



**Principal Clinical Engineering Technician
Job Specification, Terms & Conditions**

Job Title and Grade	Principal Clinical Engineering Technician (Grade Code 3163)
Campaign Reference	PCET.IEHG.02.22
Remuneration Terms and Conditions	The salary scale for this post (as at 01/10/2021) is: €60,231- €62,210 - €64,936 - €66,788 - €68,373 - €69,134
Closing Date	28th February 2022 at 5pm
Proposed Interview Date (s)	Interviews will be held as soon as possible after closing date. Candidates will normally be given at least one weeks' notice of interview. The timescale may be reduced in exceptional circumstances.
Duration of Post	There is currently one permanent whole time post available in Mullingar Regional Hospital A panel may be created from this campaign from which future permanent and specified purpose vacancies of full or part time duration may be filled.
Taking up Appointment	A start date will be indicated at job offer stage.
Location of Post	Regional Hospital Mullingar
Application Process	Please download and submit Application Form for this exciting role through the Rezoomo website https://www.rezoomo.com/job/27270 CV's will not be accepted
Informal Enquiries	Name: Ms Yvonne Kane Position: Operations & Clinical Services Manager Email: yvonne.kane@hse.ie Telephone: 044 9394299
HR Point of Contact	Name: Shannon Tevlin Position: HR Officer Email: shannon.tevlin@hse.ie Telephone: 0877808550
Details of Service	The Regional Hospital Mullingar is a Model 3 Statutory Hospital and is part of the Ireland East Hospital Group (IEHG). The Hospital provides a wide range of health services for people in Westmeath and Longford and specialised service for a broader Midlands population of 291,000 including Laois, Offaly, North Meath, Kildare and Roscommon. The Hospital has 216 beds (184 inpatient, 16 day beds, 10 short term stay beds and a 6 bedded Medical Assessment Unit) and provides a range of services, on a 24-hour basis. The Hospital has a combined Critical Care Unit comprising of six beds (ICU/CCU). The hospital provides the following acute services: <ul style="list-style-type: none"> • Accident & Emergency • Hospital Medicine (Including Regional Stroke Thrombolysis) • Hospital Surgery • Obstetrics and Gynaecology • Paediatrics / Special Care Baby Unit • Critical Care • 24 hour CT scanning service • Out-Patient Services incl. Ophthalmology
Reporting Relationship	The Post holder will report to the Operations & Clinical Services Manager with Technical Governance to the Regional Clinical Engineering Manager.
Purpose of the Post	The Principal Clinical Engineering Technician will act as Head of Dept with responsibility for the management of all aspects of the Clinical Engineering Service in Regional Hospital Mullingar which includes management of circa 5,000 clinical devices and ensure compliance with national HSE policies.
Principal Duties and Responsibilities	Operational <ul style="list-style-type: none"> • Be responsible for the overall management of the Clinical Engineering Dept • Provide a quality service for clinical systems with regard to equipment performance

- and safety.
- Manage the coordination of repair and implementation of preventative maintenance schedules of all medical/medical assistive devices
- Contribute and participate as required to the education and training programmes in which the department is involved.
- Support the nursing, medical and technical staff in the implementation of patient care involving technology.
- Maintain good communications throughout the hospital where equipment issues impact on the provision of a service.
- Be professionally responsible for all aspects of the post.
- Provide project management services as required.
- Participation on project groups and committees as required
- Perform other duties as may be assigned to him/her.
- The person holding this post is required to support the principle that the care of the patient comes first at all times and will approach their work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree
- Maintain throughout the Group's awareness of the primacy of the patient in relation to all hospital activities.
- Performance management systems are part of role and you will be required to participate in the Group's performance management programme

Professional/Clinical

The Clinical Engineering Technician, Principal is responsible for carrying out the following duties in the Clinical Engineering Department:

- To provide full technical support to all Clinical assistive equipment in use in the Hospital.
- To provide routine service, calibration, performance testing and electrical safety testing of any bio medical equipment, as part of the Department preventative maintenance program.
- To provide acceptance testing and associated record keeping of new equipment procured by the HSE
- To continue the implementation of HSE AIMS medical equipment data base and to ensure that appropriate records of all medical devices are maintained at all times.
- To provide assessment and assistance in equipment fault investigations.
- To develop specialised expertise within the clinical engineering field.
- 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 performed, and department performance as required by the Management Team at Regional Hospital Mullingar.
- Provide advice relating to equipment procurement, service and disposal
- Advise and support staff in relation to all aspects of bio medical equipment use, safety, application etc. and to demonstrate and instruct equipment-users as necessary
- Ensure that all actions undertaken during the course of employment conform to best practice and exhibit optimum patient safety and equipment user-satisfaction. Such actions should similarly constitute best value for money, and reflect the best interests of the HSE

Specific Responsibilities:

- Instruct and monitor the performance of other Clinical Engineering Technicians employed in the department
- Supervise the work of all other support staff and Senior Clinical Engineering

	<p>Technicians employed in the department and ensure that optimum effectiveness, safety and efficiency is realised in all aspects of department activity</p> <ul style="list-style-type: none"> • Assist and liaise with the Hospital's Senior Management Team to ensure optimum management of equipment selection, utilisation and associated technical support • Liaise with and assist the Hospital's Senior Management Team and pro-actively contribute to the strategic development of the Clinical Engineering Department. • Carry out other administrative duties from time to time as might be delegated by the Hospitals Senior Management Team. • Ensure that all safety requirements, statutory and recommended are met to provide the safest environment for patients, staff and others associated with the operation, control and application of Clinical equipment. • Liaise with the Clinical Engineering Staff and Senior Management Team to realise mutual equipment management and support objectives • Ensure that a stock of necessary spare parts for the support of bio medical equipment is developed and maintained • Provide any advice and assist the Hospitals Senior Management Team on service contracts as may be required. • Liaise with and supervise external service contractors as necessary to yield the required level of service as required. • Provide other equipment support/ management functions delegated to that post by the Hospital Manager. • Participate in Hospital multi-disciplinary committees as required. <p><u>Education and Training</u> <i>The Clinical Engineering Technician, Principal is responsible for:</i></p> <ul style="list-style-type: none"> • 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. <p><u>KPI's</u></p> <ul style="list-style-type: none"> • The identification and development of Key Performance Indicators (KPIs) which are congruent with the Hospital's service plan targets. • The development of Action Plans to address KPI targets. • Driving and promoting a Performance Management culture. • In conjunction with line manager assist in the development of a Performance Management system for your profession. • The management and delivery of KPIs as a routine and core business objective. <p><u>Risk Management, Infection Control, Hygiene Services and Health & Safety</u></p> <ul style="list-style-type: none"> • The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment. • The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility. • The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas:
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	<ul style="list-style-type: none"> ○ Continuous Quality Improvement Initiatives ○ Document Control Information Management Systems ○ Risk Management Strategy and Policies ○ Hygiene Related Policies, Procedures and Standards ○ Decontamination Code of Practice ○ Infection Control Policies ○ Safety Statement, Health & Safety Policies and Fire Procedure ○ Data Protection and confidentiality Policies <ul style="list-style-type: none"> ● The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and that they comply with the Group's Risk Management Incident/Near miss reporting Policies and Procedures. ● The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment. ● The post holder must foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services. ● The post holders' responsibility for Quality & Risk Management, Hygiene Services and Health & Safety will be clarified to you in the induction process and by your line manager. ● The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others. ● The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained. ● The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment. ● It is the post holder's responsibility to be aware of and comply with the HSE Health Care Records Management/Integrated Discharge Planning (HCRM / IDP) Code of Practice. <p>The above Job Description is not intended to be a comprehensive list of all duties involved and 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.</p>
<p>Eligibility Criteria</p> <p>Qualifications and/or experience</p>	<p>Candidates must have at the latest date for receipt of applications for the post:-</p> <p><u>Professional Qualifications, Experience, etc</u></p> <p>(a) Candidates must at the latest date for receipt of applications:</p> <p>(i) Hold as a minimum a recognised qualification at National Framework of Qualifications (NFQ), Level 7 or higher, in <u>one</u> of the following engineering disciplines;</p> <ul style="list-style-type: none"> (i.1) Electronic, (i.2) Electrical, (i.3) Instrument Physics, (i.4) Industrial Instrumentation, (i.5) Applied Physics, (i.6) Mechanical, (i.7) Mechatronic, (i.8) Biomedical Engineering; <p style="text-align: center;">Or</p> <p>(ii) Hold a recognised qualification at least equivalent to one of the above;</p>

	And
	(iii) Have a minimum of five years postgraduate satisfactory and relevant experience in an appropriate medical industrial field including at least three years in a clinical engineering environment
Post Specific Requirements	<ul style="list-style-type: none"> • Demonstrate depth and breadth of experience in all aspects of medical equipment management in an acute hospital as relevant to the role, for example specification, tender evaluation, equipment selection, commissioning, maintenance, user training and decommissioning, as relevant to the role.
Other requirements specific to the post	<ul style="list-style-type: none"> • Demonstrate depth and breadth of experience in the provision of medical equipment user training as relevant to the role.
Skills, competencies and/or knowledge	<p>Candidates must Demonstrate</p> <p><u>Professional Knowledge & Experience</u> Demonstrates:</p> <ul style="list-style-type: none"> • Demonstrate evidence based technical knowledge and quality focus in making decisions regarding equipment support/ management • Demonstrate understanding and/ or experience of clinical engineering • Demonstrate evidence of computer skills including use of Microsoft Office programmes, IT Systems and using the internet as a research tool <p><u>Planning & Organising and Delivery of Results</u> Demonstrates:</p> <ul style="list-style-type: none"> • Demonstrate evidence of effective planning and organising skills including awareness of resource management and importance of efficiency and value for money • The ability to use resources effectively, challenging processes to improve efficiencies where appropriate • The ability to proactively identify areas for improvement and to develop practical solutions for their implementation <p><u>Evaluating information and decision making</u> Demonstrates:</p> <ul style="list-style-type: none"> • Demonstrate ability to manage deadlines and effectively handle multiple tasks • Considers the impact of decisions before taking action • The ability to quickly grasp and understand complex issues • Initiative in the resolution of complex issues <p><u>Building and maintaining relationships including Teamwork & Leadership Skills</u> Demonstrates:</p> <ul style="list-style-type: none"> • The ability to build and maintain relationships with colleagues and other stakeholders and to achieve results through collaborative working • Demonstrate awareness and appreciation of the service user • Demonstrate evidence of ability to empathise with patients, relatives, service contractors and colleagues with dignity and respect. • The ability to work both independently and collaboratively within a dynamic team and multi stakeholder environment <p><u>Commitment to a Quality Service</u> Demonstrates:</p> <ul style="list-style-type: none"> • Demonstrate a focus on quality and efficiency • Demonstrate the ability to contribute to the internal development of the department • Commitment to developing own knowledge and expertise • Evidence of setting high standards of performance for self and others, ensuring accurate attention to detail and consistent adherence to procedures and current

	<p>standards within area of responsibility</p> <p>Communications & Interpersonal Skills Demonstrates:</p> <ul style="list-style-type: none"> • 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 communication skills especially with regard to presentation skills and delivering complex information in understandable terms
<p>Campaign Specific Selection Process</p> <p>Ranking/Shortlisting / Interview</p>	<p>A ranking and or short listing 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>
<p>Code of Practice</p>	<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 www.hse.ie/eng/staff/jobs in the document posted with each vacancy entitled "Code of Practice, information for candidates" or on www.cpsa.ie.</p>
<p>The reform programme outlined for the Health Services may impact on this role and as structures change the job specification may be reviewed.</p> <p>This job specification is a guide to the Hospital 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>	



Clinical Engineering Technician, Principal Terms and Conditions of Employment

Tenure	<p>The current vacancy available is permanent and whole time.</p> <p>The posts are pensionable. A panel may be formed from this recruitment campaign from which future permanent or specified purpose vacancies of full time or part time hours 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>
Remuneration	The salary scale for this post (as at 01/10/2021) is: €60,231- €62,210 - €64,936 - €66,788 - €68,373 - €69,134
Working Week	<p>The standard working week applying to the posts will be confirmed at Job Offer Stage.</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 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).</p>
Annual Leave	The annual leave associated with the posts will be confirmed at Job Offer Stage.
Age	Age restriction shall only apply to a candidate where s/he is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) 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.
Superannuation	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 st 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 st December 2004.
Probation	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.
Protection of Persons Reporting Child Abuse Act 1998	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.
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 HSE protocols for implementing and maintaining these standards.



<p>Health & Safety</p>	<p>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 the relevant Site Specific Safety Statement (SSSS).</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> • Developing a SSSS for the ward/department/service A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages, 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 a 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 ward/department/service are appropriately managed and investigated in accordance with HSE procedures See link on health and safety web-pages to latest Incident Management Policy. • Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. • Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example. <p>Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS</p>
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