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** | MEM Clinical Engineering Technologist |
| **Reports to** | MEM Clinical Engineering Manager |
| **Band** | Band 5 |
| **Department/Directorate** | Medical Equipment Management / Facilities |

|  |  |  |
| --- | --- | --- |
| **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 standard ward-based devices and specialised equipment used in Surgery/Medicine/Specialist Services and Renal services. | | |
| **KEY WORKING RELATIONSHIPS** | |  |
| * Service Manager * MEM Clinical Engineering Manager * Chief Renal Technician * Senior Clinical Engineering Technologists * Engineering Technologists * Medical Device Library (MDL) staff * Medical Staff: Consultants, Doctors, Nursing Staff, AHP’s and OPD’s * ICS, DPT/CFHD and GP Surgeries * Equipment Manufacturers and Suppliers * Service Users * Admin Team | | |
| **ORGANISATIONAL CHART** | | |
|  | | |
| **KEY RESULT AREAS / PRINCIPAL DUTIES AND RESPONSIBILITIES** | | |
| **Key Responsibilities:**     * Works with team members and senior staff to ensure allocated workloads are completed. * Prioritises work and responds effectively to changing circumstances including emergency repair / breakdown requests. * Works flexibly, dealing with interruptions and responding to changing priorities. * Competent to perform planned maintenance, diagnose complex equipment faults and perform corrective maintenance on highly complex medical devices and systems. * Understands the specific hazards associated with medical devices for own area of work e.g. infection control, dust, compressed gases and electricity. * Evaluates and commission’s new equipment. * Able to follow and understand highly complex servicing manuals and service documentation. * Ability to manage changes and development within specialist area. | | |
| **COMMUNICATION / RELATIONSHIP SKILLS** | | |
| * Able to effectively communicate complex information in oral and written English to a range of people. * Arranges service visits taking into account test equipment availability and operational requirements. * Communicates with service users in a professional manner, reacting to requests for assistance as appropriate. * Communicates with equipment suppliers and engineers covering a range of issues, often involving highly complex, non-routine matters. * Provides support and training for junior staff, trainees, students and medical staff. * Assists other sections within MEM to achieve required standards and outcomes. * Presents a positive image of self and department. | | |
| **FINANCE AND IT** | | |
| * Maintains stock levels with references to MEM Clinical Engineering Manager. * Orders and requisitions replacement parts as required. * Exercises budgetary control appropriate to economical repair requirement. * Completes full, accurate and timely service documentation. * Produces reports, using departmental database records and supplier information as required. * Develops and provides information to users as requested. | | |
| QUALITY AND SAFETY | | |
| * Maintains and efficient and safe working environment on both the workshop and during field servicing. * Applies risk assessment judgment to maintenance problems and acts accordingly. Consider the implications of hazards when working on faulty equipment e.g. compressed gases, electricity and infection control. * Effectively services and repairs equipment in terms of quality and timelines. * Promotes evidence based practice and seeks opportunities for improvement and development across the service. * Works with the departmental Quality Assurance system. * Participates in internal auditor rota. * Maintains a portfolio of Continued Personal Development (CPD). * Works within professional code of conduct. Refers to senior staff when necessary. * To take part in regular performance appraisal. * To undertake any training required to maintain competency including mandatory training i.e. Fire and Manual Handling. * The post holder is expected to comply with the Trust Infection Control Policies and conduct himself / herself at all times in such manner to minimise the risk of healthcare associated infection. | | |
| **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 > 15kg. | | |
| **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. * Attending and participating in technical team and departmental meetings and discussions. | | |
| **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. * Support the training plans of junior members of staff as necessary. | | |
| **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:   * Compassion * Inclusion * Integrity * Empowerment   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 RDUH NHS Trust 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** | MEM Clinical Engineering Technologist | |
| **BAND** | 5 | |

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Engineering degree or HNC (or equivalent) plus relevant experience.  Member of the RCT (Register of Clinical Technologists) or meets entry criteria.  Portfolio of product specific technical training courses and experiences. | **E** | **D**  **D** |
| **KNOWLEDGE/SKILLS**  Understands the principles of wide range Medical Devices  Able to perform and understand the importance of electrical safety testing.  Able to use technical manuals to aid problem solving and informed decision making.  IT literate, able to use standard office software.  Able to effectively communicate highly complex information in oral and written English. | **E**  **E**  **E**  **E** | **D** |
| **EXPERIENCE**  Relevant experience in equipment servicing, workshop practices and techniques.  Experience of servicing medical devices.  Familiarity with technical problem solving. | **E**  **E** | **D** |
| **PERSONAL ATTRIBUTES**  Methodical and 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.  Able to effectively communicate complex information in oral and written English. | **E**  **E**  **E**  **E**  **E** |  |
| **OTHER REQUIREMENTS**  Driving Licence and ability to travel between sites.  Clean and smart appearance.  Manual Handling loads up to 16kg (Subject to the Trust’s Manual Handling guidelines.  **The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.**  **Ability to travel to other locations as required.** | **E**  **E**  **E** |  |

P

E

R

S

O

N

S

P

E

C

I

F

I

C

A

T

I

O

N

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **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 (>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 | 🗸 |  |  |  |