

Senior Clinical Engineering Technician

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title, Grade Code** | Senior Clinical Engineering Technician 3161 |
| **Campaign Reference** | ROTECC0217/2022A |
| **Closing Date** | 20/03/2022 |
| **Proposed Interview Date (s)** | To be confirmed |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | The Rotunda Hospital.A panel may be formed as a result of this campaign for the xxx Post from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.  |
| **Informal Enquiries** | Mr Henry Gelera, Chief Clinical Engineer 01-8171796 |
| **Details of Service** | Permanent, Full-time (37 hours per week) |
| **Reporting Relationship** | This post within the Clinical Engineering Department will report to the Chief Clinical Engineer. |
| **Key Working Relationships** | The post holder will work closely with both the Chief Clinical Engineer and Senior Clinical Engineer |
| **Purpose of the Post**  | The Senior Clinical Engineering Technician will handle the day to day technical problems and work tasks related to the management, maintenance, repair and calibration of medical equipment.  |
| **Principal Duties and Responsibilities** | **Principle Duties and Responsibilities** * To be professionally responsible for all aspects of the post holders own work and in the absence of the Chief Clinical Engineer, their duties.
* To undertake the maintenance, repair and servicing of biomedical equipment throughout the Hospital.
* Liaising with suppliers for the purposes of ordering and maintaining appropriate parts and consumables stock inventory , utilising a departmental inventory management system.
* Will be accountable, responsible, and has authority as appropriate to their grade for delivering a quality service and ensuring patient safety.
* Embrace and support any changes in technology and assist in the implementation and operation of these changes.
* Perform such duties appropriate to the post as may be assigned from time to time by the Chief Clinical Engineering Technician or his nominee.
* Undertake first line repairs on a variety of medical equipment.
* Liaise with clinical staff to organise preventive maintenance.
* Keep careful records of all work performed and complete other appropriate records
* Manage external medical contractors when on-site to ensure all Hospital procedures are adhered to.
* Ensure Patient safety is at the forefront during the use of medical devices throughout the Hospital.
* Risk assessment of electro medical devices
* Liaise with other clinical and non-clinical department managers as part of the Clinical Engineering team, so as to ensure seamless provision with the Hospital.
* To keep abreast in the understanding and knowledge of all new developments in the field of Clinical Engineering.
* To comply fully with ensuring compliance with Health & Safety requirements and regulations
* Participate in the formal out of hours (on call) clinical engineering services.
* You will be required to be flexible in relation to the performance of your duties.
* Develop as required specialist fields of interest within the fields of Clinical Engineering.

  |
| **Eligibility Criteria****Qualifications and/ or experience** | Candidates must, at the latest date for receipt of completed applications:* Hold as a minimum a recognised qualification at National Framework of Qualifications (NFQ) Level 7 or higher, in one of the following:
* Electronic
* Electrical
* Instrument Physics
* Industrial Instrumentation
* Applied Physics
* Mechanical
* Mechtronic
* Biomedical Engineering

 Or* Hold a recognised qualification at least equivalent to one of the above.

 And* 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 is desirable but not essential.

  And* 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.

  |
| **Skills, competencies and/or knowledge** | **Post Specific Requirements** * Possess strong interpersonal, management and communication skills
* Be innovative, have a proven level of competence
* Advance computing skills
* Self-motivated, work in team or individually
* Excellent time management skills

 **Skills & Competencies** **Technical & Professional Expertise** Has a command over the technical/ professional skills and knowledge required within the jobholder’s role and continues to upskill to maintain high professional standards and continuous professional development requirements. **Communication & Interpersonal Skills** Speaks and writes clearly, fluently and effectively to both individuals and groups; communicates in a manner that will persuade, convince and influence others, in order to motivate, inspire or encourage them to follow a particular course of action.  **Commitment to Quality, Safety & Risk Management** The ability to focus on understanding stakeholder’s needs and expectations and to respond effectively and efficiently to them. Has a good knowledge of and is committed to offer a quality service through the achievement of goals, accreditation standards, other organisation/department standards and risk management frameworks and guidelines.  **Problem Solving & Decision Making** Identifies and solves problems by understanding the situation, seeking additional information, developing and weighting alternatives, and choosing the most appropriate course of action given the circumstances. |
| **Campaign 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. 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. 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. |
| This Job Specification 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. |



Senior Clinical Engineering Technician

**Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **Tenure**  | The current vacancy available is permanent and full-time. The post is pensionable. A panel may be created from which specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  |
| **Remuneration**  | The Salary scale for the post is: €43,725, €45,849, €48,172, €50,631, €53,284, €55,939, €58,645, €60,740, €62,696New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage. 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 16th, 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). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position. 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 01st 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 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.***\* Public Servants not affected by this legislation:***Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | 6 months |
| **Infection Control** | 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 Rotunda Hospital protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in Safety Statement.Key responsibilities include:* Developing a SSSS for the department, as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work.
* Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection.
* Consulting and communicating with staff and safety representatives on OSH matters.
* Ensuring training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee.
* Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with the hospital policy.
* Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.
 |