Job Description

Job:	Clinical Engineering Technician
Location:	SeatTech, Enable Ireland, Sandymount
Contract Hours:	39hrs per week
Contract Type:	Permanent
Reporting to:	SeatTech Production Manager

Overall Purpose of the Post:

Our mission at SeatTech is to work with people to provide them with the most appropriate seating, wheelchairs and positioning equipment to meet their individual needs. We aim to achieve this by working together as a specialist team of caring individuals, who understand that our success is always determined by the quality of the service we provide to each person.

The purpose of this post is to provide technical expertise, founded on sound engineering principles and informed by a rich understanding of clinical need, in order to contribute to the delivery of suitable wheelchair seating solutions to people with complex needs.

The Clinical Engineering Technician uses their knowledge & understanding working with experienced Clinical staff in the delivery of custom seating assessment, fitting, and equipment-handover appointments. The Clinician carries responsibility for the clinical suitability of the seating solutions while the Clinical Engineering Technician carries responsibility for their manufacture & technical integrity.

The Clinical Engineering Technician works under the supervision of senior technical staff, working in a proactive manner to ensure that s/he meets agreed deadlines, delivering high-quality SeatTech products in the most efficient way possible.

Duties:

The role of the Clinical Engineering Technician is to provide technical support, undertaking relevant and necessary tasks to ensure that people receive the most appropriate equipment in the most efficient manner.

While product manufacture takes up the largest proportion of a Clinical Engineering Technician's time, their role is diverse, and s/he plays a critical role in the smooth running of many aspects of the special seating service. The Clinical Engineering Technician undertakes these tasks in a systematic fashion, proactively communicating to relevant parties such as the Production Manager, administrative staff, and/or partner clinician, as relevant.

Duties include, but are not limited to:

- Product design
- Product repairs
- Research & development
- Use of 3D scanning technologies
- Participation in clinical interventions
- Completion of design documentation
- Product manufacture & quality assurance
- Sharing of product knowledge & experience
- Post-processing of 3D scans using CAD software
- Exploration of alternative manufacturing techniques
- Ordering of products & supporting the stock management process

Product Manufacture

The Clinical Engineering Technician manufactures, under the supervision of senior technical staff, high-quality wheelchair special seating supports.

Production work is undertaken under the supervision of senior technical staff. The timeline for the work is agreed, and adhered to – unforeseen circumstances notwithstanding. The Clinical Engineering Technician keeps relevant parties informed on progress in this regard.

The Clinical Engineering Technician might also have specified manufacturing tasks delegated to them by senior technical staff. Senior technical staff supervise the undertaking of such assigned tasks, but the Clinical Engineering Technician assumes responsibility for the quality & efficiency of his/her own work.

Product manufacture accounts for the largest proportion of a Clinical Engineering Technician's work, and involves:

- Agreeing with the clinician, the work items to be undertaken and the timeline for completion of same, seeking support from senior technical colleagues where appropriate
- Assuming responsibility for the planning of work schedules, in consultation with the Production Manager, to ensure continuous productivity and completion of tasks in a timely fashion, according to the agreed priorities
- Noting design specifications on SeatTech worksheet templates, in conformance with the provisions of the European Medical Devices Regulations
- Interpreting written & verbal instructions from third parties
- Planning and undertaking manufacturing processes in an efficient manner, to include marking, cutting, sanding, gluing, assembly and finishing, to a high quality, of various materials including steel, timber, polymers and foams
- Ensuring that SeatTech-manufactured devices are produced in line with the SeatTech quality assurance programme
- Using static machine shop tools such as milling machine, lathe, and pillar drill
- Investigation into and application of digital technologies to enhance product design and manufacturing efficiencies
- Promoting & advancing digital manufacturing capabilities such as custom moulded shape capture, digital post-processing, and CNC or 3D manufacturing processes, as appropriate
- Assembling complex mechanical components

- Proactively liaising with Production Manager to schedule upholstery for work nearing completion
- Proactively scheduling appointments through to completion of episode of care, in consultation with partner clinician and Production Manager.
- Using digital photography to record all items manufactured

Participation in clinical interventions

The Clinical Engineering Technician works under the supervision of senior technical staff and in partnership with experienced clinicians in the delivery of the clinical service.

The Clinical Engineering Technician may participate in postural-, mobility- and risk-assessments of wheelchair user needs. S/he actively listens to the wheelchair user and, with support of senior staff, translates the wheelchair user's needs into mechanical design specifications.

Clinical interventions may take place on-site in Sandymount or off-site at outreach clinics located elsewhere throughout the country.

Quality Management

SeatTech has a quality management system in place to ensure that devices produced by SeatTech are produced to a high quality standard. The Clinical Engineering Technician adheres to the quality assurance processes, and to the relevant paperwork/data recording processes as they pertain to quality management, medical device regulatory compliance, and GDPR.

The Clinical Engineering Technician is responsible for accurately registering manufacturing details of all custom manufactured items on the Quality Management system, in line with European Medical Devices Regulations. Details include bill of materials, technical details & measurements and ensuring sign-off on all work from an authorised individual.

Stock

'Stock' comprises raw material and other consumables held by SeatTech for use in manufacturing, as well as devices delivered to SeatTech for work, and items awaiting issue to service users. Also included in stock control are pre-used items of sufficient quality to be re-used for repair or maintenance purposes.

The Clinical Engineering Technician plays a key role in the daily management of stock levels.

All technical staff participate as required in necessary stocktaking exercises during the financial year.

Health & Safety

The Clinical Engineering Technician takes responsibility, in conjunction with colleagues, for ensuring a safe work environment for all staff.

Specific responsibilities include:

- Maintaining the workshop and machine shop in a tidy and safe manner, free from items that pose hazards of slips, trips and falls, and ensuring that machines are cleaned down following use
- Participating in all Covid-19 infection control protocols
- Undertaking scheduled preventative maintenance on machinery and replacing consumables as and when the need arises
- Undertaking daily health & safety, and other periodic checks as requested by management

Research & Design

Research & Design is key to SeatTech's stated mission of providing service users with the 'best possible' seating, mobility and positioning aids. The Clinical Engineering Technician supports current research & design projects and adopts a pro-active approach to identifying and reporting ideas that can enhance productivity, improve efficiency and/or or lower manufacturing costs.

Repairs & Emergency Cover

The Clinical Engineering Technician:

- Undertakes repairs to existing SeatTech seating systems where deemed necessary and appropriate.
- Undertakes mechanical maintenance & repair tasks on wheelchairs when emergencies arise
- Provides a frontline service delivery cover for other SeatTech Clinical Engineering Technicians if they become unavailable at short notice

Professional Development

SeatTech staff keep abreast of developments in the field of wheelchairs & associated special seating through on-the-job training, and attendance at internal & external training courses. It is essential that staff be committed to ongoing professional development with a view to constantly reviewing and enhancing their knowledge & skills.

Other Duties

This description is not restrictive and the post holder may be required to carry out other duties to assist the Production Manager ensure effective operation and development of the service.

GDPR

In the course of carrying out the duties of this job and working with others which will include but is not limited to compliance with all Enable Ireland GDPR policies and procedures, attending all GDPR training sessions, ensuring personal responsibility for implementing safeguards and measures as directed, to minimise exposure to breach GDPR.

This position is open to experienced Clinical Engineering Technicians/Registered Clinical Technologists. Applicants with less experience are also encouraged to apply, and may be considered with modified job description & pay scale.

Terms & Conditions:

Responsible to: SeatTech Production Manager

Probation: A probationary period of 6 months applies, wherein three probationary meetings will take place to review your performance and suitability for appointment. The probationary period may be extended or terminated for any reason at Enable Ireland's discretion.

Salary: The current salary scale for this post is €31,686 to €40,110 pro rata per annum.

Annual leave: Annual leave entitlement is 30 days pro rata per annum and proportionately less for less than 12 months service.

Pension Scheme: Enable Ireland operates a contributory pension scheme which all employees may join on earlier of 1st July or 1st January following start date.

Medical: The successful candidate will be required to undergo a medical assessment.

Garda Clearance/ Police Clearance: These will be required for all prospective employees who will undertake relevant work or activities relating to children or vulnerable persons.

Sick Pay: **(If applicable)** All periods of sickness exceeding two days must be medically certified. Weekly medical certificates are required thereafter. The Company reserves the right to have you examined by its own Doctor after 3 months continuous sick leave. Upon completion of 9 months continuous service with the Company sick pay will be as follows:
Full pay less social welfare for the first 13 weeks of sickness in any 12
month rolling period and half pay less social welfare for a further (13) weeks of sickness absence in the same 12 month rolling period

Redeployment In exceptional circumstances the organisation reserves the right to redeploy you to an alternative role that is suitable to your skills and experience.