

SOUTH INFIRMARY-VICTORIA UNIVERSITY HOSPITAL
Old Blackrock Road, Cork



Job Description for the post of:

Basic Grade Clinical Engineering Technician

Temporary Full-time – 37hours per week

Contract Duration: 12 months

This document sets out the manner in which applications are accepted for the above post. It also sets out the prescribed Particulars and Qualifications of the post, the Job Description and other relevant information.

Application Process:

4 copies of an up-to-date Curriculum Vitae (unbound) and 4 copies of a Cover Letter should be submitted to:

**The Human Resources Manager
South Infirmary-Victoria University Hospital
Old Blackrock Road
Cork**

The latest date for receipt of applications is:

1.00pm, Friday, 30th August 2019

Please note successful candidates will be required to submit documentary evidence of all qualifications referred to on application when requested to do so post interview.

The South Infirmary -Victoria University Hospital is an equal opportunities employer

The South Infirmary-Victoria University Hospital

We at the South Infirmary-Victoria Hospital are committed to providing the highest quality service to all our patients in a friendly, safe and caring environment. We endeavour to provide an effective, efficient service in a timely manner with equal access for all our patients. We aim to provide individual patient centered care to each patient and their families and promote patient participation in their care. We encourage good interpersonal relationships. We promote staff and service development through education, motivation and encouragement. We are committed to providing an effective learning environment for future health service staff.

We are a 192 bed Voluntary Teaching Hospital affiliated to University College Cork and catering for approximately 38,500 discharges and 72,500 outpatients each year. We are part of the South/South West Hospital Group.

The Hospital is the Regional Centre for E.N.T. and Dermatology Services. The Hospital also plays a very prominent role in Endocrinology and Rheumatology services in the region. Services are continually developing.

The following medical disciplines are specialties in the Hospital:

- Anesthesiology
- Dermatology
- E.N.T. including an extensive Head & Neck service
- Endocrinology
- General Surgery
- Gynaecology
- Medical Oncology
- Ophthalmology
- Oral & Maxillofacial Surgery
- Orthopaedic Surgery
- Paediatrics - Consultation Service
- Pain Medicine
- Plastic Surgery
- Radiology
- Rheumatology

The SI-VUH is primarily an elective hospital with a particular concentration on day surgery, short length of stay and day of surgery admission. There are 9 theatres in total in the complex; 4 General Theatres, 2 Orthopaedic Theatres, 1 Day Surgery, 1 Theatre in the Victoria Wing, and 1 Ophthalmology Theatre. In addition there is an Endoscopy Suite, Pain Management Procedure Rooms and a Minor Procedure Room.

The SI-VUH has an extensive Day Surgery service including a Peri-operative Assessment Clinic which is supported by SI-VUH Consultant Anaesthetist staff. In addition there is a Pre-admission Assessment Unit.

Informal enquires

Can be directed to the Senior Clinical Engineering Technician, SI-VUH

Our website is accessible on

www.sivuh.ie

Details of the Post

Title / Grade

The title and grade of the post is Temporary Basic Grade Clinical Engineering Technician.

Grade Code

3161

Responsible to

The post holder will be accountable to the Procurement Compliance & Materials Manager.

Report to

The post holder will report to the Procurement Compliance & Materials Manager.

Working Relationships

The post holder will liaise with all Nursing, Medical, Health & Social Care Professional Staff, Heads of Departments/Ward Managers, Clerical/Administration staff and other hospitals /services as required.

Qualifications & Experience

A candidate must, on the latest date for receipt of applications for the post:

- (i) Hold as a minimum a recognised qualification at National Framework of Qualifications (NFQ) Level 7 or higher in one of the following engineering disciplines:
 - Electronic
 - Electrical
 - Instrument Physics
 - Industrial Instrumentation
 - Electronics and Computer Technology
 - Applied Physics
 - Mechanical
 - Mechtronic
 - Telecommunications and Electronics
 - Biomedical Engineering **OR**
 - hold a recognised qualification at least equivalent to one of the above
- (ii) Be able to demonstrate proficiency and logical approach to problems
- (iii) Possess the requisite knowledge and ability to discharge the duties of the post.
- (iv) Excellent IT Skills
- (v) Excellent communication skills

Note:

If being processed for appointment, **original documentation** will be sought for:

- (i) All qualification requirements for the post.
- (ii) Any additional qualification(s) that you may be awarded marks for at interview.

In the event that a number of years experience is required for a post, you will be requested to:

- (i) Provide documentary evidence that you possess same.

Character

A candidate for and any person holding the office must be of good character.

Health

A candidate for and any person holding the post must be fully competent and capable of undertaking the duties attached to the post and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. For the purpose of satisfying the requirements as to health, the successful candidate, before being appointed, shall undergo a pre placement health assessment. The Medical Examination will be provided by the Hospital.

Main Duties & Responsibilities

- Provide routine service, calibration, performance testing and electrical safety testing of biomedical assets/equipment in the workshop and at the point of equipment use.
- Management of the lifecycle of biomedical equipment within the hospital, assist with drafting specifications for biomedical equipment at tendering stage, installation, routine servicing and calibration to decommissioning and safe disposal of biomedical equipment.
- Manage the inventory of all biomedical equipment throughout the hospital.
- Provide front line support for hardware and software issues on biomedical assets and provide appropriate technical solutions, as may be required from time to time.
- Ensure a programme of routine and preventative maintenance of biomedical device equipment is carried out in a timely and cost effective manner.
- Maintenance of records and preparation of reports as required.(Using the National electronic asset information management system ECRI AIMS)
- Conduct Quality Assurance Programmes, e.g. inspections and audits and assist with the Hospital Accreditation Programme as may be required.
- Provide technical assistance and instruction in the maintenance and operation of biomedical equipment as required.
- Advise on replacement and purchase of biomedical equipment and analyse any resultant training requirements for users.
- Co-ordinate and evaluate the work of service contractors of biomedical equipment to include maintenance, calibration, installation and verification of service documentation as required
- Be available for consultation with medical, paramedical, technical and administrative staff on appropriate matters.
- Be professionally responsible for all aspects of the post.
- Liaise and work, as required, with other staff grades, both within and outside the biomedical engineering department.
- Carry a bleep or other mobile communications device during normal working hours.
- Ensure compliance with all relevant safety and statutory standards, in respect of biomedical equipment maintenance, operation and servicing
- Co-ordinate safety notices of all biomedical equipment: ensuring that recommendations/actions are carried out and preventive maintenance programmes recommended are put in place.
- Participate in any relevant hospital committees, as may be required.
- Assist in the preparation of policies & procedures with regard to the management of biomedical equipment throughout the hospital.
- Keep records of all financial dealings within the department to ensure department budgets are adhered to.
- Submit a requisition for equipment, parts, repairs and consumable items as required to the Procurement Department as per PPG's.
- Recommend and maintain a supply of spare parts most likely to need replacement.
- Carry out all work and duties in a manner that reflects optimum safety/assurance for patients and staff alike.
- Liaise with the Maintenance Manager regarding plumbing and electrical contract work when necessary e.g. for the installation of new equipment.
- Implement Safety, Health & Welfare Policies in relation to biomedical equipment and to have a working knowledge of the 2005 Act and associated regulations.
- Comply with the Hospital Safety, Health & Welfare Policies and Procedures.

- Have a working knowledge of ISO 13485 & ISO 9001 and have a basic understanding 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.
- 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 South Infirmary Victoria University Hospital.
- Maintain professional development through attending biomedical service seminars and workshops for new equipment training.
- There is a responsibility on all staff to adhere to all hospital guidelines, policies & procedures and best practise. This includes infection control guidelines, Waste Management, and environmental Management etc.
- There is a responsibility on all staff to participate in internal and external audit and review as appropriate.
- To work in a manner with due care and attention to safety and self patients, staff and other persons in the workplace with reference to the Health & Safety at Work Act 2005.
- To report immediately to line Managers or nominated persons any accidents or incidents involving patients, staff and/ or members of the public in line with hospital policy
- To comply and be familiar with all hospital policies and procedures and in particular those relating to safety, health and Welfare, infection Control, Hygiene. Risk Management and Decontamination
- Perform other duties as may be assigned to him/her by the Principal Clinical Engineering Technician and / or the Procurement Compliance & Materials Manager.

Note:

The rate and pace of change in the health service is such that the post holder will be required to update their knowledge and skills to fit the changing requirements of the service. Therefore this job description is an outline of the current broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. It will be reviewed and updated in line with future needs as required.

The post holder will be required to be flexible in this position and must be prepared to undertake any other duties as may be assigned by the Head of Department/Line Manager dependent on service needs. Such duties can be outside the area of one's normal work and may be for other associated Departments as the Hospital may require.

Particulars of the Post

1. **Remuneration**

Salary Scale: €30,460 to €40,249 per annum (*pro-rata*).

Salary payment frequency will be monthly.

Incremental credit may be granted in respect of recognised experience.

Recognisable experience refers to “previous service in a similar grade in the Civil Service, Local Authority Service, Health Service and other public service bodies or agencies, in Ireland or abroad”. New employees wishing to claim incremental credit for previous employment/s must submit details (documentary evidence) within the first year of their employment, otherwise the Hospital will not be liable for retrospective payments. New employees experiencing difficulty with a previous employer in obtaining any letters/documentation in this regard should notify the Salaries & Wages Department as soon as possible within the first year of employment.

2. The post is temporary, whole-time and pensionable.

3. **Annual Leave**

Annual leave and public holidays are granted in accordance with the provisions of the Organisation of Working Time Act, 1997 and in conjunction with Hospital policy and in compliance with national circulars governing leave. Public holidays are dealt with in accordance with the provisions of the Organisation of Working Time Act, 1997 as reflected in the Annual Leave and Public Holiday policy. The annual leave entitlement is 25 days per annum (*pro-rata*).

4. **Working Hours**

37hours per week. Flexibility in consideration of service needs is required. You will be required to work the agreed roster/ on call arrangements advised to you by the Board. Your contracted hours of work are liable to change between the hours of 8 am to 8 pm over seven days to meet the requirements for extended day services as may be introduced by the hospital.

5. **Superannuation**

There are various Superannuation Schemes in operation. You will be a member of the scheme relevant to you based on your entry date to the public service and previous service if any. You will be issued with the relevant superannuation information directly from the Superannuation Section, Wages & Salaries Department in due course.

6. **Performance Monitoring**

Performance and conduct of the person appointed to this role will be monitored on an on-going basis to determine their suitability for continued employment in this role. Substantive post-holders, appointed to a temporary position, are also subject to performance management and any issues that may arise will be dealt with under the Hospital's disciplinary procedure. Termination of this appointment within or at the end of the contract for the role will be at the discretion of the South Infirmar-y-Victoria University Hospital.

7. **Notice**

When resigning, the post holder is required to give four week's notice in writing prior to resigning the post, or in default, to forfeit one month's amount of salary, to be deducted as liquidated damages from any remuneration due at the time of such resignation.

8. **Healthcare Insurance**

VHI / LAYA Healthcare Insurance details are available on the Intranet Human Resources page / HR General. Salary deduction for healthcare insurance can be facilitated for long term temporary (12 months or longer) or permanent employees only.

9. **Confidentiality**
In the course of his/her employment, the person appointed may have access to, or hear information concerning the medical or personal affairs of patients and/or staff, or other health service business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody / destroyed in accordance with policy, when no longer required.
10. **Safety, Health and Welfare at Work**
The South Infirmary-Victoria University Hospital is committed to ensuring the safety, health and welfare of all employees. In line with the Safety, Health and Welfare at Work Act, 2005, a Safety Statement is provided by the Hospital and all staff must comply with Hospital safety regulations. The post holder has personal responsibility for Health and Safety in the workplace.
11. **Hospital Policies & Procedures (PPPGs)**
Details of the Hospital's policies and procedures, including the Grievance and Disciplinary Procedure will be issued to the post holder upon commencement of employment. All hospital policies and procedures are available on the intranet (hard copy can be accessed via the hospital library) and employees are obliged to read and familiarise themselves and adhere to same at all times. All new employees must complete satisfactory probation/performance monitoring period maximum 9 months prior to being eligible for any benefits under the hospital's sick pay scheme.
12. **Personal and Hospital Property**
Management does not accept responsibility for property lost, stolen or damaged on hospital premises, whether by fire, theft or otherwise. The right to search your person and/or property (including your motor vehicle) while on or departing from the premises is reserved by Management. Where you are found to be in unauthorised possession of articles which are the property of the hospital, the property of an employee, a patient, a visitor, a contractor or a client of the hospital, you may be liable to sanction up to and including dismissal and may also be prosecuted. A witness, i.e. union representative/colleague (whoever is available) may be present during any such search. Please note CCTV is in operation throughout the hospital.
13. **Garda Vetting**
Garda Vetting is sought for all South Infirmary-Victoria University Hospital employees, who may have significant interaction with children and/or vulnerable adults in the course of their duties, either while in the Hospital or in the community. This is done for the protection of these vulnerable groups. Garda Vetting will be sought for the successful candidate(s). Candidates must comply fully with this process. Failure to comply with this process or to provide false or misleading information will result in exclusion from the recruitment process. All prospective employees are required to complete and sign a General Declaration Form, and bring this completed form when they attend for interview.

This document sets out the prescribed Particulars and Qualifications of the post, the Job Description and other relevant information. It is subject to review and amendment as required.

Temporary Basic Grade Clinical Engineering Technician – August 2019