

JOB DESCRIPTION

JOB DETAILS	
Job Title	Medical Devices Library Assistant
Reports to	Medical Device Library Section Supervisor
Band	Band 2
Department/Directorate	Medical Device Library / Medical Equipment Management / Estates and Facilities Management

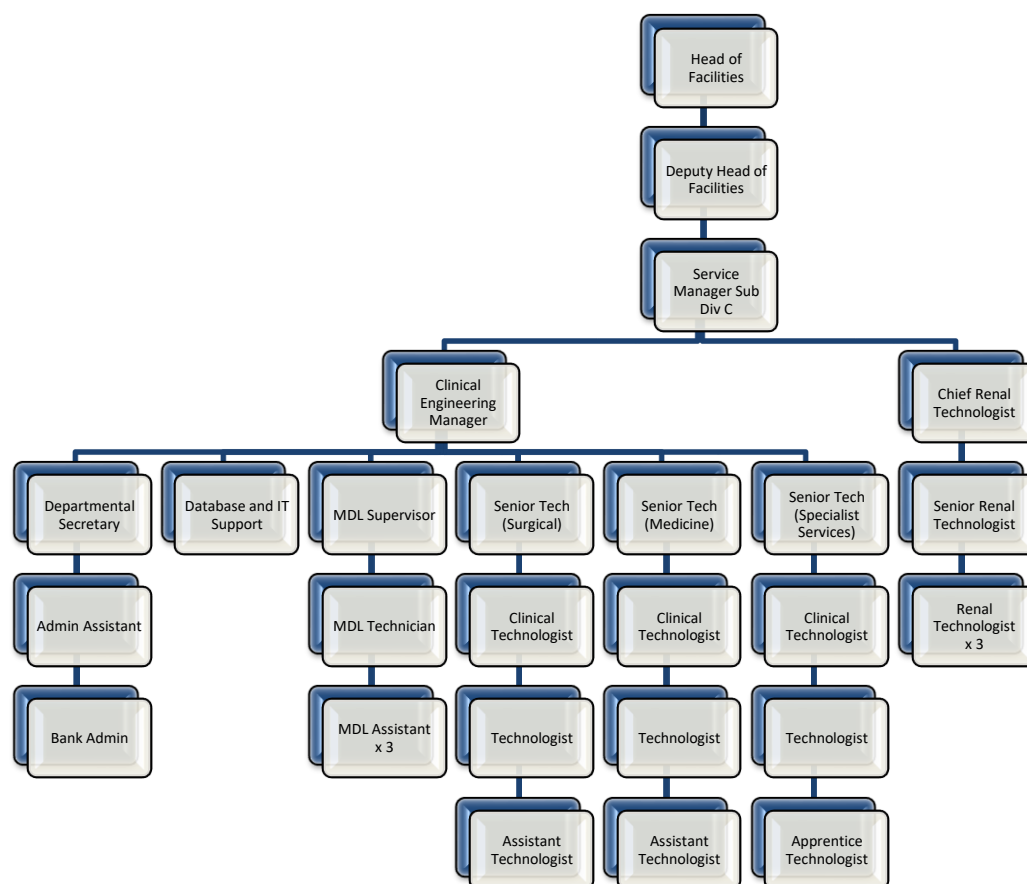
JOB PURPOSE
- To provide safe, effective and timely equipment provision & maintenance support services for a wide range of medical devices across a variety of departments. - Undertake collection and delivery of MDL devices. - To contribute to the upkeep of the devices within the MDL. - To ensure maximum availability of MDL devices. - To support the activities of the MEM department. - Collection and delivery of devices to all Trust and community sites. - First line maintenance checks for non-complex devices. - Stock control and issuing of consumables and service parts.

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
- Undertake device collections and deliveries for ward and clinical areas for the MDL and Clinical engineering sections. - Undertakes cleaning tasks for a range of medical devices. - To undertake routine first line / user maintenance tasks. - Provides a 'local top up service' to clinical areas for a range of consumable items. - Support the activities of MEM by collection and delivery of devices as requested. - Performs user related performance testing as per testing procedures. - Perform basic first line maintenance and functional testing in accordance with MDL and Clinical engineering section procedures. - Remove devices from use if failures occur and remedial work is beyond the scope of the MDL. - Liaises with the MEM workshop to ensure the processing of routine maintenance is maximised. - Work with the Clinical Engineering section teams to assist in the routine testing of medical devices.

KEY WORKING RELATIONSHIPS
Areas of Responsibility: Medical Device Management No. of Staff reporting to this role: N/A The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis. In addition, the post holder will deal with the wider healthcare community 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
• MEL Supervisor • MEM Manager • Chief Technician • Senior Clinical Technologists • Clinical Technologists • Medical Equipment Library (MEL) staff • Equipment Suppliers • Service Users	• Service Users

ORGANISATIONAL CHART



FREEDOM TO ACT

- Freedom to plan own daily workload of service support tasks with reference to MEL Supervisor.
- Following set processes, working unsupervised across areas of responsibility.
- Adjusting and responding to urgent requests within area of competency.
- Understand limits of own knowledge and competency and escalate concerns to Line Manager as necessary.

COMMUNICATION/RELATIONSHIP SKILLS

- Ensuring all users are informed of the status of their medical device(s).
- Escalating any immediate or foreseeable medical device issues to their Line Manager.
- Communicating effectively and courteously with colleagues, staff, external organisations and members of the public both verbally and electronically as required.

ANALYTICAL/JUDGEMENTAL SKILLS

• Carrying out routine checks on medical equipment following set guidance. • Carrying out decontamination procedures on medical equipment following Trust and departmental guidance. • Highlighting any faults or trends to senior staff for further investigation.
PLANNING/ORGANISATIONAL SKILLS
• Working within MEL team to achieve department target. • Planning workload with reference to team objectives.
PATIENT/CLIENT CARE
• Indirect, working in patient areas and adhering to local health and safety/infection control with reference to senior clinical staff.
POLICY/SERVICE DEVELOPMENT
• Participation in team meetings to improve, develop policies within core objectives, proposing changes to practices and processes and implementing the changes.
FINANCIAL/PHYSICAL RESOURCES
• Responsible for own time and use of parts to resolve issues in carrying out described processes. • Consideration given to repair costs, highlighting where needed if beyond economical repair. • Responsible for high value test equipment ensuring safe and correct use. • Ensuring physical assets are kept in a safe and functional state during installation and full lifecycle of equipment, working with staff to highlight any areas of mis-use or unsafe conditions ensuring safe working practices at all times.
HUMAN RESOURCES
• To take part in regular performance appraisal. • Supporting own and team staff training and continual process improvement.
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.
RESEARCH AND DEVELOPMENT
• Establish a portfolio of continuous professional development (CPD).
PHYSICAL SKILLS
• Ability to utilise specialist tools and test equipment which requires concentration and manipulation ensuring high accuracy hand eye co-ordination. • Ability to work in clinical locations, ensuring safe working practices for staff, patients and self.
PHYSICAL EFFORT
• Regular lifting of heavy loads > 15kg. • Use of moving and handling equipment for installation and removal of medical equipment.
MENTAL EFFORT
• Frequent requirement to concentrate for long periods of time and follow set processes. • Frequent requirement to manage multiple interruptions and respond and adjust workplans to compensate.

EMOTIONAL EFFORT

- Exposure to emotional circumstances is rare.

WORKING CONDITIONS

- Working within medical equipment library, adhering to department health and safety policy and national regulations
- Working within clinical areas, where incidental contact with patients may occur.
- Working with equipment which may have been exposed to bodily fluids.
- Moderate use of VDU.

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 (DSE) if appropriate to role.

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.

At the Royal Devon, we are committed to reducing our carbon emissions and minimising the impact of healthcare on the environment, as outlined in our Green Plan available on our website. We actively promote sustainable practices and encourage colleagues to explore and implement greener ways of working within their roles.

PERSON SPECIFICATION

Job Title	Medical Devices Library Assistant
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Requirements	Essential	Desirable
QUALIFICATION/SPECIAL TRAINING Good standard of English comprehension & communication. Good numerical skills. Willingness to undertake further learning and development.	E E E	
KNOWLEDGE/SKILLS Able to follow written & verbal instructions. Practical & methodical approach to given tasks following instructions. Good hand/eye co-ordination and manual dexterity. Attention to detail. Problem solving skills. Ability to work both in a team and alone. Understanding of Health & Safety issues. IT skills including Excel, Word and PowerPoint. Able to communicate technical information.	E E E E E E E E	
EXPERIENCE Practical experience in equipment support, safe working practices and techniques. Experience of supporting Medical equipment in a healthcare environment. Experienced in the use of quality procedures and interpreting documentation. Experience of working to deadlines and within set expectations.	E E	D D
PERSONAL ATTRIBUTES Good interpersonal skills. Ability to communicate on all levels. Ability to work effectively under pressure. Ability to be flexible in daily routine to support team and service. Conscientious attitude. Good standard of personal hygiene and appearance. Able to lift and manoeuvre medical devices and test equipment up to 15kg.	E E E E E E	
OTHER REQUIREMENTS Occasionally carry out work in restricted areas Supporting employee health and wellbeing 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 E	

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	N				
Contact with patients	N				
Exposure Prone Procedures	N				
Blood/body fluids	Y	X			
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	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	X			
Heavy manual handling (>10kg)	Y			X	
Driving	N				
Food handling	N				
Night working	N				
Electrical work	Y		X		
Physical Effort	Y		X		
Mental Effort	Y			X	
Emotional Effort	N				
Working in isolation	Y			X	
Challenging behaviour	Y			X	