

## Recommendation of the Quality Task Group (122)

# Job descriptions for employees

Authors: C. Graßhoff, K. Gehrman, U. Zimmermann, T. Appel, T. Gerasch

qualitaet@dgsv-ev.de

### ■ Introduction

A job description sets out tasks, powers and competencies. The actual content will depend on the purpose of the job description. The focus is not the job holder but on the job itself.

The job description is a **HUMAN RESOURCES MANAGEMENT INSTRUMENT** used for, inter alia, performance assessment or setting goals. But persons interested in taking up employment in a RUMED can also evaluate, thanks to the detailed description, whether they meet the preconditions for the position described.

A job description is a prerequisite to ensuring that every employee is familiar with the goals to be achieved as well as the tasks, powers and responsibilities involved. As such, job descriptions constitute an obligatory component of the **QUALITY MANAGEMENT SYSTEM**.

This recommendation is intended as guidance to compilation of job descriptions for employees. The same structure may be used to formulate job descriptions for more senior managerial roles (shift management, mentors, etc.) but that is not the focus of the present recommendation.

Among the compilation guides that can be consulted to cover all aspects of the RUMED is the reprocessing circuit drawn up by the German Society of Sterile Supply (DGSV). The most important tasks discharged by an employee for each **REPROCESSING STEP** can be described, together with the skills required.

If there is a QM system already in place in the respective institution/practice, the job description can be drafted using the same structure.

Once a draft has been drawn up, it is useful to create an outline for the job description and using headers enter the text (this may already be specified in the quality management system).

The outline can be designed as follows:

#### 1. Designation of position

The designation should explain in one or two words the key aspects of the position (e.g. RUMED employee)

#### 2. Goals

Professional reprocessing of medical devices

#### 3. Hierarchical superiors

Management board, economic operator, RUMED management, shift management, etc., possibly, with reference to an organigram

#### 4. Qualifications/prerequisites

Willingness to learn, discipline and reliability, team spirit, willingness to do shift work and overtime, deep sense of responsibility and of quality consciousness, good grasp of technical processes, physical and psychological fitness, willingness to achieve the Specialist Training Course 1 qualification awarded by the DGSV – if not already in possession of that, willingness to engage in continuing professional development.

#### 5. Tasks

The job description should set out the tasks to be discharged by the job holder (as in the draft). These include all daily, weekly, monthly tasks or tasks done whenever needed (for example, participating in projects).

#### 6. Powers/competencies

All powers accruing to the job holder should be clearly described, including what decisions the job holder is authorized to make. The competencies, qualifications, specialist knowledge, capabilities and skills of importance for the various reprocessing steps can be described here.

**A JOB DESCRIPTION IS A HUMAN RESOURCES MANAGEMENT INSTRUMENT** and can be used for setting goals or performance assessment.

**THE JOB DESCRIPTION IS A COMPONENT OF THE QUALITY MANAGEMENT SYSTEM** and describes the responsibilities involved.

**FOR EACH REPROCESSING STEP** the most important tasks are described, together with the skills required.

### OUTLINE



Once the job description has been completed, it is generally set up as a QM-linked document. When published within the department, job descriptions will assure transparency for all parties involved and, if necessary, can serve as a basis in conflict resolution, when responding to criticism or in appraisal interviews.

## TEMPLATE

### ■ Template

Designation of position

Entry-level employee

#### Goals

- Professional reprocessing of medical devices in compliance with
- Service instructions
- Orders and standards
- Legal and collective agreements
- Applicable regulations on infection control/hygiene and occupational safety and health

#### Hierarchical superiors

Employees are subordinate to the RUMED management; at shift level, the shift management is authorized to issue instructions.

#### Qualifications/prerequisites

- Willingness to learn, discipline and reliability, team spirit
- Willingness to do shift work
- Deep sense of responsibility and of quality consciousness
- Good grasp of technical processes, physical and psychological fitness
- Willingness to achieve the Specialist Training Course 1 qualification awarded by the DGSV – if not already in possession of that,
- Willingness to engage in continuing professional development

#### Tasks

- Professional reprocessing of medical devices in compliance with the applicable procedural instructions (PIs) and standard operating procedures (SOPs)
- Work activities in the unclean area
  - Management of incoming contaminated medical devices destined for automated and/or manual cleaning/disinfection and conduct of the same
  - Proper operation of washer-disinfectors and ultrasonic bath
- Work activities in the clean area
  - Release of the cleaned medical devices
  - Care and inspection of disinfected and cleaned medical devices, functional testing and inspection for cleanliness
  - Packing instrument trays and sets as per the packing list and shrink-wrapping of single instruments, labelling and documentation
  - Batch assembly and transfer for sterilization
  - Proper operation of sterilizers, incl. conduct of routine checks
  - Inspection and release of sterile supplies
  - Storage and handout of sterile supplies
- Continual update of QMS and active participation in continuing improvement process
- Cost-conscious use of auxiliary and work materials while taking account of ecological demands
- Adoption of behavioural practices vis-à-vis clients and suppliers which reflect the institution's quality policies