

JOB DESCRIPTION

JOB DETAILS	
Job Title	Workshop Engineer
Reports to	Workshop Lead
Band	Band 3
Department/Directorate	Wheelchair Service / Eastern Acute Therapies Cluster

JOB PURPOSE

To repair and modify NHS wheelchairs in line with NHS prescriptions, guided by local procedures, using own expertise and manufacturer guidance.

To meet local KPIs, striving for excellence in patient care and service delivery, upholding Trust values at all times.

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

In line with department Standard Operating Procedures (SOPs) and manufacturing literature you will repair and modify wheelchairs as per service user requirements.

Using hand and powered tools to cut shape and bend a manner of materials including wood, plastic and metal

Carry out short notice emergency repairs which will require liaising with the admin and stores department

Reprogramming and refurbishing powered wheelchairs

Using technical drawings / manuals to fabricate new parts

Build/modify wheelchairs to a prescription provided by the Rehabilitation Engineers.

Check work to ensure that all work produced meets service and patient specific standards.

Complete all relevant safety checks raising hazards, incidents and near miss forms where appropriate and have an underpinning knowledge of the associated Risk Assessments

You will need to complete any department documentation in the time specified by the Workshop Lead

Participate in on call rota (on average 1 in 4). Includes possible weekend working whilst on call

Complete reconditioning of wheelchair cushions when required

You will be required to undertake all aspects of Team Working, Lean and Continuous Improvement principles and participate in any other projects or tasks as necessary readily suggesting improvements if and when identified.

KEY WORKING RELATIONSHIPS

Areas of Responsibility: as described above

No. of Staff reporting to this role: 0

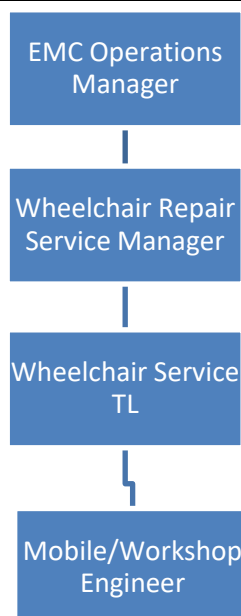
The post holder is required to deal effectively with staff of all levels throughout the Trust.

In addition, the post holder will deal with the wider healthcare community, external organisations and the public, this will include verbal, written and electronic media.

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> • Associate Clinical Services Manager • Wheelchair Repair Service Manager • Therapy and Rehabilitation Leads • Rehabilitation Engineers and Technicians • Wheelchair Therapists • Mobile Engineers • Admin Line Manager • Admin Team Leaders • Admin Teams • Stores Team Lead • Stores administrators • Engineering Support Lead • Workshop Lead 	<ul style="list-style-type: none"> • Patients • Carers • Referrers (e.g. Physiotherapists and Occupational Therapists) • Schools • Suppliers • Commissioners

ORGANISATIONAL CHART



FREEDOM TO ACT

- Guided by own knowledge, local procedures and manufacturer guidance
- Prioritises own workload based upon clinical urgency and waiting times (as defined by clinical team)
- Works autonomously
- Senior member of the team available for advice where required

COMMUNICATION/RELATIONSHIP SKILLS

- Communicates with team members and suppliers in relation to prescriptions, problems, options, solutions and techniques. Able to offer advice and also ask for and accept it
- On occasions, service users may exhibit challenging behaviour and have unrealistic expectations. This will require skills to de-escalate

ANALYTICAL/JUDGEMENTAL SKILLS

- Interprets technical material, relating to both powered and manual wheelchairs, to undertake repairs; interprets technical drawings supplied by Rehabilitation Engineers to complete modifications to equipment

<ul style="list-style-type: none"> • Problem solve and find solutions to repair faulty equipment and articulates process followed when more senior input required to complete repair • Escalate any faults as required, including those to be reported to the MHRA
PLANNING/ORGANISATIONAL SKILLS
<ul style="list-style-type: none"> • Guided by line manager to ensure jobs are prioritised correctly. • Complete relevant documentation within agreed timeframes.
PATIENT/CLIENT CARE
<ul style="list-style-type: none"> • Indirect patient contact at the Mobility Centre. Responsible for ensuring the equipment delivered to patients is safe and meets the prescription • During regular on-call duties, will have direct patient / carer contact and be required to provide technical advice on equipment use and signposting information
POLICY/SERVICE DEVELOPMENT
<ul style="list-style-type: none"> • Able to give input into process changes and service development. To actively make suggestions to improve service efficiency and patient care
FINANCIAL/PHYSICAL RESOURCES
<ul style="list-style-type: none"> • Responsible for appropriate and safe use of specialist tools and equipment, for example iPads, lathes and bandsaws. • Monitor stock levels of tooling accessories to ensure effective procurement for service delivery
HUMAN RESOURCES
<ul style="list-style-type: none"> • To undertake training as required to maintain competency/comply with Trust policies • Attend manufacturer training and familiarisation of new equipment, as required.
INFORMATION RESOURCES
<ul style="list-style-type: none"> • Ensure accurate records are kept to evidence work undertaken decisions made, stock used and conversations which take place
RESEARCH AND DEVELOPMENT
<ul style="list-style-type: none"> • Participate in stock take and audits as required in area of work
PHYSICAL SKILLS
<ul style="list-style-type: none"> • Ability to undertake work practices which require excellent hand eye co-ordination when undertaking repairs or modifications to equipment • Ability to utilise keyboard skills to input and review data accessing service IT system(s). • Use of tools and electrical equipment to manipulate wheelchair equipment to carry out repairs and maintenance
PHYSICAL EFFORT
<ul style="list-style-type: none"> • Ability to lift heavy loads <15kg • Able to stand for long periods of time, (up to approx. 7 hours per day), particularly when working on complex modifications • On a daily basis there is a requirement for frequent, short distanced and repetitive moderate effort • To undertake manual handling tasks, including the manoeuvring, loading and unloading of heavy (<15kg) or awkward objects, e.g. powered chairs and batteries. • Daily physical exertion, lifting, pulling, pushing.
MENTAL EFFORT
<ul style="list-style-type: none"> • Daily requirement to concentrate to problem solve with constant attention to detail as works completed are required to fulfil prescription, be safe for the patient and meet all required standards
EMOTIONAL EFFORT
<ul style="list-style-type: none"> • Need to prioritise heavy workload with competing demands and Service User prioritisation
WORKING CONDITIONS
<ul style="list-style-type: none"> • Workshop environment which can be noisy due to use of tools and machinery • Workshop environment and therefore can have moderate exposure to a dusty environment • Potential contact with body fluids from wheelchair equipment currently on issue to service users or equipment which has been returned back into the service in readiness for reconditioning. Potential contact with body fluids through reconditioning of wheelchair cushions returned back into service
OTHER RESPONSIBILITIES
Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Contribute to and work within a safe working environment

You are expected to comply with Trust Infection 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 policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

DISCLOSURE AND BARRING SERVICE CHECKS

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

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.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

PERSON SPECIFICATION

Job Title	Workshop Engineer
------------------	-------------------

Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING Level 3 NVQ in relevant subject or equivalent qualification/ experience Basic numeracy, literacy and IT skills are required GCSE standard or equivalent	E E E	
KNOWLEDGE/SKILLS Knowledge of procedures for testing, repair and maintenance of equipment. Linguistic skills: Able to communicate clearly in English and interpret technical manuals to problem solve Computer skills: Ability to navigate IT systems with bespoke training	E E E	
EXPERIENCE Experience of working in a mechanical, engineering or manufacturing environment. Healthcare experience		D D
PERSONAL ATTRIBUTES Able to work as a team member Able to work independently Good interpersonal skills Good Communication skills Ability to be empathetic Able to work under pressure Be conscientious and flexible Have an eagerness to learn, participate in training and to develop self Ability to carry out repetitive tasks	E E E E E E E E E	
OTHER REQUIREMENTS Full driver's licence. Flexibility to work evenings and weekends as part of a rota Able to work with hand tools and industrial machinery	E E E	

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