



<b>Job Title and Grade</b>	<b>Senior Clinical Engineering Technician Radiation Therapy (Grade Code 3162)</b>
<b>Campaign Reference</b>	NRS02162
<b>Closing Date</b>	Wednesday 22 <sup>nd</sup> April 2015
<b>Proposed Interview Date (s)</b>	Week Commencing 25 <sup>th</sup> May 2015
<b>Taking up Appointment</b>	A start date will be agreed at job offer stage.
<b>Location of Post</b>	<ul style="list-style-type: none"> <li>From 2010 the Physics and Engineering Service for delivery of radiation oncology services in Dublin is delivered by a network model. Posts may be located in one or more of the St. Luke's Radiation Oncology Network (SLRON) locations: St. Luke's Hospital, Rathgar; St. Luke's Radiation Oncology Centre (SLROC) at Beaumont Hospital, Dublin; or St. Luke's Radiation Oncology Centre (SLROC) at St. James's Hospital, Dublin.</li> <li>Location of posts will be determined based on workforce priorities as determined by the SLRON.</li> <li>The incumbent will be expected to attend from time to time at locations other than his/her designated location and his/her designated location is subject to change, based on workforce priorities</li> <li>A panel will be created for St. Luke's Radiation Oncology Network (SLRON) from which current and future vacancies will be filled.</li> </ul>
<b>Organisational Area</b>	<ul style="list-style-type: none"> <li>HSE: Dublin Midlands Hospitals Group</li> </ul>
<b>Details of Service</b>	<ul style="list-style-type: none"> <li>To provide Clinical Engineering and Radiation Therapy (RT) ICT service, to support the delivery of safe and high quality radiation therapy to cancer patients.</li> </ul>
<b>Reporting Relationship</b>	<ul style="list-style-type: none"> <li>The reporting relationship will be to the Chief Physicist through the Head of Clinical Engineering and RT ICT or designate.</li> </ul>
<b>Purpose of the Post</b>	<ul style="list-style-type: none"> <li>To provide clinical engineering services to support the delivery of safe and high quality radiation therapy to cancer patients.</li> <li>To contribute to the provision of a professional clinical engineering and RT ICT support service to SLRON.</li> <li>To support the development of radiation therapy through managing changes introduced as part of the roll out of the National Plan for Radiation Oncology (NPRO).</li> <li>To assume responsibility for technical issues related to Clinical Engineering as required.</li> <li>To provide support and supervise students and staff as designated and promote continuing professional development.</li> </ul>
<b>Principal Duties and Responsibilities</b>	<p>Principal duties and responsibilities include:</p> <ul style="list-style-type: none"> <li>Providing quality service of clinical systems with regard to equipment performance and safety.</li> <li>Providing comprehensive maintenance on electro-medical and radiotherapy ICT equipment.</li> <li>Providing first line support for hardware and software faults/issues on all Radiotherapy ICT systems.</li> <li>Having ability to identify and resolve faults on complex Radiotherapy systems.</li> <li>Contributing to clinical justification and system specification prior to purchase.</li> <li>Maintaining close cooperation with other members of the Physics Department and staff of commercial companies.</li> <li>Maintaining good communications throughout the hospital where equipment issues impact on the provision of a service.</li> </ul>

	<ul style="list-style-type: none"> <li>• Providing the Department's administration with such records of his/her work as are deemed to be necessary.</li> <li>• Contributing as required to the development of the Physics Department's policies and services.</li> <li>• Providing as required, systems administration of all Radiotherapy ICT network systems.</li> <li>• Providing maintenance services for radiotherapy, electro-medical, diagnostic imaging, Radiotherapy ICT and/or other equipment in respect of its functional, electronic, optical, electrical and mechanical aspects to a standard of safety, accuracy and reliability consistent with its function and with professional standards.</li> <li>• Contributing as required to the start-up and run-down of radiotherapy equipment, at whatever times necessary to suit the clinical environment and as specified by the head of department.</li> <li>• Performing as required routine QA checking and measurements on radiotherapy and diagnostic imaging equipment.</li> <li>• Contributing to the construction, testing, service and repair of auxiliary equipment.</li> <li>• Assisting with the coordination and implementation of preventative maintenance schedules and safety programmes.</li> <li>• Performing as required, quality assurance on the hospital's electronic infrastructure to ensure integrity of the radiotherapy treatment process.</li> <li>• Liaising and working, as required, with other staff and grades, both within and outside the Physics Department.</li> <li>• Contributing as required to the processes for specification, purchase, installation, acceptance testing and commissioning of equipment and services by the hospital.</li> <li>• Contributing to the development and use of the department's equipment management database.</li> <li>• Supporting the nursing, medical and technical staff in the implementation of patient care involving technology.</li> <li>• Advising on the purchase of appropriate test and service equipment.</li> <li>• Developing as required specialist fields of interest within the field of Clinical Engineering and Radiotherapy ICT.</li> <li>• Participating in the maintenance and inventory of proper stock levels of spare parts, and accessories as required to ensure minimum equipment downtime.</li> <li>• Contributing and participating as required to the education and training programmes in which the department is involved.</li> <li>• Liaising closely with ICT service providers and managers to ensure provision of a reliable network infrastructure and service to support safe, efficient delivery of clinical services.</li> <li>• Contributing to the support of research activities in the Physics Department.</li> <li>• Providing a leadership role and acting as a mentor to other staff as required.</li> <li>• Performing other duties as may be assigned to him/her.</li> </ul> <p><b>The above job description is not intended to be a comprehensive list of all duties involved. Consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office. <i>Service needs may dictate additions or modifications from time to time.</i></b></p>
<p><b>Eligibility Criteria</b></p> <p><b>Qualifications and/ or experience</b></p>	<p><b>Candidates must, on the latest date of receiving completed application forms:</b></p> <p>(a) (i) Hold as a minimum a recognised qualification at Quality and Qualifications Ireland, Level 7 or higher, in <b>one</b> of the following engineering disciplines;</p> <ul style="list-style-type: none"> <li>(i.1) Electronic,</li> <li>(i.2) Electrical,</li> <li>(i.3) Instrument Physics,</li> <li>(i.4) Industrial Instrumentation,</li> <li>(i.5) Applied Physics,</li> <li>(i.6) Mechanical,</li> <li>(i.7) Mechatronic,</li> <li>(i.8) Biomedical Engineering;</li> </ul> <p style="text-align: right;"><b>or;</b></p>

	<p>(ii) Hold a recognised qualification at least equivalent to one of the above;</p> <p style="text-align: center;"><b>and;</b></p> <p>(b) Have a minimum of <b>three years</b> postgraduate satisfactory and relevant experience in an appropriate medical industrial field including at <b>least two years</b> in a clinical engineering environment;</p> <p style="text-align: center;"><b>and;</b></p> <p>(c) Candidates must possess the requisite knowledge and ability (including a high standard of suitability and administrative capacity) for the proper discharge of the duties of the office.</p> <p><b>Health</b></p> <p>A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</p> <p><b>Character</b></p> <p>Each candidate for, and any person holding the office, must be of good character</p> <p><b>Age</b></p> <p>Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.</p>
<p><b>Post Specific Requirements</b></p>	<ul style="list-style-type: none"> <li>• Demonstrate interest in and/ or knowledge of a Radiotherapy Department.</li> <li>• Demonstrate interest in holding, or be currently actively seeking to hold, an Engineers Ireland (EI) registered title (e.g. Engineering Technician or Associate Engineer).</li> </ul>
<p><b>Other requirements specific to the post</b></p>	<ul style="list-style-type: none"> <li>• Flexibility will be a key feature of this position. Therefore, shift, weekend, and/or rostering out of hours for on call services is required.</li> </ul>
<p><b>Skills, competencies and/or knowledge</b></p>	<p><b>Demonstrate the following:</b></p> <ul style="list-style-type: none"> <li>• Effective planning and organising skills including the ability to meet deadlines and work on own initiative, including the ability to deal effectively with a number of tasks simultaneously.</li> <li>• Commitment to providing a quality service in an effective and resourceful manner.</li> <li>• An awareness of the primacy of the patient in relation to all hospital activity and the importance of providing a high quality, person-centred service.</li> <li>• Team skills and leadership potential including the ability to work within a multi-disciplinary team (particularly in the context of a changing clinical and technical environment).</li> <li>• Willingness to share knowledge and/or new ideas with staff and colleagues.</li> <li>• Innovation including the ability to effectively challenge existing practices and procedures in developing and improving services to patients.</li> <li>• Flexibility and openness to change.</li> <li>• Good problem solving and decision making skills and the ability to develop solutions to complex situations.</li> <li>• Experience of gathering interpreting and analysing information to make informed decisions.</li> <li>• Possess excellent interpersonal and communication skills, including the ability to present information in a clear and concise manner.</li> </ul> <p><b>Professional Knowledge</b></p> <ul style="list-style-type: none"> <li>• Knowledge of electrical, electronic and mechanical technology and systems.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to provide a professional, quality service for clinical systems with regard to medical equipment performance and safety.</li> <li>• Competency in working across the network providing local, remote, phone and online support.</li> <li>• Possess an advanced knowledge of information and communications technology (preferably in systems administration).</li> <li>• Ability to carry out the duties of the post including the ability to fault find on complex Radiotherapy systems including Radiotherapy ICT.</li> <li>• Commitment to maintaining and enhancing professional knowledge and skills in order to keep pace with changes in the delivery of health care and in particular the delivery of radiotherapy.</li> </ul>
<p><b>Campaign Specific Selection Process</b></p> <p><b>Ranking/Shortlisting / Interview</b></p>	<p>A ranking and/or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and/or shortlisting is based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.</p> <p><u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u></p> <p>Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in 'bands' depending on the service needs of the organisation.</p>
<p><b>Code of Practice</b></p>	<p>The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commissioners for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. It also specifies the responsibilities placed on candidates, feedback facilities for applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice.</p> <p>Codes of practice are published by the CPSA and are available on <a href="http://www.hse.ie">www.hse.ie</a> in the document posted with each vacancy entitled 'Code of Practice, information for candidates' or on <a href="http://www.cpsa-online.ie">www.cpsa-online.ie</a></p>
<p>The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.</p>	
<p>This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.</p>	



**Terms and Conditions of Employment  
Senior Clinical Engineering Technician**

<p><b>Tenure</b></p>	<p>This post is permanent and whole time. This post is pensionable.</p> <p>A panel will be formed from this recruitment campaign and future permanent or specified purpose vacancies of full-time or part-time duration will be filled from this panel. The tenure of these posts will be indicated at “expression of interest” stage.</p> <p>Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004.</p>
<p><b>Remuneration</b></p>	<p>The Salary scale for the post is (<i>Salary Scale @01.01.2010</i>): €39,828 - €41,834 - €44,029 - €46,350 - €48,831 - €51,314 €53,845 - <b>€55,803 - €57,633 LSI's</b></p>
<p><b>Working Week</b></p>	<p>The standard working week applying to the post is 37 hours</p> <p>HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16<sup>th</sup> 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016).</p>
<p><b>Annual Leave</b></p>	<p>The annual leave associated with the post will be outlined at job offer stage.</p>
<p><b>Superannuation</b></p>	<p>This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01<sup>st</sup> January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31<sup>st</sup> December 2004.</p>
<p><b>Probation</b></p>	<p>Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71.</p>
<p><b>Protection of Persons Reporting Child Abuse Act 1998</b></p>	<p>As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act. You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment.</p>
<p><b>Infection Control</b></p>	<p>Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc.</p>