

Mater Misericordiae University Hospital Dublin



Job Description & Person Specification

PRINCIPAL CLINICAL ENGINEERING TECHNICIAN

<u>Job Title / Grade:</u>	PRINCIPAL CLINICAL ENGINEERING TECHNICIAN
<u>Department / Division:</u>	CLINICAL ENGINEERING
<u>Location:</u>	MMUH
<u>Reporting Relationship:</u>	Head of Clinical Engineering
<u>Responsible to:</u>	Head of Clinical Engineering

Effective Date: 01/08/2018

JOB DESCRIPTION

Job Purpose:

The person appointed to this post will work within the busy Clinical Engineering Department team delivering a coordinated approach to client care. Clinical engineering services have responsibility for patient related hospital equipment service and support including a rotational on-call provision. The service works with other healthcare professionals and endeavours to support and advance patient care by applying engineering and equipment management skills to healthcare technology.

- **Job Summary:** The Principal Clinical Engineering Technician will be expected to be involved in both the direct provision of clinical engineering services and to assume some supervisory responsibility for the provision of Clinical Engineering Services throughout the hospital, provide support to, and liaise with the head of Clinical Engineering. Candidate should be a team player able to display leadership skills as necessary, and possess a strong sense of duty.
- **MMUH** Clinical Engineering Department is responsible for the management (including support / safety and traceability) of clinical and medical equipment service, which is realised through a combination of in-house clinical engineering support and external service contractors. The required standard and traceability of the support and management of equipment is constantly increasing and accordingly compliance to best practice and adherence to the associated national standards continues to be an integral objective of this department

KEY RESPONSIBILITIES

Specific Responsibilities: The Principal Clinical Engineering Technician will:

- Mentor and co-ordinate staff within the department. Ensure that tasks are allocated and goals achieved according to patient needs and apply delegation compatible with safety.
- Be responsible for the service and repair of medical devices throughout the Hospital
- Service and repair medical devices as appropriate
- Be part of the provision of the current on-call service
- Provide and assist as necessary with offsite services to other facilities linked to MMUH C.E Dept.
- Assist in the development of and the introduction of new technology
- Assist in the development and maintenance of a whole hospital equipment management database, and work management program employing this database

- Assist in the provision and/or organisation of appropriate staff training programmes on the use of medical devices
- Assist in the tendering, cost effectiveness and selection of medical devices
- Provide assistance in the determination of the cost effectiveness of service contracts
- Participate in the development of divisional and departmental service plans as required
- Provide clinical support for medical devices as appropriate
- Participate in Hospital Quality and Accreditations process as required
- Participate in Hospital multi-disciplinary committees as required
- Co-operate fully with ensuring compliance with Health and Safety and Fire requirements and regulations
- To provide assessment and assistance in equipment fault investigations.
- To develop specialised expertise within the clinical engineering field, as directed by the Head of Clinical Engineering Department
- To ensure all service and repairs are carried out in a fashion that complies with equipment manufacturer's recommendation and accepted best practice
- Carry out all work and duties in a manner that reflects optimum safety/assurance for patients and staff
- Prepare and maintain all necessary documentation, records and reports relating to duties
- Although this post is based at MMUH and the main equipment activity is located at that site, the post holder may also be required to contribute towards other HSE sites in the geographic area as directed by the Head of Department

Team Work:

- Develop good working relationships within your directorate and the wider hospital
- Be a good leader and be able to bring people with you
- Assist with change initiatives as required
- Possess excellent team building skills and lead by example
- Attend to any staff queries under your remit

Problem Solving Skills:

- Attend to all queries in a timely fashion
- Be able to identify problems as they arise
- Be able to address problems and find workable solutions
- Escalate matters to the Head should you need assistance

Communication and Interpersonal Skills:

- Excellent communication skills
- Be able to listen and provide feedback
- Be able to build a strong team
- Promote ideas and initiative developments with the team
- Act as a mentor and coach across different teams

Education and Training

The Principal Clinical Engineer is responsible for:

- Provision of information and advice to Nursing, Medical and other staff
- Liaising and co-operating with other hospital departments and staff
- Identify training and development needs
- Continuance of Professional Development
- Keeping abreast of up-to-date developments in Clinical Engineering and participate in appropriate courses, seminars as agreed from time to time, both inside and outside of the state
- Encourage the concept of continuous professional development, and participate in any necessary technical training program and attend any training courses for the purpose of developing or enhancing staff expertise, as deemed necessary by the Head of Clinical Engineering

Health & Safety/ Risk Management

The Principal Clinical Engineer will:

- Be aware of risk management issues, identify risks and take appropriate action.
- Be responsible for safety and security within the workshops of the Bio Medical Engineering Department and ensure that the Department safety statement is updated and adhered to at all times, this includes adherence to all other relevant safety statements
- Comply with the policies, procedures and safe professional practice of the Irish Healthcare System by adhering to relevant legislation, regulations, standards and policies
- Assist in the development, implementation and review of Health and Safety statements, as appropriate
- Document appropriately and report any near misses, hazards and accidents and bring them to the attention of the relevant person(s).
- Make the Head of Department aware of any situation in the department where equipment safety, staff / patient / contractor safety is anyway threatened or compromised and proactively advise on same

- Work in a safe manner with due care and attention to the safety of self and others

The roles and responsibilities contained with this Job Description are not exhaustive, management reserve the right to update or change the Job Description to reflect service requirements when and if required.

General Responsibilities and Accountabilities

1. Confidentiality
You will be aware of the confidential nature of Hospital work and in particular, the right of patients to confidentiality.
2. Policies & Procedures
You are required to familiarise yourself with and adhere to all policy and procedural documents relevant to your position.
3. Hygiene Standards
The highest standard of hygiene must be maintained in the Hospital at all times and all staff members are responsible for ensuring compliance with the Hospitals requirements and standards with regard to hygiene. It is the responsibility of all staff to have a fundamental understanding of their individual responsibility in maintaining departmental & site hygiene standards.
4. Health and Safety
Ensure that effective safety procedures are in place to comply not only with the Safety, Health and Welfare at Work Act 2005 but also within the spirit of the Hospital's mission, vision and values, and they are known and followed by staff. You are required to familiarise yourself with the requirements of employees under the Safety, Health and Welfare at Work Act 2005 and to promote a work environment that is compliant with the Safety, Health and Welfare at Work Act 2005. Each staff member is individually responsible for ensuring that the Hospital remains a safe place to work.
5. Information Technology
Ensure the most effective and efficient use of developments in information technology for administrative support in a manner, which integrates well with systems throughout the organisation.
6. Business Continuity Management
Business Continuity Management (BCM) is a holistic management process that identifies potential impacts that threaten an organisation and provides a framework for building resilience and the capability for an effective response that safeguards the interests of its key stakeholders and reputation" (BS 25999) All Staff employed in the Mater Misericordiae University Hospital are obliged to:
 - make themselves familiar with the Organisational Business Continuity Plan
 - attend BCM education sessions provided for them
 - make themselves familiar with their individual roles as set out in their departmental business continuity plan if applicable and or the Organisational business continuity plan

Note:

These duties and responsibilities are reflection of the present service requirements and may be subject to review and amendment to meet the changing needs of the Hospital. The incumbent Principal Clinical Engineering Technician will be required to maintain, enhance and develop their professional knowledge, skills and aptitudes necessary to respond to a changing climate.

Candidates: please note that while this is primarily a 9am – 5pm position, such is the nature of patient care, that it may require a high degree of flexibility when the need arises which may involve longer hours and staying until the task is completed this is expected of all team members. These duties and responsibilities are a reflection of the present service requirements and may be subject to review and amendment to meet the changing needs of the hospital.

PERSON SPECIFICATION

<u>Job Title/Grade</u>	Principal Clinical Engineering Technician
<u>Department</u>	Clinical Engineering
<u>Location</u>	MMUH
<u>Date</u>	1 st August 2018

<u>Requirements</u>	<u>Essential</u>	<u>Desirable</u>
Qualifications	<p>Candidates must on the latest date for receiving completed application forms,</p> <p>(a) A recognised qualification at National Framework of Qualifications (NFQ),</p> <p>Level 7* or higher, in Clinical or Bio-Medical Engineering, Electronic or Mechanical Engineering or Physics, with 4 years experience at a Senior level</p> <p><u>OR</u></p> <p>(b)</p> <p><i>(i) National Council for Education Award (NCEA) Diploma in Electronics, with 5 years minimum experience at a senior level</i></p> <p>or;</p> <p><i>(ii) Technicians Diploma in Electronic Engineering from the College of Technology, Kevin Street, Dublin, with 5 years experience at a</i></p>	

	<p>senior level</p> <p><u>OR</u></p> <p>A recognised qualification at least equivalent to the above with 5 years experience at a senior level</p>	
Experience	<p>Demonstrate evidence of computer skills including use of Microsoft Office programmes & Accounting Systems and using the internet as a research tool</p>	
Organisational Knowledge	<p>Understand the Nature and Stature of MMUH, its visions, aims and rich historical status.</p> <p>Knowledge of the Irish Health System</p>	
Professional Knowledge	<p>Demonstrate understanding and / or experience of clinical engineering</p>	
<p>Core Aptitudes Analytical & Judgemental Skills</p> <p>Planning & Organisational Skills</p> <p>Strong leadership and influencing skills.</p>	<ul style="list-style-type: none"> • Display evidence based technical knowledge and quality focus in making decisions regarding equipment support / management • Demonstrate evidence of effective planning and organising skills including awareness of resource management and 	

<p>Excellent interpersonal and communication skills.</p> <p>Other Skills</p>	<p>importance of efficiency and value for money</p> <ul style="list-style-type: none"> • Demonstrate ability to manage deadlines and effectively handle multiple tasks • Demonstrate a focus on quality and efficiency • Demonstrate ability to efficiently supervise and manage staff • Demonstrate effective communication skills including: the ability to present information in a clear and concise manner; the ability to facilitate and manage groups; the ability to give constructive feedback to encourage development • Demonstrate good interpersonal skills and communication skills with regard to building relationships, empathising, and focusing on service users • Demonstrate 	
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	<p>communication skills especially with regard to presentation skills and delivering complex information in understandable terms</p> <ul style="list-style-type: none"> • Demonstrate awareness and appreciation of the service user • Demonstrate leadership and team management skills including the ability to work with multi disciplinary team members • Demonstrate evidence of ability to empathise with patients, relatives, service contractors and colleagues with dignity and respect. • Demonstrate the ability to contribute to the internal development of the department 	
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Competition Specific Selection Process

Ranking/Shortlisting / Interview

- 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 are 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.
- Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.
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- Those successful at the shortlisting stage of this process (where applied) will be called to interview.

Signatures: _____

Date: _____