



## Senior Clinical Engineering Technician Job Specification, Terms and Conditions

<b>Job Title and Grade</b>	<b>Senior Clinical Engineering Technician</b> (Grade Code: 3162)
<b>Campaign Reference</b>	<b>19UHWSCET</b>
<b>Closing Date</b>	<b>Monday 27<sup>th</sup> May 2019 @ 5.00 p.m.</b>
<b>Proposed Interview Date (s)</b>	<b>June 2019</b>
<b>Taking up Appointment</b>	A start date will be indicated at job offer stage.
<b>Location of Post</b>	<p>University Hospital Waterford (UHW).</p> <p>There is currently one permanent, whole-time post available in this location.</p> <p>A panel may be formed as a result of this campaign for University Hospital Waterford from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.</p> <p><b><u>Informal Enquiries</u></b></p> <p>John O'Leary, Head of Clinical Engineering  <b>Email:</b> <a href="mailto:john.oleary@hse.ie">john.oleary@hse.ie</a>  <b>Tel:</b> 051-842750</p>
<b>Details of Service</b>	<p>The Bio Medical Engineering Department of University Hospital Waterford (UHW) provides technical support and service for all clinical, laboratory and radiology equipment at UHW.</p> <p>Current developments in this department include the implementation of an updated asset register and asset management system coupled with a review of all equipment support to reflect the evolving and expanding use of high tech equipment at UHW.</p> <p>The Bio Medical Engineering Department employs a Head of Department (Principal CET), Senior CETs and a Basic CET and it is hoped the staffing level of this dept will be kept under review in the context of increasing equipment utilisation of equipment and demands. The department currently provides service / support to UHW equipment but that may change in the future to reflect the needs of the HSE.</p>
<b>Reporting Relationship</b>	The Senior Clinical Engineering Technician will report to the Head of Clinical Engineering.
<b>Purpose of the Post</b>	Support and service of equipment together with any other administrative duty assigned by the Head of Clinical Engineering.
<b>Principal Duties and Responsibilities</b>	<p><b><u>Operational</u></b></p> <p><i>The Senior Clinical Engineering Technician will:</i></p> <ul style="list-style-type: none"> <li>Contribute to the development of the hospital's policies and services, where required, through participation in the work of, and contributing to the management</li> </ul>

of, the appropriate operational teams and groups.

- Provide maintenance services for electro-medical, endoscopic, renal dialysis 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 and manufacturers' recommendations.
- Assist with the co-ordination and implementation of the preventative schedule maintenance and safety programmes.
- Advise, when requested, on the selection, specification, acceptance testing, commissioning and safety of new equipment and services.
- Advise, when required, on new technical installations.
- Support the clinical and technical staff in the implementation of patient care involving technology.
- Develop, as required, specialist fields of interest within the fields of Biomedical Engineering.
- Participate, as required, in education, training and research programmes.
- Participate in the implementation and operation of the Health Service Executive ECRI-AIMS Maintenance Management and Asset Register System ensuring all equipment is maintained to relevant standards and appropriate records are properly and accurately maintained at all times.
- Be professionally responsible for all aspects of the post.
- Keep abreast in the understanding and knowledge of all new developments in the field of Clinical Engineering.
- Participate in the maintenance of proper stock levels of spare parts and consumables required for the performance of the work of the department.
- Co-operate fully in ensuring compliance with Health and Safety requirements and regulations.
- Carry a bleep or other mobile communications device as required for normal and on-call duties.
- Perform other duties as may be assigned to him/her by the Head of Clinical Engineering.
- Attend at such other times as are required for the proper discharge of the duties of the job outside the normal working hours of 37 hours, over 5 days Monday-Friday.
- Participate if required to do so, in 24/7 on-call service.
- Be involved in the management of contractor performance as it relates to Clinical Engineering Services.
- Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

#### **Administrative**

*The Senior Clinical Engineering Technician will:*

- Provide the department's administration with such records of his/her work as may be deemed necessary by the Head of Clinical Engineering.
- Retain all records regarding maintenance of medical equipment in area of responsibility and other areas as required.
- Keep maintenance contracts up-to-date at all times.
- Ensure ECRI-AIMS maintenance management and asset register system is maintained.

#### **Financial**

	<p><i>The Senior Clinical Engineering Technician will:</i></p> <ul style="list-style-type: none"> <li>• Ensure all equipment, maintenance and repairs are carried out to the highest standards at the most competitive rates.</li> <li>• Keep records of all financial dealings within the department to ensure department budgets are adhered to.</li> <li>• Order equipment, parts, repairs and consumable items as required.</li> </ul> <p><b><u>HR</u></b></p> <p><i>The Senior Clinical Engineering Technician will:</i></p> <ul style="list-style-type: none"> <li>• Ensure good working relationships are maintained with other staff in the region.</li> </ul> <p><b><u>Strategic and Developmental</u></b></p> <p><i>The Senior Clinical Engineering Technician will:</i></p> <ul style="list-style-type: none"> <li>• Plan and develop Clinical Engineering Department in conjunction with the Head of Clinical Engineering.</li> <li>• Develop self and others.</li> <li>• Ensure technical knowledge is up-to-date at all times.</li> <li>• Attend all relevant training courses including specific technical training courses as defined by the Head of Clinical Engineering.</li> </ul> <p><b><u>Health &amp; Safety</u></b></p> <p><i>The Senior Clinical Engineering Technician will:</i></p> <ul style="list-style-type: none"> <li>• Have a working knowledge of Health &amp; Safety Legislation, including the Safety, Health &amp; Welfare at Work Act (2005), Safety, Health &amp; Welfare at Work (General Application) Regulations (2007)(SI 299), construction regulations 2013(SI 291) and a good level of knowledge regarding all other health and safety legislation.</li> <li>• Have a working knowledge of the purpose and function of the Health &amp; Safety Authority (HSA). The post holder may be asked to participate in inspections as appropriate.</li> <li>• Support and promote a safe working environment at all times, to include participation in the development of the annual safety statement review.</li> <li>• Have a working knowledge of the 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. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.</li> <li>• To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.</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 for receipt of applications:</b></p> <p><b>1. Professional Qualifications, Experience etc.</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> <p>(i.1) Electronic,</p>

	<p>(i.2) Electrical,  (i.3) Instrument Physics,  (i.4) Industrial Instrumentation,  (i.5) Applied Physics,  (i.6) Mechanical,  (i.7) Mechtronic,  (i.8) Biomedical Engineering;</p> <p style="text-align: center;"><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>(iii) Have a minimum of three years postgraduate satisfactory and relevant experience in an appropriate medical industrial field including at least two years in a clinical engineering environment;</p> <p style="text-align: center;"><b>And</b></p> <p>(b) 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>2. Age</b>  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>3. Health</b>  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>4. Character</b>  Each candidate for and any person holding the office must be of good character</p>
<b>Post Specific Requirements</b>	<b><i>Demonstrate depth and breadth of experience in the management, service, repair, calibration and validation of Biomedical equipment in a hospital setting, as relevant to the role</i></b>
<b>Other Requirements Specific to the Post</b>	<ul style="list-style-type: none"> <li>• The Senior Clinical Engineering Technician may be required to participate in emergency call outs.</li> <li>• Candidates should live within a reasonable travel time of University Hospital Waterford, such that emergencies can be responded to within a reasonable period of time.</li> <li>• A HSE smart mobile phone or bleep will be required to be carried during working hours.</li> </ul>
<b>Skills, Competencies and/or Knowledge</b>	<p><b><i>Candidates must:</i></b></p> <p><b><u>Technical / Professional</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate sufficient technical knowledge to carry out the duties and responsibilities of the post.</li> <li>• Demonstrate experience in managing services and associated personnel.</li> <li>• Demonstrate evidence of previous experience and technical knowledge of electronic servicing and repair to medical and electronic equipment.</li> </ul>

- Demonstrate knowledge of health & safety regulations and risk management, as relevant to the role.
- Demonstrate knowledge and experience of managing budgets.
- Demonstrate an ability to develop and write technical engineering reports.
- Demonstrate evidence of advanced computer skills including the use of Microsoft Word, Excel, e-mail and the internet.
- Demonstrate evidence of experience and ability to perform hands-on maintenance repair work on equipment with tools, if required.
- Demonstrate evidence of experience of energy management programmes.
- Knowledge of Health and Safety Legislation and HSE policies on the management of Medical Devices.
- Be innovative, have a proven level of competence.
- Flexibility and openness to change.
- Commitment to Continuous Professional Development (CPD).
- Technical knowledge of electronic equipment maintenance, this would include the ability to fault find on complex medical devices.

#### **Team Skills & Leadership Skills**

- Demonstrate leadership and team working skills within a multi disciplinary team.
- Demonstrate the ability to work on own initiative; without close supervision.
- Demonstrate an ability to deal with difficult situations in a professional manner.

#### **Planning and Managing Resources**

- Demonstrate the ability to manage deadlines and effectively handle multiple tasks.
- Demonstrate evidence of effective planning and organising skills including awareness of resource management and the importance of value for money in the performance of work.
- Demonstrate experience of the development of work schedules for personnel and contractors.
- Demonstrate experience of the development of planned maintenance programs and method safety statements.

#### **Communication / Interpersonal skills**

- Demonstrate effective communication skills including the ability to present information in a clear and concise manner.
- Demonstrate the ability to receive and implement instructions in an effective and efficient manner.
- Demonstrate the ability to facilitate and manage groups through the learning process and the ability to give constructive feedback to encourage learning.

#### **Evaluating Information and Judging Situations**

- Demonstrate the ability to evaluate information, solve problems and make decisions in a timely manner.
- Demonstrate the ability to work within a multi disciplinary team to resolve problems and implement solutions.
- Experience of gathering, interpreting and analysing information.

	<p><b><u>Commitment to Providing a Quality Service</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate a commitment to providing a quality service including an awareness and appreciation of the service user such as patients, general public, medical and non-medical staff.</li> <li>• Demonstrate the ability to contribute to the development of the service.</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 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.</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>
<b>Code of Practice</b>	<p>The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission 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. The Code also specifies the responsibilities placed on candidates, facilities for feedback to 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. Additional information on the HSE's review process is available in the document posted with each vacancy entitled "Code of Practice, information for candidates".</p> <p>Codes of practice are published by the CPSA and are available on <a href="http://www.hse.ie/eng/staff/jobs">www.hse.ie/eng/staff/jobs</a> in the document posted with each vacancy entitled "Code of Practice, information for candidates" or on <a href="http://www.cpsa.ie">www.cpsa.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>	



## Senior Clinical Engineering Technician Terms and Conditions of Employment

<b>Tenure</b>	<p>The current vacancy available is permanent and whole-time. The post is pensionable. A panel may be created from which current and future, permanent and specified purpose vacancies of full or part-time duration will be filled. 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>
<b>Remuneration</b>	<p>The Salary scale for the post (as at 1/1/19) is: €41,649 – €43,695 – €45,934 – €48,302 – €50,832 – €53,365 – €55,947 – <b>LSI's €57,945 – €59,812.</b></p>
<b>Working Week</b>	<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>
<b>Annual Leave</b>	<p>The annual leave entitlement for this post will be confirmed at Job Offer Stage.</p>
<b>Superannuation</b>	<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>
<b>Probation</b>	<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>
<b>Protection of Persons Reporting Child Abuse Act 1998</b>	<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>
<b>Infection Control</b>	<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 and comply with associated HSE protocols for implementing and maintaining these standards.</p>