



The Institute of Healthcare Engineering and Estate Management

Assessment of Authorising Engineer [Decontamination] - AP(D)

Name of Candidate	
Date of Assessment	
Assessor	
Names of others present	
Name of site (s)	
Name of Healthcare Establishment	

The table below contains the scores assessed by the appointed AE(D) for the Healthcare establishment and their performance at interview using the following analysis to reach a judgement on the candidate's suitability for the role of AP(D) for a particular site or sites.

Section	Max	Score	Comments
A	20		
B	20		
C	10		
D	10		
E	10		
F	10		
G	10		
H	10		
Total	100		

- **Recommend appointment** _____
- **Do not recommend the appointment** _____

Signed by AE(D) _____

Print name _____

Further comments

- Recommend additional training or courses if not appointed
Details -

- Recommend appointment with further mentoring that require further improvements
Details –

Guidance notes

1. The AE(D) should attend site to be familiar with the site, equipment and decontamination policies and contracts
2. Management structures and relevant personnel responsible for decontamination processes.
3. Understand the validation schedules for all the decontamination equipment involved.
4. Information and evidence is required to carry out the assessment – prior access to the documentation can be an advantage
5. Record of the decontamination equipment the candidate has worked on
6. Relevant qualifications attained
7. Decontamination courses attended
8. Manufacturer course attended in the factory or on site
9. Experiences achieved
10. Examples of written or test reports as carried out by the candidate



Assessment of candidate for the role of an AP(D) as described in the NHS guidance documents and HTM [WHTM] 01.01

For use by the AE(D) only [pages 3,4 and 5]

Section A

Has the candidate attended relevant courses and received correct level of education and training

Examples of topics and guidelines

- List the relevant courses attended?
- Has the candidate attended the AP(D) course at an agreed education centre?
- What decontamination equipment courses has the candidate attended?
- Were the levels of the courses attended satisfactory?
- List appropriate testing courses attended and when.
- Contact and regular discussions with the appointed AE(D)

Assessment score/20. Pass/fail

Section B

Has the candidate demonstrated sufficient knowledge of the decontamination equipment installed on the site(s) and as used?

Examples of topics and guidelines

Clear demonstration of HTM [WHTM] testing and validation schedules

- What types of departments do you attend or advise?
- Sterile Service Departments, size and details of equipment under the control of the candidate
- On site or off site facilities involved?
- Independent facilities or NHS control
- Radiology
- Endoscopy
- ENT clinics
- Outpatient's clinics [list]
- Early pregnancy clinics
- Maternity
- Theatres

Assessment score/20. Pass/fail

Section C

Has the candidate oversee test reports or testing contracts and have an asset register of equipment used within the Healthcare Facility?

Examples of topics and guidelines

- Is a permit to work system been employed?
- Equipment
- Sterilizers
- Washer disinfections
- Who carries out the testing, annuals and quarterlies?
- Who oversees the testing?
- Who controls the testing contracts?
- Who holds and manages the equipment register?
- Contact and regular discussions with the appointed AE(D)

Assessment score/10. Pass/fail



Section D

Assess if the candidate is able to exercise independent technical knowledge and judgement within his/her Healthcare establishment

Examples of topics and guidelines

What actual role does the candidate carry out in the work situation
Examine the candidates position within their management structure
Access to guidance and standards -documentation for reference
Able to influence maintenance schedules and safe working
Input to CP(D) education and training needs
Involvement in the procurement process of decontamination equipment

Assessment score/10.

Pass/fail

Section E

Can the candidate demonstrate that he/she has kept up to date with NHS guidance and National Standards?

Examples of topics and guidelines

Can he/she list or openly discuss the documentation available for use and where it is kept
Discuss the latest guidance
Discuss the EN standards that are key to the various procedures
How do they keep informed of the latest documentation?
Discuss any seminars attended that are relevant to the role.
Is the candidate a member of an Institute or Professional body?
Contact and regular discussions with the appointed AE(D)

Assessment score/10.

Pass/fail

Section F

Assessment of the candidate in the management of processes and involvement in industrial/human relations

Examples of topics and guidelines

Describe their position in their employment structure
Does the candidate have sufficient standing in that organisation to carry out this role?
Discuss any difficult working relationships that maybe present that effects this role
How will the candidate have goods communication across the Healthcare organisation?
Describe ant relationships that he/she has with any of the relevant decontamination contractors -testing – maintenance etc....

Assessment score/10.

Pass/fail

Section G

Assessment of the candidate in the development work within their Organisation and equipment for new products and installations

Examples of topics and guidelines

Describe their position for advice on testing requirements and validation work
Appointments of testing contracts or CP(D) appointments within their own organisations
Any meetings or attendance at seminars or planning meetings – especially on new equipment supplies
Contact and regular discussions with the appointed AE(D)
Assess the candidate's ability to understand their audit work on test reports
Check that the candidate has access to planning and installation meetings

Assessment score/10.

Pass/fail

Section H

Assessment of the candidate for interpersonal skills, manner and impact on the proposed role as an AP(D)

Examples of topics and guidelines

Examples of enthusiasm
Discuss their work input to date
Relationships with various hospital managers
Does the AE(D) think the candidate will be independent in thinking and actions to protect the patient above possible financial controls for example.

Assessment score/10.

Pass/fail

Notes

- The AP(D) will need to have adequate technical knowledge of the decontamination equipment on his/her site[s] and having received appropriate training in their use and testing methods. The appointment will be made by the Trust management to be responsible for the practical implementation and operation of management's safety policy and procedures relating to the engineering aspects of decontamination equipment.
- The appointment by the Trust or Healthcare Establishment, will be made in conjunction with the advice provided by the appointed AE(D). Larger organisations or sites may need more than one AP(D) due to scale, or operational duties to ensure that appropriate cover is provided.

The Policies and Principles section of Health Technical Memorandum 00, Best Practice Guidance for Healthcare Engineering, describes the structure and the core suite of nine subject areas for guidance, of which the latest HTM01 [and WHTM 01.01] suite refers to decontamination. **Reference to the Devolved Administrations of Healthcare in Scotland, Northern Ireland and Wales is essential for the applied guidance and the applied structures set up and agreed in those areas of the United Kingdom.**