

Mater Misericordiae University Hospital Dublin



Job Description & Person Specification

Basic Grade Clinical Engineering Technician

Job Title / Grade

Basic Grade Clinical Engineering Technician

Department / Division:

Clinical Engineering Department

Location:

Mater Misericordiae University Hospital

Reporting Relationships:

Head of Clinical Engineering

Principal Clinical Engineering Technician

Responsible to:

Head of Clinical Engineering & Technical Communications

Effective Date: _____
Review Date: _____

JOB DESCRIPTION

Job Purpose:

The Basic Clinical Engineering Technician will be expected to be involved in the direct provision of Clinical Engineering Services throughout the hospital. Candidate should be a team player, Capable of learning on and off the job and possess a strong sense of duty and responsibility. Also able to take direction, meet goals / Targets as and when necessary ensuring service is delivered according to best practice and all current legislative safety standards and safe practices are adhered too. Follow Educational pathways and CPD's linked to this career.

KEY RESPONSIBILITIES

Reporting to: Head of Clinical Engineering Department

Clinical engineering services have responsibility for patient related hospital equipment services, support and medical device repairs including a rotational on-call provision after suitable training. The service works with other healthcare professionals and endeavours to support and advance patient care by applying Clinical Engineering and equipment management skills to healthcare technology.

Main Duties and Responsibilities:

1. Responsibilities:

The Basic Clinical Engineering Technician will:

- Ensure that allocated tasks and goals are achieved according to patient and Clinical needs and are compatible with all current legislative safety standards and work practices.
- Be part of the provision of the current On-Call service after detailed training period is completed.
- Assist in the maintenance of a whole hospital equipment management database and be flexible around time and working/site environment.
- Co-operate fully with ensuring compliance with Health and Safety requirements and regulations.
- Attend all mandatory hospital training and all company off site training.
- Develop a shared sense of commitment and participation with clinical engineering team members in the planning and development of the service.
- Maintain good collaborative working relationships and communications with appropriate statutory, professional and voluntary organisations responsible for and/or participating in health care.
- Attend all hospital mandatory training such as Health and Safety, Manual Handling and Fire Training, Hand Hygiene, Child First etc.

2. Planning, Development and Continuous Development Programme:

- Follow in work practices, procedures, techniques or technologies having regard to developments in the field of clinical engineering and in accordance with agreed core standards and best practice.
- Candidate will attend and participate in Continuous Development Programmes.
- Participate in the preparation of annual service plans for the service and monitor and report back to supervisors, as required.
- Participate and co-operate with any internal or external evaluation of the service.
- Contribute to the strategic and development planning of the wider organisation.

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.

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 Basic Grade Clinical Engineering Technician will be required to maintain, enhance and develop their professional knowledge, skills and aptitudes necessary to respond to a changing climate. The job description must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.

PERSON SPECIFICATION

Good communications and interpersonal skills, coupled with the ability to keep pace with changing and demanding environment.

| CRITERIA | ESSENTIAL | DESIRABLE |
|---------------------------------|--|--|
| Qualifications | <p>Each candidate <u>must possess a minimum</u> from the following criteria:</p> <ul style="list-style-type: none"> • BEng or BSc level 7 • or equivalent or Diploma | <ul style="list-style-type: none"> • BEng or BSc or equivalent level 8 |
| Experience | <ul style="list-style-type: none"> • Must be IT literate and proficient • Must be able to demonstrate proficiency and logical approach to problems • Understand Principles and Practices of basic workshop skills | <ul style="list-style-type: none"> • Fault finding skills |
| Organisational Knowledge | <ul style="list-style-type: none"> • Understanding the context in which Clinical Engineering services are offered within an acute hospital | <ul style="list-style-type: none"> • Previous Hospital experience |
| Core Competencies | <ul style="list-style-type: none"> • Communication skills • IT skills • A good solid grounding and disciplined approach. | <ul style="list-style-type: none"> • Some experience in quality initiatives |