

## JOB DESCRIPTION

JOB DETAILS	
<b>Job Title</b>	Assistant Medical Devices Technologist
<b>Reports to</b>	Senior Clinical Technologist
<b>Band</b>	Band 3
<b>Department/Directorate</b>	Medical Equipment Management / Facilities

JOB PURPOSE
<ul style="list-style-type: none"> <li>To provide safe, effective and timely maintenance support services for a wide range of medical devices across a variety of sites.</li> <li>Performs a range of routine and non-routine tasks within the EBME team carrying out routine diagnostic tests or equipment support activities and non-routine breakdown assessment and repair.</li> <li>Required to update electronic systems as required to document all activities.</li> <li>Supports Clinical staff advising correct use of equipment and ancillary parts providing user guides and avenues of information.</li> <li>Supporting senior staff for commissioning and testing of new equipment.</li> <li>Attending technical training as required to carry out functions safely and according to manufacturer's guidance.</li> </ul>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> <li>Undertaking medical device servicing, calibration and repairs.</li> <li>Commissioning and installation of new medical devices.</li> <li>Transportation of medical devices to support service or repair requirements.</li> <li>Packing and dispatching medical devices for repair, calibration or service to external agencies.</li> <li>Maintaining detailed records of medical device defects, work undertaken, materials used and other expenditure.</li> <li>Maintaining medical device records in accordance with the departmental quality management system.</li> <li>Undertaking cleaning and decontamination of medical devices as required.</li> <li>Maintaining a stock of spare parts and consumables as required.</li> <li>Ensuring that all current Health &amp; Safety standards are adhered to.</li> <li>Assisting in the continuous development of a high quality and responsive maintenance service.</li> <li>Ensuring all work that is undertaken is of a high quality and is performed safely, promptly and in a cost-effective manner.</li> <li>Undertaking any other duties that may be required.</li> <li>Willing and able to learn new skills to enhance self and the service.</li> <li>Able to work under instruction in a prompt and accurate manner.</li> <li>The ability to receive and interpret technical information used to service or repair medical devices.</li> <li>Planning and organising own workload with team members, ensuring good resource management to achieve positive outcomes.</li> </ul>

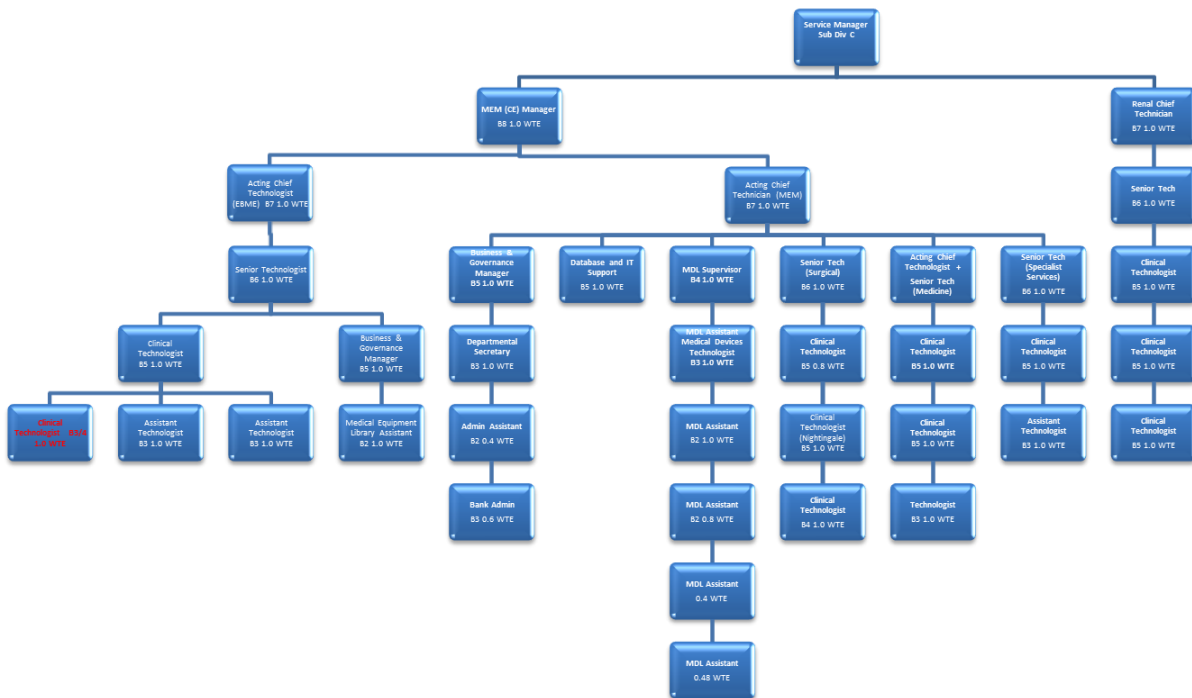
KEY WORKING RELATIONSHIPS
<p>Areas of Responsibility: Medical Device Management</p> <p>No. of Staff reporting to this role: N/A</p> <p>The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis. In addition, the post holder will deal with the wider healthcare community and the public.</p>

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"><li>• Clinical Engineering Manager</li><li>• Chief Technician</li><li>• Senior Clinical Technologists</li><li>• Clinical Technologists</li><li>• Medical Equipment Library (MEL) staff</li><li>• Equipment Suppliers</li><li>•</li></ul>	<ul style="list-style-type: none"><li>• Service Users</li></ul>

## ORGANISATIONAL CHART



## FREEDOM TO ACT

- Freedom to plan own daily workload of maintenance tasks with reference to senior technicians' monthly plans.
- Following set maintenance processes and documenting all tests carried out, working unsupervised across areas of responsibility.
- Adjusting and responding to urgent breakdowns within area of competency.
- Understand limits of own knowledge and competency and escalate concerns to Line Manager as necessary.

## COMMUNICATION/RELATIONSHIP SKILLS

- Communicating non-routine technical information to clinical users around status of medical equipment.
- Ability to overcoming barriers of communication to convey technical information, adapting communication styles and routes.
- Escalating any immediate or foreseeable complex medical equipment issues to clinical area senior staff, advising of avenues for resolution.
- Communicating effectively and courteously with colleagues, staff, external organisations and members of the public both verbally and electronically as required.
- Working across varied clinical settings may involve dealing with challenging behaviour (in areas dealing with mental or behavioural issues) therefore requiring strong interpersonal communication skills and a calm approach.

<ul style="list-style-type: none"> <li>• Attending and participating in technical team and departmental meetings and discussions.</li> </ul>
<b>ANALYTICAL/JUDGEMENTAL SKILLS</b>
<ul style="list-style-type: none"> <li>• Carrying out routine servicing following guidance and technical manuals.</li> <li>• Carrying out fault repairs requiring fault finding upon equipment within training limitations and referring to senior staff as necessary.</li> <li>• Technical judgements required involving facts and situations which require analysis.</li> <li>• Highlighting any repeated faults or trends to senior staff for further investigation.</li> </ul>
<b>PLANNING/ORGANISATIONAL SKILLS</b>
<ul style="list-style-type: none"> <li>• Working within technical team to achieve department target.</li> <li>• Planning workload with reference to team objectives</li> </ul>
<b>PATIENT/CLIENT CARE</b>
<ul style="list-style-type: none"> <li>• Indirect, working in patient areas and adhering to local health and safety/infection control with reference to senior clinical staff</li> </ul>
<b>POLICY/SERVICE DEVELOPMENT</b>
<ul style="list-style-type: none"> <li>• Participation in team meetings to improve, develop policies within core objectives, proposing changes to practices and processes and implementing the changes.</li> </ul>
<b>FINANCIAL/PHYSICAL RESOURCES</b>
<ul style="list-style-type: none"> <li>• Responsible for own time and use of parts to resolve issues in carrying out planned and unplanned servicing.</li> <li>• Consideration given to repair costs, highlighting where needed if beyond economical repair.</li> <li>• Responsible for high value test equipment ensuring safe and correct use.</li> <li>• 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.</li> </ul>
<b>HUMAN RESOURCES</b>
<ul style="list-style-type: none"> <li>• To take part in regular performance appraisal.</li> <li>• Supporting own and team staff training and continual process improvement.</li> </ul>
<b>INFORMATION RESOURCES</b>
<ul style="list-style-type: none"> <li>• Maintaining and processing of relevant information associated with the acceptance and commissioning of medical devices.</li> <li>• Inputting servicing information into the computerised asset management system.</li> </ul>
<b>RESEARCH AND DEVELOPMENT</b>
<ul style="list-style-type: none"> <li>• Establish a portfolio of continuous professional development (CPD).</li> </ul>
<b>PHYSICAL SKILLS</b>
<ul style="list-style-type: none"> <li>• Ability to utilise specialist tools and test equipment which requires concentration and manipulation ensuring high accuracy hand eye co-ordination.</li> <li>• Ability to work in clinical locations, ensuring safe working practices for staff, patients and self – ensuring electrical safety and physical safety around equipment are maintained at all times.</li> </ul>
<b>PHYSICAL EFFORT</b>
<ul style="list-style-type: none"> <li>• Regular lifting of heavy loads &gt; 15kg.</li> <li>• Use of moving and handling equipment for installation and removal of medical equipment.</li> </ul>
<b>MENTAL EFFORT</b>
<ul style="list-style-type: none"> <li>• Frequent requirement to concentrate for long periods of time and follow set processes</li> <li>• Frequent requirement to manage multiple interruptions and respond and adjust workplans to compensate.</li> </ul>
<b>EMOTIONAL EFFORT</b>
<ul style="list-style-type: none"> <li>• Exposure to emotional circumstances is rare.</li> </ul>
<b>WORKING CONDITIONS</b>
<ul style="list-style-type: none"> <li>• Working within technical workshop, adhering to department health and safety policy and national regulations</li> <li>• Working within clinical areas, where incidental contact with patients may occur</li> <li>• Working with equipment which may have been exposed to bodily fluids</li> <li>• Moderate use of VDU</li> </ul>
<b>OTHER RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Establish a portfolio of continuous professional development (CPD).</li> </ul>

- Be able to work unsupervised.
- To take part in regular performance appraisal.
- 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.
- 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.

## 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

<b>Job Title</b>	Assistant Medical Devices Technologist
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Requirements	Essential	Desirable
<p><b>QUALIFICATION/ SPECIAL TRAINING</b>                      Good standard of English comprehension &amp; communication.                      Good numerical skills.                      Willingness to undertake further learning and development.                      Engineering qualifications L3 or equivalent experience.                      GCSE Maths/Science &amp; English</p>	E E E E E	
<p><b>KNOWLEDGE/SKILLS</b>                      Able to follow written &amp; verbal instructions.                      Practical &amp; methodical approach to given tasks.                      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 &amp; Safety issues.                      IT skills including Excel, Word and PowerPoint.                      Able to communicate technical information.</p>	E E E E E E E E	
<p><b>EXPERIENCE</b>                      Practical experience in equipment servicing, workshop practices and techniques.                      Experience of supporting Medical equipment in a healthcare environment                      Experienced in the use of Databases and asset management                      Experienced in the use of technical manuals and interpreting documentation                      Experience of working to deadlines and within set expectations</p>	E   E E	D D
<p><b>PERSONAL ATTRIBUTES</b>                      Good interpersonal skills.                      Ability to communicate on all levels.                      Ability to work effectively under pressure.                      Ability to be flexible to support team and service.                      Conscientious attitude.                      Good standard of personal hygiene.                      Able to lift and manoeuvre medical devices and test equipment up to 15kg</p>	E E E E E E E	
<p><b>OTHER REQUIREMENTS</b>                      Occasionally carry out work in restricted areas                      Trained in safe use of medical gases, pipeline and cylinders  <b>The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.</b>  <b>Ability to travel to other locations as required.</b></p>	E  E	D

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
<b>Hazards/ Risks requiring Immunisation Screening</b>					
Laboratory specimens	N				
Contact with patients	N				
Exposure Prone Procedures	N				
Blood/body fluids	Y	X			
<b>Hazard/Risks requiring Respiratory Health Surveillance</b>					
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				
<b>Risks requiring Other Health Surveillance</b>					
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				
<b>Other General Hazards/ Risks</b>					
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	N				
Working in isolation	Y			X	
Challenging behaviour	Y	X			