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# Staff Decontamination LDU Roles & Responsibilities and Training

# Staff Roles and Responsibilities for Decontamination

It is important that all members of staff know their specific role and responsibilities. The details of each staff member’s role in relation to infection control and decontamination are included specifically in their job description. [An example Job Description for a member of staff with LDU responsibilities is included within the MDDP documents.]

The following table includes examples of individuals who can perform each role.

# Local Decontamination Unit Staff Roles and Responsibilities

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| **Designation** | **Roles and Responsibilities** | **Member of Practice Staff or External Personnel/Organisations Responsible** |
| Management | Person accountable for the overall operation of the premises | [e.g. Practice Owner, Body Corporate or their designated representative] |
| User | Person with designated responsibility for the day-to-day management of the LDU, the decontamination equipment and the Operators | [e.g. Senior Dental Nurse or Practice Manager] |
| Operator | Operates the decontamination equipment, noting readings and general housekeeping duties | [e.g. Dental Nurse, LDU Operator] |
| Competent Person (Pressure Vessels) | Provides the written scheme of pressure vessel examination (sterilizers only) | [e.g. Representative of the company providing that service e.g. the insurance company or supplier] |
| Competent Person (Decontamination) | Carries out maintenance as per manufacturer's instructions repairs (as required), periodic testing and validation | [e.g. Representative of contracted company e.g. equipment supplier] |
| Authorising Engineer (Decontamination) | Qualified person to providing independent auditing and advice on use of decontamination equipment | [The AE(D) service in Scotland is provided by Health Facilities Scotland. There are relatively few of these specialists. Contact your Health Board who may enable the GDS to access an AE(D)] |

Further information about these roles and responsibilities are provided in [SHTM 01-05 Part C](https://www.nss.nhs.scot/publications/management-equipment-and-process-of-the-decontamination-of-dental-instruments-in-a-local-decontamination-unit-ldu-in-nhsscotland-shtm-01-05/)

# Decontamination Training

Effective infection control and decontamination depends on all staff involved knowing what to do and why they must do it.

* Staff should be trained appropriately in relation to their role within the practice.
* The roles should be detailed within their specific job descriptions.
* New staff must have infection control training as part of their induction to ensure their own safety and that of patients.
* This training should provide underpinning knowledge and all the necessary practical skills.
* The competency of the new staff member should be assessed before they are allowed to work unsupervised. The competency of existing staff should be reviewed annually.

### Training opportunities

* A short e-learning programme is available through the [NES Dental Portal](https://portal.scot.nhs.uk/)\* which could be used as part of an induction programme.
* Other courses are available that will provide the underpinning knowledge in infection control and decontamination for all dental team members. These can be booked through the [NES Dental Portal](https://portal.scot.nhs.uk/)\*.
* NES can offer in-practice training in aspects of infection control and decontamination. More information is available through the [NES Dental Portal\*](https://portal.scot.nhs.uk/) and [TURAS.](https://learn.nes.nhs.scot/29083/clinical-effectiveness/quality-improvement-in-practice-training-infection-control-and-decontamination/in-practice-training-covid19)

\* A portal account is required.

# Training records

Training records must be kept for all dental team members. The GDC asks for an annual declaration of CPD hours. These should be recorded and retained along with any certification of verifiable hours.

## To help to ensure that all the important aspects are covered in training, checklists of infection control topics for induction training of new staff and ongoing CPD of existing staff are included within the MDDP documents.

**Version history**

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| **Date** | **Version No.** | **Summary of change(s)** | **Updated by** | **Next review date** |
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