J

O

B

D

E

S

C

R

I

P

T

I

O

N



***“Our vision is to provide safe, high quality seamless service delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust Values”***

|  |  |
| --- | --- |
| **JOB DETAILS** | |
| **Job Title** | Clinical Technologist |
| **Reports to** | MEM Clinical Engineering Manager |
| **Band** | Band 4 |
| **Department/Directorate** | Medical Equipment Management / Estates & Facilities Management |

|  |  |  |
| --- | --- | --- |
| **JOB PURPOSE** | | |
| * To provide technical services in the form of maintenance, calibration and repair of medical devices throughout the trust. * To provide technical support for a wide range of medical devices across the Trust and Community sites. Including ward-based devices and specialised equipment used in Surgery / Medicine / Specialist Services. | | |
| **KEY WORKING RELATIONSHIPS** | |  |
| * Service Manager * MEM Workshop Manager * Senior Clinical Technologists * Clinical Technologists * Medical Device Library (MDL) Staff * Medical Staff: Consultants, Doctors, Nursing Staff, AHP’s and OPD’s * PCT, DPT, GP Surgeries * Equipment Manufacturers and Suppliers * Service Users / External Contracts * Admin Team | | |
| **ORGANISATIONAL CHART** | | |
|  | | |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** | | |
| **Key Knowledge and Skills**   * Works with team members and senior staff to ensure allocated workloads are completed within timescales. * Able to prioritise work and effectively respond to changing circumstances as and when required. * Liaises with equipment users and department managers to arrange service visits around test equipment availability and operational requirements. * Understands the specific hazards associated with medical devices for own area of work, e.g. Infection control, dust, compressed gases and electricity. * Maintenance of detailed records of medical device defects, the work undertaken, materials used and other expenditure incurred, all in accordance with the departmental quality assurance management system. * Understands the limits of own knowledge / competence and when to refer to a senior member of staff.   **Finance and IT**   * Maintains stock levels with agreement from Head of Section. * Effectively services and repairs equipment in terms of cost, quality and timeliness. * Assists other sections of Support Services to achieve outcomes with help and advice.   **Quality and Safety**   * Completes service documents accurately and in a timely manner. * Works to prescribed protocols and guidelines, refers to senior technicians as required. * Promotes evidence-based practice and seeks opportunities for improvements and development across the service. * Works to, within the departmental Quality Assurance system. * Presents a positive image of self and department and actively promotes the activities of the department. * Maintains a portfolio of CPD (Continued Personal Development) | | |
| **COMMUNICATION/RELATIONSHIP SKILLS** | | |
| * Able to effectively communicate information verbally and in written English to a range of people. * Responds to and escalates any foreseeable issues with Medical Devices and communicates requests for assistance as appropriate. * Communicates with all service users in a professional manner and reacting as appropriate. * Works with and supports other sections within MEM to achieve required standards and outcomes. | | |
| **PHYSICAL SKILLS** | | |
| * Ability to concentrate for long periods of time and follow set processes. * Ability to utilise specialist tools and test equipment which requires concentration and excellent hand eye co-ordination. * Ability to work in clinical locations, ensuring safe working practices for staff, patients and self. * Ability to lift heavy loads > 10/15kg. * To work in a clean, methodical and uncluttered manner. | | |
| **INFORMATION RESOURCES** | | |
| * Maintaining and processing of relevant information associated with the acceptance and commissioning of medical devices. * Inputting servicing information into the computerised asset management system. * Adheres to Trust confidentiality and Data protection requirements. | | |
| **OTHER RESPONSIBILITIES** | | |
| * Establish a portfolio of Continuous Professional Development (CPD). * Be able to work unsupervised. * Driving Licence and ability to drive between sites at short notice. * To take part in regular performance appraisal. * Understand limits of own knowledge and competency and escalate concerns to Line Manager as necessary. * To undertake any training required in order to maintain competency, including mandatory training, e.g. Manual Handling, Fire Safety, etc.… * To contribute to and work within a safe working environment. * The post holder is expected to comply with Trust Infection, Prevention & Control policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection. * As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s *Disciplinary & Appeals Policy*) up to and including dismissal. | | |
| **THE TRUST- VISION AND VALUES** | | |
| Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust values. Our Trust values are:   * Honesty, Openness & Integrity; * Fairness; * Inclusion & Collaboration; * Respect & Dignity.   We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.  We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.  We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards. | | |
| **GENERAL** | | |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the Manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462. | | |
| **POST** | Clinical Technologist (Medical Equipment) | |
| **BAND** | 4 | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
|  | | | | | |
| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
| Contact with patients | N |  |  |  |  |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | Y | ✓ |  |  |  |
|  | | | | | |
| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
|  | | | | | |
| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | Y | ✓ |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | Y | ✓ |  |  |  |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
|  | |  |  |  |  |
| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
|  | | | | | |
| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  | ✓ |
| Heavy manual handling (>10/15kg) | Y |  | ✓ |  |  |
| Driving | Y |  |  | ✓ |  |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | Y |  |  |  | ✓ |
| Physical Effort | Y |  | ✓ |  |  |
| Mental Effort | Y |  |  |  | ✓ |
| Emotional Effort | N |  |  |  |  |
| Working in isolation | Y |  |  | ✓ |  |
| Challenging behaviour | Y | ✓ |  |  |  |

|  |  |  |
| --- | --- | --- |
| Requirements | At Recruitment | At Annual appraisal |
| QUALIFICATION / TRAINING  Engineering UK national level 3 Qualifications or above.  Experience in Engineering role with relevant qualifications and experience (min 12 months).  Member of the RCT (Register of Clinical Technologists) or meets entry criteria.  Portfolio of product specific technical training courses and experiences.  Willingness to undertake further learning and development | D  E  D  D  E | E  E  D  E  E |
| KNOWLEDGE/SKILLS  Experience of performing maintenance tasks on electrical/mechanical equipment.  Familiarity with technical problem solving.  Manipulation of fine tools with high degree of accuracy.  IT literate, able to use standard office software.  Able to effectively communicate complex information verbally and in written English. | E  E  E  E  E | E  E  E  E  E |
| EXPERIENCE  Previous experience of working within healthcare environment.  Experience of servicing and maintaining Electronic/Mechanical/Computerised devices.  Experience of working with Medical gases.  Experience of servicing Medical devices.  Familiarity with technical problem solving. | D  E  D  D  E | E  E  E  E  E |
| PERSONAL ATTRIBUTES  Methodical & tidy in the work environment.  Confident with ability to be diplomatic when necessary.  Understands limits of own knowledge.  Possess initiative and self-motivation, yet able to work as part of a team.  Logical thinker under pressure  Able to effectively communicate information verbally and in written English | E  E  E  E  E  E | E  E  E  E  E  E |
| OTHER REQUIREMENTS  Full driving licence.  Manual handling of loads up to 10/16Kg Subject to the Trusts Manual Handling guidelines.  Clean & smart appearance. | E  E  E | E  E  E |

P

E

R

S

O

N

S

P

E

C

I

F

I

C

A

T

I

O

N