRENTICESHIP PROGRAMME

The current vacancy for an Apprentice Assistant Technical Officer – Decontamination is only open to those applicants aged 16 to 24 years (or 16 to 29 years for Disabled Applicants) in line with NHS Greater Glasgow and Clyde Youth Employment Plan and in support of our Workforce Demographics and projections.

Applicants should have a minimum of

- A National 5 at Grade A to C in Chemistry or Biology (or Standard Grades 1 and 2 OR Intermediate 2 A to C) and two National 4 Qualifications (or equivalent SCQF Level)

This apprenticeship is completed over two years. During this time you will work towards an SVQ 3 in Healthcare Support and the Institute Decontamination Sciences (IDSc) Technical Certificate.

If you already hold these qualifications you should consider applying for other NHS GGC Vacancies – click here

- Applications are considered on a competitive basis which means not all candidates who submit an application will be guaranteed an interview. Shortlisting will include meeting the minimum educational qualifications for application along with evaluation of the Supporting Statement within your application form.
- Please ensure that you read the guidance carefully on completing the application form and your supporting statement BEFORE you submit your application. See Page 24
- You should complete and submit your application via the NHS Scotland Jobs Website www.jobs.scot.nhs.uk. In the event you are unable to complete an electronic application then please refer to Page 11 of this Information Pack for guidance
**THE MODERN APPRENTICESHIP PROGRAMME**

**What is a Modern Apprenticeship?**
Modern Apprenticeships offer the opportunity of gaining skills and qualifications that will help to start your career. A modern apprentice has the chance to be in paid employment and work towards a recognised vocational qualification at the same time¹.

**How long will it last?**
This is Fixed Term two year contract and on successful completion of all elements of the NHS Greater Glasgow and Clyde Modern Apprenticeship Programme you will move into permanent employment. During your apprenticeship you are expected to attend regular reviews to discuss your progress and development needs, and are expected to stick to the agreed training plan. This includes attending internal and external training and taking responsibility, with support, to collect the evidence required that proves competence in the job role.

**Will I be working to a Job Description?**
Yes. You will work to the Assistant Technical Officer job description with the expectation that you will be supported and trained to carry out all of the duties and responsibilities outlined. You would not be expected to perform at the Technician level on appointment.

You will also receive an outline of the apprenticeship programme which highlights the key areas which you are expected to complete before your apprenticeship will end.

**What will I be doing?**

Your duties will include, but are not limited to some or all of the following.

- Disassembly of complex instrumentation on return to CDU following use at theatres
- Presentation of instrumentation in such a manner to the washer disinfectors to allow correct cleaning
- Inspection of instrumentation once through the washer disinfectors, function testing instrument and reassembling them as required.
- Packing and wrapping tray in preparation for sterilisation
- Following tight guidelines for the decontamination of flexible Endoscopes
- Daily machine testing

A comprehensive list of all duties and responsibilities is given in the full job description.

¹ [http://www.skillsdevelopmentscotland.co.uk/our-services/services-for-individuals.aspx](http://www.skillsdevelopmentscotland.co.uk/our-services/services-for-individuals.aspx)
**Where will I be working?**
This post will predominantly be based with the Estates Department in the Central Decontamination Unit within NHS Greater Glasgow & Clyde, based at Finlas Street, Cowlairs Industrial Estate, Glasgow.

[Click to view a location map](#)

There will be visits to other sites within the Decontamination Department working at;

- Glasgow Dental Hospital
- Clyde Central Decontamination Unit
- Glasgow Royal Infirmary Endoscopy Unit
- Stobhill Endoscopy Unit
- Gartnavel General Hospital Endoscopy Unit
- Queen Elizabeth University Hospital Endoscopy Unit
- Victoria Hospital Endoscopy Unit
- Royal Alexandra Hospital Endoscopy Unit
- Inverclyde Royal Hospital Endoscopy Unit

Please note that the post holder will be required to work at other NHS GGC locations throughout the training period.

Please note that staff parking is limited on NHS Sites. To view travel and other useful information or visit [www.nhsggc.org.uk](http://www.nhsggc.org.uk) and click on the link for Hospitals & Visiting Times

All staff are entitled to apply for the following benefits on appointment:

- Interest free loan to purchase Zonecard’s - a flexible season ticket for unlimited travel by rail, subway, most buses and even some ferries (details on public transport routes to NHS Greater Glasgow and Clyde’s sites can be found by visiting [www.nhsggc.org.uk](http://www.nhsggc.org.uk) and select Transport and Parking on the home page or visit [www.spt.co.uk/travelinfo](http://www.spt.co.uk/travelinfo)
- Cycle to Work Scheme, for staff to purchase a bicycle and any equipment needed and then repay those costs through their salary.

**Who else works in within the team?**
There is a wide range of staff that work within the unit who all contribute to the efficient running of the department.
The unit includes the following internal departments:

- Domestic Services
- Estates
- Logistics
- Stores
- Information Technology
- Quality Control
- Administrative Support
- Customer Services
- Production

**What type of person are you hoping to recruit?**

You should have good manual dexterity and hand-eye co-ordination with excellent attention to detail, good communication and a strong team work ethic. As you will be working with colour coded instruments, trays and packs good colour perception is required.

You will need to demonstrate that you have the ability to work as part of a team however also on own initiative. You should be motive to learn with good problem solving ability to help identify any efficiencies that could be made to make the unit work more effectively.
THE MODERN APPRENTICESHIP PROGRAMME

A modern apprenticeship isn’t just about working; you need to be committed to learning too. During this period you would be expected to work as a member of our staff but also work towards SVQ qualifications and an Institute Decontamination Sciences (IDSc) Technical Certificate. As well as working you will be required to agree to a training / development plan and attend meetings with trainers, assessors and verifiers as required.

You will be an employee of NHS Greater Glasgow and Clyde and therefore also expected to observe the same Terms and Conditions of employment that all our staff do and be subject to the same policies and procedures.

Will I be paid?
Yes. This Modern Apprenticeship will pay you a minimum £16,086 per annum.
What is a Modern Apprenticeship Framework and where does an SVQ fit in?
A Modern Apprenticeship Framework is a document that describes the minimum standard of competence defined by employers for a given role. Frameworks identify relevant SVQ (or alternative competency based qualifications), core skills e.g. communication, numeracy and any industry specific training that might be required.

More than 70 different Modern Apprenticeship Frameworks have been developed in Scotland².

A Scottish Vocational Qualification (SVQ) is a qualification that shows that you are able to perform a job to nationally recognised standards. SVQs are made up of Units, each one of which describes an aspect of the job. You are expected to work your way through all of the Units attached to your job role. There are no exams involved in an SVQ, staff are assessed at their workplace using observation, professional discussion and work related evidence. You will be assessed on the skills you use every day in your job.

What qualifications will I hold when I complete the Modern Apprenticeship?
This post reflects the following Modern Apprenticeship Framework:

- SVQ 3 in Healthcare Support

Successful completion of the program results in an SVQ 3 in Healthcare Support and the Institute Decontamination Sciences (IDSc) Technical Certificate.

What happens at the end of the Modern Apprenticeship?
On successful completion of all elements of the NHS Greater Glasgow and Clyde Modern Apprenticeship Programme we will support your transition into permanent employment within the organisation.

² [http://www.skillsdevelopmentscotland.co.uk/our-services/modern-apprenticeships/ma-frameworks.aspx](http://www.skillsdevelopmentscotland.co.uk/our-services/modern-apprenticeships/ma-frameworks.aspx)
Selection Timetable

*Please note this time table is indicative and may change. Any variation in dates will be notified to candidates.*

<table>
<thead>
<tr>
<th>Recruitment Stage</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Sessions – your opportunity to find out more about Decontamination and the MA Program, meet the team and to tour one of our departments. <strong>Places are limited – please email <a href="mailto:modern.apprentice@ggc.scot.nhs.uk">modern.apprentice@ggc.scot.nhs.uk</a></strong> no later than Noon on 3rd March</td>
<td>Morning of 4th March at Central Decontamination Unit, Cowlairs Industrial Estate</td>
</tr>
<tr>
<td>Closing date for application submission</td>
<td>12 Noon Friday 17th March</td>
</tr>
<tr>
<td>Interviews</td>
<td>Interviews will be scheduled to take place during week commencing 24th April</td>
</tr>
<tr>
<td>Anticipated start date for Successful candidates to commence employment</td>
<td>Early July 2017</td>
</tr>
</tbody>
</table>
THE MODERN APPRENTICESHIP SELECTION PROCESS

I’ve never worked in this area before so how do you know I have the skills you are looking for?
As well as the educational qualifications, skills, knowledge/experience you must have to be able to do the job we will also ask you to provide supporting information in your application form that will help us assess your suitability.

The Supporting Statement of the application form plays a significant part in our decision to select your application for shortlisting. **Please ensure you read the guidance on completing the Supporting Statement carefully** and ensure you address all the questions ask of you.

You should also consider booking a space at our information event which will provide the opportunity to learn more about the role and speak with departmental staff.

**How do you decide who to interview?**
We base our decision on who to interview by assessing the information you have provided and your responses to the questions you have been asked to address in your supporting statement.

**How should I complete my application form?**
To give you the best possible chance of selection please ensure you read and follow the detailed guidance on page 24 and that before submitting ensure you have provided responses to the questions you have been asked to address in your supporting statement.

Draft your supporting statement before you type it into the text box in the application form and check your spelling and grammar. And keep a copy of this draft as if you are selected for interview you may wish to refer back to your submission.

Make sure your supporting statement does not exceed 50 lines of text including paragraph breaks.

Please do not send any other inclusions e.g. copies of qualification certificates, other award letters or CVs etc. If you are selected for interview we will let you know what evidence we need you to provide regarding your educational qualifications.
**THE MODERN APPRENTICESHIP SELECTION PROCESS**

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**Can I get help to complete the application form?**
If you feel that you need some help to decide what would be useful to include in your application you should make contact with your local Skills Development Scotland office. One of the advisers there will be able to support you through the application process. You can find out more at https://www.skillsdevelopmentscotland.co.uk/

You can also find information on the My World of Work website https://www.myworldofwork.co.uk/getting-job/application-forms

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**Who should I ask to be a referee?**
We know it might be hard for applicants to provide us with two referees if they have not worked before so that is why we will accept educational references from teachers at your school/college. However, if you do have a current part-time job or have volunteered or worked before please also give us details of someone who can provide a reference for this.

It is important that you give us full contact details including an email address for this person AND that you ask the person for permission to use them as a referee before you submit the application form.

We will only contact your referees if we decide to make a conditional offer of employment. All our offers of employment are conditional and subject to you satisfactory completing pre employment checks which include reference and an occupational health assessment.

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**When is the closing date for applications?**
Your application must be submitted on or before **12 Noon Friday 17th March 2017** at the latest.

We will **NOT** accept late applications.

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**Who will assess my application?**
Your application will firstly be assessed by recruitment professionals who will ensure that you meet the minimum selection criteria (A National 5 at Grade A to C in Chemistry or Biology (or Standard Grades 1 and 2 OR Intermediate 2 A to C) and two National 4 Qualifications (or equivalent SCQF Level))

Applications that meet the minimum criteria are then passed to a shortlisting panel.
THE MODERN APPRENTICESHIP SELECTION PROCESS

This panel will include at least two managers from the department hiring staff. They will be judging how well your application matches the selection criteria for the post. They will review the information you provide in relation to the educational qualifications, knowledge, skills and experience required for the post.

The shortlisting panel will be looking for well presented, clear, concise information and any additional information that is interesting and highlights any additional skills and qualities you have over and above your educational qualifications.

**When will interviews be held?**
We anticipate that the interviews will take place week commencing 24\(^{th}\) April 2017. If you have been selected for interview you will be notified by letter, email or text of the date, time and venue for interviews.

**Disability**
The Equality Act defines Disability as follows “any physical or mental impairment which has a substantial adverse effect on a person’s ability to carry out normal day to day activities”. NHS Scotland is “Positive about Disabled People” as part of our continued commitment to extend job opportunities for people who are disabled. All candidates who are aged between 16 and 29 who indicate they have a disability **and meet the minimum criteria for selection** will be guaranteed an interview.
THE MODERN APPRENTICESHIP APPLICATION FORM

What should I put in my application?
You should take time reading the guidance on completing the application form and ensure you do not leave it to the last minute. One standard application form means that everyone who applies is considered on the same basis.

It’s a good idea to gather all the necessary information e.g. your educational qualifications before you start to complete the application form.

Plan what information to include in each section of the application form and take note of the space provided which will give you an indication of how much information is required.

Completing the Statement in Support of Application.
To stand the best chance of getting an interview you need to ensure that you carefully address each of the following areas in your complete your Statement in Support of Application.

• Why are you interested in an Apprenticeship with NHS Greater Glasgow and Clyde? Please describe briefly why you think you would be good applicant to the Decontamination Service. eg Tell us about your interest in science or industrial environments or working with your hands and why you think this is the career path for you.

• On page 4 we have told you what skills and personal qualities we are looking for. Tell us which of these skills you have and how you have developed them e.g. through work, volunteering, school/college practical subject based tasks (mechanical, technical or design based activities including graphic design), any pass times, hobbies or interests that require good hand eye co ordination or problem solving skills, any clubs or after school/college groups/other interests that demonstrate the skills and personal qualities we are seeking. Do you build or repair things? Do you fix things around the home? Have you helped someone who does?

• Please tell us a bit more about you. How do your family, friends, teachers/employers describe you? Tell us about your achievements (e.g. Duke of Edinburgh or other awards, hobbies and interests), any talents or aspirations or anything else you think might be relevant to your application.

The Equal Opportunities Monitoring form is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.
Final Check

- Make sure you have included details of all your qualifications (including dates awarded)
- Make sure you include contact details for your Educational Reference(s) and Work/Character Reference, including email address for them. Don’t forget to ask their permission to use their details on your application form
- Make sure you check that your responses are checked for spelling and grammar and provide detail. It might be useful to get someone else to look over your application form for a second opinion in case you have made any mistakes.
- It is always useful to make a few drafts before you submit one you are happy with and keep a copy of the Keep a copy of your final draft. Remember if you are selected for interview it will be important to review the application you submitted as part of your interview preparation.

- And finally before you submit it check it one last time

How to submit your Application Form:

Applications should be completed electronically submitted via the NHS Scotland Jobs website. You will receive an automatic confirmation of submission from the NHS Scotland Website. When your application is forward to NHS Greater Glasgow and Clyde you will receive an email confirming receipt. If you have any problems submitting your application form please call NHS Greater Glasgow and Clyde Recruitment Service on 0845 3000 831

Applications should be returned by the closing date of **12 Noon Friday 17th March 2017**.

Late applications cannot be considered.
THE MODERN APPRENTICESHIP TERMS AND CONDITIONS

Starting Salary
£16,086 per annum.

Fixed Term Contract Duration
The duration of the post is fixed term for 4 years

Hours of Duty
37.50 Hours per week

Annual Leave
The annual leave entitlement in a full year commencing 1st April to 31st March is:
- 27 days (202.5 hours), rising to 29 days (217.5 hours) after 5 years’ service and 33 (247.5 hours) days after 10 years’ service. There are 8 (60 hours) Statutory and Public Holidays in each leave year (pro rata where applicable).

Superannuation Pension Scheme
If appointed you will be automatically enrolled in the NHS Superannuation Scheme however on appointment you can chose to opt out of the scheme. Employee’s contributions to the NHS Scheme are tiered based on your earnings and the employer’s contribution equates to 13.5% of salary. Employees in the NHS Scheme are “Contracted-out” of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. You can find out more at www.sppa.gov.uk

Right to Work in the UK
We are required to check the entitlement to work in the UK of all prospective employees, regardless of nationality or job category. Candidates appointed to a post will be required provide appropriate documentation verifying right to work in the UK prior to any commencing employment.

Healthcare Support Workers
You will be expected to comply with and complete the NHS Scotland Mandatory Induction Standards and Code of Conduct for Healthcare Support Workers in the first few months of starting in post.

As part of the Induction Process, you will be required to achieve Mandatory Induction Standards and Code of Conduct for Health Care Support Workers and these standards will be met through on the job induction programmes within NHS Greater Glasgow and Clyde that are core in supporting new staff.

Smoke Free Policy
NHS Greater Glasgow and Clyde operates a NO SMOKING Policy on all premises and grounds for staff and visitors.
THE MODERN APPRENTICESHIP TERMS AND CONDITIONS

Pre employment Checks
All offers of employment will be subject to the receipt of satisfactory References, Occupational Health Screening, Criminal Records Check (Disclosure Scotland) where applicable, Eligibility to Work in the United Kingdom and Verification of Qualifications.

Car parking and travel to NHSGGC Sites
Like other NHS Boards across the country, demand for car parking on our hospital sites far outweighs availability. As a result, access to on-site parking is extremely limited and you will therefore need to find alternative ways of travelling to work if you are selected for the post.

All staff are entitled to apply for the following benefits on appointment:

- Interest free loan to purchase Zonecard’s - a flexible season ticket for unlimited travel by rail, subway, most buses and even some ferries (details on public transport routes to NHS Greater Glasgow and Clyde’s sites can be found by visiting www.nhsggc.org.uk and select Transport and Parking on the home page or visit www.spt.co.uk/travelinfo
- Cycle to Work Scheme, for staff to purchase a bicycle and any equipment needed and then repay those costs through their salary.

Learning and education
NHSGGC has an on-going commitment to learning and development through competency based training and individual personal development plans informed by the Knowledge and Skills Framework (summary guidance can be accessed via www.nhsggc.org.uk go to Career and Jobs, click Agenda for Change and select Knowledge and Skills Framework).

For more information about the benefits and discounts available to NHS Greater Glasgow and Clyde staff, visit www.nhsstaffbenefits.co.uk and www.nhsdiscounts.com
MODERN APPRENTICESHIP
ASSISTANT TECHNICAL OFFICER - DECONTAMINATION

Summary Information
Full Job Description on Page 18

Where will the apprentice be working?
This post will predominantly be based with the Central Decontamination Unit Department at Cowlairs.

What are the working hours and shift pattern?
During the programme you are expected work core hours of the site you are working on.

You will work between 12pm – 8pm however training may be carried out over different shift patterns e.g. 8am-4pm, 9am-5pm

What does the Decontamination Service do within NHS GGC?
The central decontamination unit provides a decontamination & sterilisation of re-usable medical device service to customers inclusive of Theatres and clinics within NHSGGC.

The Cowlairs CDU supports over 100 operating theatres in NHSGGC processing over 10 million theatre instruments per annum. When built it was the largest of it’s kind in Europe.

NHSGGC has installed a Da Vinci Robotics system and the Production and Estates Departments have risen to the challenge of reprocessing the highly specialist, and expensive, robotics instrumentation to the Operating Theatres. You can see one of these robots in action here

What are the common duties of this role?
Your duties will include, but are not limited to some or all of the following.

- Disassembly of complex instrumentation on return to CDU following use at theatres
- Presentation of instrumentation in such a manner to the washer disinfectors to allow correct cleaning
- Inspection of instrumentation once through the washer disinfectors, function testing instrument and reassembling them as required.
- Packing and wrapping tray in preparation for sterilisation
- Following tight guidelines for the decontamination of flexible Endoscopes
- Daily machine testing

A comprehensive list of all duties and responsibilities is given in the full job description.
Who will I be working with?
The unit includes the following internal departments:

- Domestic Services
- Estates
- Logistics
- Stores
- Information Technology
- Quality Control
- Administrative Support
- Customer Services
- Production

What type of person are you hoping to recruit?
You should have good manual dexterity and hand-eye co-ordination with excellent attention to detail, good communication and a strong team work ethic. As you will be working with colour coded instruments, trays and packs good colour perception is required.

What are the most important personal qualities required for the role?
You will need to demonstrate that you have the ability to work as part of a team however also on own initiative. You should be motivated to learn with good problem solving ability to help identify any efficiencies that could be made to make the unit work more effectively

What is the most challenging part of this role?
Staff are given a varied workload so you will need to be able to prioritise effectively and efficiently under pressure, particularly when service demand is high.

What is the most satisfying part of this job?
Technicians experience great job satisfaction ensuring the safe and efficient supply of sterile theatre instruments which directly benefits patients and clinical staff.

Longer term, how could this apprenticeship support career progress/ a career in the NHS?
Due to planned training, there can be opportunities for career progression within the field of decontamination.
THE MODERN APPRENTICESHIP PROGRAMME

Job Description

You will work to the standard Assistant Technical Officer Job Description with the expectation that you will be supported and trained to carry out all the duties and responsibilities outlined. You would not be expected to perform at Assistant Technical Officer level on appointment.

1. JOB IDENTIFICATION

This post is part of the NHS GGC Modern Apprenticeship Programme. Postholders will undertake a formal programme of education and development to support the development of the knowledge and skills required for the post.

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Assistant Technical Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible to:</td>
<td>Production Manager</td>
</tr>
<tr>
<td>Department:</td>
<td>Central Decontamination Unit</td>
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<tr>
<td>Directorate:</td>
<td>Facilities</td>
</tr>
</tbody>
</table>

2. JOB PURPOSE

The core activity of a decontamination unit (SSD) is the decontamination, assembly, packaging and sterilisation of re-useable medical devices. The post holder will undertake all tasks appropriate to the grade of Sterile Services Technician throughout the following areas of the Sterile Services Department (SSD).

- Decontamination
- Assembly/Check/Packaging
- Sterilization

It will be a requirement of all post-holders to become multi-skilled in all areas of the SSD in order to satisfy all the requirements of the post. Once fully trained in all the areas of the SSD, staff will be rostered in such a way as to rotate through the various areas on a regular basis.

The permanent base for the post holder will be the Central Decontamination Unit
at Cowlairs Industrial Estate, but there may be a requirement to work at other Decontamination sites throughout NHS Greater Glasgow and Clyde.

3. ORGANISATIONAL POSITION

3. SCOPE AND RANGE

The central decontamination unit provides a decontamination & sterilisation of reusable medical device service to customers inclusive of Theatres and clinics within NHSGGC.

The Cowlairs CDU supports over 100 operating theatres in NHSGGC processing over 10 million theatre instruments per annum. When built it was the largest of it’s kind in Europe.

The Unit is operational 24 hours per day 365 days per year.

The main users of the service are:

- Glasgow Royal Infirmary
- Gartnavel General Hospital
- Stobhill General Hospital
5. MAIN DUTIES/RESPONSIBILITIES

1. Accurate inspection/assembly and packaging of all instrumentation for use in surgical procedures to ensure continuing customer satisfaction for the benefit of patient care.
2. Cleaning of CDU equipment to comply with Decontamination Standards.
3. Compliance with all Departmental/Divisional Health and Safety Fire, Security and other policies/regulations to ensure safe working practices and a safe working environment.
4. Correct/safe operation of washer/disinfectors, sterilisers and all other CDU equipment to ensure compliance with required standards.
5. Operation of equipment to ensure traceability from CDU to each individual patient is achieved.
6. Ensure completion of Documentation to ensure traceability of equipment through the decontamination process.

6. SYSTEMS AND EQUIPMENT

Equipment
- Compressed air systems
- Washer disinfection
- Pressure Vessels (Sterilizers)
- Electronic testing equipment
- Heat Sealer
- Diathermy Tester
- Cart Washer

Systems
- Personal computer (Microsoft, Excel, Word etc.)
- Record keeping systems to ensure traceability through the decontamination process.
- Testing programmes to validate sterilizers and washer disinfectors.
- HTM 2010 Sterilizers
- HTM 2030 Washer disinfectors.
- Process logging equipment.
7. DECISIONS AND JUDGEMENTS

The Jobholder is expected to use own initiative in the operation of routine duties. This may involve making decisions on instrument repairs and functionality when checking sets and equipment.

8. COMMUNICATIONS AND RELATIONSHIPS

The Jobholder is a member of a team working to maintain continuing excellence within the CDU and is required to develop and maintain effective communication links and working relationships with the following: -

- Colleagues and staff within CDU and other Support Services Departments
- Colleagues and staff within other departments throughout the Division, e.g.: -
  - Domestic staff
  - Estate Services staff
  - Porters/Drivers

9. PHYSICAL DEMANDS OF THE JOB

PHYSICAL EFFORT/SKILLS: -

- Regular combination of sitting, standing, walking, lifting, pushing and pulling
- Requirements to exert moderate physical effort involving lifting and handling CDU equipment and stock items.
- Need for excellent hand and eye co-ordination in order to ensure accuracy and speed especially at the terminal checking process.
- Working with high risk equipment
- Lifting of heavy trays i.e.: - Ortho and Graphic Trays.
- Working with colour coded systems

MENTAL EFFORT/SKILLS:

- Flexibility of working requirements due to fluctuations in demand.
- Requirement for intense concentration during operation of equipment.
- Requirement for prolonged concentration during assembly and checking procedures.
- Ability to maintain concentration despite interruptions.

EMOTIONAL EFFORT/SKILLS:
- Handling contaminated equipment and exposure to dangerous sharps
- Stressful during training period.

**ENVIRONMENTAL DEMANDS:**
- Working with hazardous substances.
- Exposure to highly unpleasant conditions, e.g. blood and body fluids & Tissue

### 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Handling contaminated equipment and exposure to dangerous sharps and body fluids, and Tissue.
- Requirement for total concentration to ensure accuracy in all aspect of duties.
- To have confidence in taking responsibility for day-to-day performance in order to ensure provision of a high quality service.
- Prioritising own workload

### 11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

*Apprenticeship Applicants should refer to the Apprenticeship Person Specification for this role.*

The Jobholder requires to have knowledge of, be proficient in, or undertake training in the following:

- The post holder will participate in and contribute to a Personal Development Plan
- The post holder will fulfil the criteria requirements of the Knowledge and Skills Framework outline for their post
- Completion of 1 year training in all aspects of operation of equipment/machinery and policies/procedures within CDU
- Knowledge on operation of all CDU equipment including washer/disinfectors and sterilisers
- Methods of sterilisation and compatibility/suitability with equipment.
- Ability to learn and adapt to strict quality procedures.
- Ability to train new Technicians.
• Good all round education.
• Numerate, literate and practical.
• Good communication skills.
• Good team-worker
• Knowledge and understanding of NHS Glasgow Policies including:
  ➢ Environmental
  ➢ Health & Safety policies and procedures
  ➢ Infection Control
  ➢ Staff Governance
  ➢ Waste Management.
Job Title: Modern Apprentice – Assistant Technical Officer

Department: Central Decontamination

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential (✓)</th>
<th>Desirable (✓)</th>
</tr>
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<tbody>
<tr>
<td>A National 5 at Grade A to C in Chemistry or Biology (or Standard Grades 1 and 2 OR Intermediate 2 A to C) and two National 4 Qualifications (or equivalent SCQF Level)</td>
<td>✓</td>
<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Experience</th>
<th>Essential (✓)</th>
<th>Desirable (✓)</th>
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<tbody>
<tr>
<td>Keyboard experience.</td>
<td>✓</td>
<td></td>
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</tbody>
</table>

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<thead>
<tr>
<th>Behavioural Competencies</th>
<th>Essential (✓)</th>
<th>Desirable (✓)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good communication skills: verbal and written.</td>
<td>✓</td>
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<td>Demonstrates the ability to work on own initiative.</td>
<td>✓</td>
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<tr>
<td>Demonstrates the ability to work as part of a team.</td>
<td>✓</td>
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<tr>
<td>Demonstrates the ability to cope with pressure and work to deadlines.</td>
<td>✓</td>
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<tr>
<td>To be motivated, enthusiastic and flexible.</td>
<td>✓</td>
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<tr>
<td>Demonstrates problem solving ability</td>
<td>✓</td>
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<tr>
<td>Demonstrates attention to detail</td>
<td>✓</td>
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<tr>
<td>Demonstrates Manual Dexterity</td>
<td>✓</td>
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HOW TO CREATE AND SUBMIT AN ON LINE APPLICATION

USING THE NHS ONLINE JOB APPLICATION SYSTEM – www.jobs.scot.nhs.uk

Once you have located the vacancy on the job site select the “How to apply: You can apply online, click here to start the process” option

Step 1 – Create your account
To create your user account type your email address into the email box under New User Registration. This will allow you to immediately proceed to completing an application form. You will also be issued a password by email which you can use when next accessing the system. Your user name will be your email address.

This email address will be your user name for future applications and the address that all emails from the NHS Scotland Webteam will be sent - including a notification of your password – so make sure its correct before pressing register.
Step 2 – Personal Details

- Please read the instructions at the start of this section and complete as many sections as you can.
- Name known by if different is if you are called something other than your birth name – eg Catherine known as Cathy or Joseph known as Joe.
- All applicant born in the UK or European Union are eligible to work in the UK and do not require a work permit – if this applies to you answer No for work permit and Yes for eligible to work in the UK. Non UK or EU nationals should view appendix 1 at the end of this document.
Step 3 – Criminal Convictions Declaration
If the position you have applied for states that PVG Scheme Membership/Disclosure Scotland Clearance is required you must declare any unspent convictions and spent conviction that appears on either the “Offences that must always be Disclosed” or that appear on the “Offences to be disclosed subject to rules” lists. For further information visit https://www.disclosurescotland.co.uk/news/UKSCFAQs.htm
Step 4 - Qualifications and Memberships (Part C) – School, College, University and other Education History.

- For each subject you list you must include the type of qualification, the grade achieved and must include a date. If you are unsure of the exact qualification date please estimate using the last day of the month your qualification was issued eg 31/08/2015.
- For qualifications you are currently studying and have not received a result estimate the result you expect to receive and the date you estimate the results will be issued.
- All dates should be entered in number format. On submission they will revert to text and number – eg 31/08/2015 will become 31 Aug 2015. This is not an error.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Type of Qualification</th>
<th>Grade Achieved</th>
<th>Date Accomplished (if any)</th>
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<tbody>
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</table>

**Membership of Professional/Regulatory Bodies**

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<tr>
<th>Name of Professional/Regulatory Body</th>
<th>Registration Number</th>
<th>Date of Registration</th>
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Note: You must provide for each qualification or membership, entering any information you have. Please ensure you enter all details accurately and completely. This is an important part of your application. If you do not complete any sections of the application for which you have not yet submitted your registration, or evidence of qualification, please highlight your reasons for not doing so.
Step 5 - Employment History (Part C)
If you have recently left School or College and/or have no previous employment please list the
details of your school/college – see example below - and ensure the detail you type in the
Role Purpose/Summary of Responsibilities section fits inside the box without scrolling.

For those with a current or recent employment history – paid or voluntary - please see next
section.
Step 5 - Employment History (Part C)

- If you are now employed or have recently been employed in either paid or voluntary employment provide those employment details here. If you are still working in the job the “to date” should be 21/21/2112. If this is a job you have now left and you are not currently employed on a paid or voluntary basis please ensure you include your last working day as day, month and year.

- Other jobs if any can be listed in the Previous Employment Section. If you can’t be precise about dates please include an estimate date – day, month and year.

- Make sure that you do not repeat the detail on the Present or Most Recent post in the employment history. If space allows you can also include any school or college work experience or work placements and any voluntary work.
Step 6 – Other information

- In this section please ensure that your application includes full referee details one of whom must be your current or most recent employer (paid or voluntary employment). If you have previous employment – paid or voluntary - you can provide a character references (not friends or family members) and a reference from your school and college.

- If you have a disability you are not required to disclose it however we do operate a guaranteed interview scheme for disabled applicants who meet the minimum selection criteria. If you have declared a disability and require special requirements for interview please let us know.

- Only include details if your driving licence if the post you are applying for has specified that a driving license is essential.
Step 7 – The Statement in Support of Application

Your supporting statement is your opportunity to tell us why, aside from meeting the minimum requirements for the Modern Apprenticeship Programme you want take part.

Make sure your statement isn’t longer than 50 lines (approx 1 A4 page including paragraph spaces) doesn’t include any bullet points or symbols and includes all the detail requested in the information pack. You might find it helpful to draft your statement in MS Word or a similar programme to ensure that you have checked the length, spelling and grammar.

Once you have pasted it into the box if you are not certain of length check the number of lines including paragraph spaces before you submit.

Please do not exceed the 50 line limit as although you may be able to view on screen, your additional text may not be visible to the shortlising panel.
Step 8 – Equal Opportunities information
We are an equal opportunities employer but the only way we can ensure this is by recording certain information about the people who apply for or jobs. This data is confidential and is not part of the selection process, is not retained with your application and is used for monitoring purposes only. **If you do not wish to provide any data please select “prefer not to answer” but please note that as the funding for modern apprenticeships is linked to your Age you must provide your date of birth.**
If you do not wish to provide any data please select “prefer not to answer” but please note that as the funding for modern apprenticeships is linked to your Age you must provide your date of birth.
Step 9. Submitting your application. If you have fully completed all the required sections you will see the option below to submit. **If you do not see the submit option please see next page.**
If you have not fully completed your application under the “Update your Application” section you will see what error is preventing your application submission. Once all sections are properly completed you will see the submit application option.
Step 9 – Confirmation that your application has been successfully submitted
You will see an onscreen message confirming successful submission and receive an email to the email address you created your account confirming submission. Please ensure you check your email inbox including junk mail folders for this email and make sure you keep this email as confirmation of submission. You will receive an additional confirmation from NHS Greater Glasgow and Clyde when we receive your application from the NHS Scotland Jobs Website.
Appendix 1

Right to work in the UK
Any one of the documents listed below will provide the necessary evidence of the right to work in the UK.

If selected for interview and appointment you will be asked to produce evidence of our right to work the UK.

The document provided must be the original.

- A passport showing that the holder is a British citizen, or has the right of abode in the United Kingdom.
- A document showing that the holder is a national of a European Economic Area country* or Switzerland. This must be a national passport or national identity card.
- A residence permit issued by the United Kingdom to a national from the European Economic Area country or Switzerland.
- A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland.
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on their stay.
- A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work the employer is offering if they do not have a work permit.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment

OR

Two of the documents in the combinations listed below will provide evidence of the right to work in the UK. The documents provided must be the originals.

First Combination

- A document giving a person’s permanent National Insurance number and name. This could be a: P45, P60, National Insurance card, or a letter from a Government agency

AND one of the following documents

- A full birth certificate issued in the United Kingdom, which includes the names of the holder’s parents or
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland or
- A certificate of registration or naturalisation stating that the holder is a British citizen or
- A letter issued by the Home Office which indicates that the person named in it can stay indefinitely in the United Kingdom or has no time limit on their stay or
- An Immigration Status Document issued by the Home Office with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom or has no time limit on their stay or
- A letter issued by the Home Office which indicates that the person named in it can stay in the United Kingdom; and this allows them to do the type of work that the employer is offering or
- An Immigration Status Document issued by the Home Office with an endorsement indicating that the person named in it can stay in the United Kingdom; and this allows them to do the type of work that the employer is offering.

**Second combination**

- A work permit or other approval to take employment that has been issued by Work Permits UK

**AND one of the following documents**

- A passport or other travel document endorsed to show that the holder is able to stay in the United Kingdom and can take the work permit employment in question or
- A letter issued by the Home Office confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question.