

Clinical Engineering Technician

Permanent, Full time

Particulars of Office (Generic)

1. The appointment is permanent, whole time and pensionable.
2. **Salary**
Remuneration is in accordance with the salary scale approved by the Department of Health current scale.
3. **Superannuation**
The terms of the Voluntary Hospitals Superannuation Scheme and the Voluntary Hospitals Spouses and Children's Scheme or the Single Public Service Pension Scheme will apply to the position. Superannuation contributions at the appropriate rate will be payable in accordance with the provisions of these schemes.
4. **Duties**
The Clinical Engineer will perform such duties as are outlined in the attached Job Description.
5. **Hours of Work**
The whole time standard weekly working hours associated with the post per week are 35 hours. Your contracted hours of work may be liable to be discharged between the hours of 8.00am and 8.00pm on a Monday to Saturday basis to meet the requirements for extended day / services in accordance with a more productive match between staffing and service activity levels across the working day/week. The appointee may be required to attend at such other times as are required for the proper discharge of duties including attendance outside normal working hours.
6. **Probation**
The successful candidate will be appointed initially for a probationary period of 6 months. During the probationary period, progress or otherwise will be monitored and at the end of the period, the service will be;
 - a) Certified as satisfactory and confirmed in writing;
 - b) In certain circumstances this period may be extended and in such case you will be advised in writing of this and the duration of the extension.
7. **Retirement**
No age restrictions shall apply to a candidate except where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). In this case the candidate must be under 70 years of age on the 1st day of the month in which the latest date for receiving completed application forms for the office occur. Continued employment is conditional upon capacity and conduct of the employee.

8. Annual leave

Annual leave and public holidays are granted in accordance with the provision of the Organisation of Working Time Act, 1997. Your annual leave entitlement will be advised to you by the Human Resources Department in your contract of employment. Annual Leave may be based on a number of factors such as grade, years of service and whole-time equivalency.

9. Sick Leave

Payment of salary during illness will be in accordance with arrangements as approved from time to time by the Department of Health.

10. Termination of office

The employment may be terminated at any time by [PLEASE INSERT] notice on either side except where circumstances are dictated by the Minimum Notice and Terms of Employment Act 1973/77. The Management's right under this paragraph shall not be exercised save in circumstances where the Management is of the opinion that the holder of the office has failed to perform satisfactorily the duties of the post or has misconducted himself/herself in relation to the post or is otherwise unfit to hold the appointment.

11. Garda Vetting Checks

Arrangements have been introduced, on a national level, for the provision of Garda Vetting Checks in respect of candidates for employment in areas of the Health Service, where it is envisaged that potential employees would have substantial access to children or vulnerable adults in the course of their duties. Garda vetting is done for the protection of these groups and the National Rehabilitation Hospital reserves the right to revett employees at any future point, as deemed appropriate by Hospital Management.

12. Confidentiality

In the course of your employment, you may have access to or hear information concerning the medical or personal affairs of patients and/or staff, or other health services 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 person can obtain access to them and must be kept in safe custody when no longer required.

13. Hygiene

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of the National Rehabilitation Hospital's quality system to ensure the safety and well being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

14. Policies / Legislation

All Hospital policies and procedures form an integral part an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes of practice. Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

15. Disability Census

As part of the NRH's commitment to supporting the employment of people with disabilities and to comply with the requirements of the Disability Act 2005, all staff are required to inform the Director of Human Resources Ms. Olive Keenan, of any personal disabilities. This information is only requested in the event that appropriate arrangements must be put in place during the course of one's employment and will be stored in compliance with Data Protection Legislation.

16. HR Department Privacy / GDPR Policy

In order to carry out its administrative functions the Human Resource Department in the National Rehabilitation Hospital collects and processes personal data relating to individuals, which includes the job applicants and staff of the Hospital. The Human Resources Department takes the confidentiality of all personal data seriously and consequently takes all necessary steps to comply with data protection legislation including the GDPR. The Human Resource Department collects personal data only in order to meet specific lawful purposes, and will retain that data only for so long as necessary. We also ensure that all reasonable technical and organisational security measures are in place to safeguard personal data.

Ordinarily, the Human Resource Department will not pass personal data to any third party except where required by law, or under statutory obligations, or to fulfil a contract of employment or for other legitimate purposes as balanced against the rights and interests of the Data Subject. If you have any concerns about how your personal data is processed, you may contact our Data Protection Officer (dpo@nrh.ie). Please refer to the National Rehabilitation Hospital Human Resources Privacy Policy Document for more information. The Policy Document is available on request from the Human Resources Department.

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1. Qualifications

The candidate must, on the latest date for receiving completed application forms for the office, possess:

- 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
 - Applied Physics
 - Mechanical
 - Mechatronic
 - Biomedical Engineering
- 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 office.
- Previous experience working in a healthcare environment
- Possess knowledge of medical equipment
- Have good problem solving and decision making skills and the ability to develop solutions to complex problems.
- Ability to operate as part of a multidisciplinary team
- Strong IT skills
- Understanding of networks wireless and wired within the medical device environment

2. Health

Candidates or any person holding the office must be free from any medical condition which would render them unsuitable to hold the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

For the purposes of satisfying the requirements as to health, it will be necessary for each successful candidate before he/she is appointed to undergo a medical examination by a qualified medical practitioner to be nominated by the Chief Executive or designated officer. Any irregularities reported as a result of this examination which render the incumbent unsuitable for the post must be remedied / addressed before appointment. Health Promotion – The Hospital is committed to promoting healthy lifestyles for both patients and staff. Staff are expected to participate in initiatives to support better health and well- being in line with the Hospital objectives.

3. Character

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

Clinical Engineering Technician Permanent, Full time

Title:	Clinical Engineering Technician
Purpose of the Position:	Assisting with the provision of Clinical Engineering Services throughout the hospital.
Accountable to:	Senior Clinical Engineering Technician

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JOB DESCRIPTION

Overview of the Role

The role of the Clinical Engineering Technician is to support the hospital's mission "to deliver exceptional patient care in a manner that is equitable and transparent in its service delivery, sensitive and responsive to those availing of its service, and supportive of the staff entrusted with its delivery.'

The Clinical Engineering Technician will be expected to be involved in the direct provision of Clinical Engineering Services throughout the hospital.

Be 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 to.

To contribute significantly to the maintenance, and ongoing support of the Clinical Engineering Department, Computerised Equipment Management System for the hospital ensuring a holistic system.

ACCOUNTABILITY, DUTIES AND RESPONSIBILITIES

General Accountability

- Ensure that a safe environment is maintained for staff and visitors in compliance with Health and Safety requirements and best practice.
- Being responsible for the day to day security of the work area to which assigned, with particular awareness of fire regulations and security arrangements.
- Keeping up to date with all relevant mandatory training for the department.

Specific Accountability

- Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example; National Standards for Safer Better Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, and comply with associated HSE policies and protocols for implementing and maintaining these standards as appropriate to the role.
- Ensure compliance with Health and Safety requirements and regulations including taking a lead role in the maintaining the workshop areas, tools and test equipment.
- Perform as required routine QA checking and participate in equipment audits.
- Contribute to the development of the services quality framework including policy/procedures/guidelines, through participation in the work of, and contributing to the management of, the appropriate operational teams and groups.
- Participate in quality improvement initiatives as required.
- Demonstrate commitment to continuous professional development and participate as required in education and training and NRH mandatory training.
- Participate in professional supervision.
- Be professionally responsible for all aspects of the post.

Outline of Duties and Responsibilities

The Clinical Engineering Technician will:

- The post holder will be a member of the Department of Clinical Engineering, reporting to the Senior Clinical Engineering Technician, within the department's management structure.
- Liaise and work, as required, with other staff and grades, both within and outside the Clinical Engineering Department.
- Providing basic technical service processing and supplying medical equipment via the Medical Equipment Library.
- Undertake device collections and deliveries for ward and clinical areas.
- Provide MEL consumable items in accordance with ward requests.
- Providing as directed, maintenance services for electromedical, optical and other equipment in respect of its functional, electronic, optical, electrical and mechanical aspects to a standard of safety, accuracy and reliability consistent with its function and with professional standards.
- Contribute, as required, to specification, evaluation and selection, acceptance testing, commissioning, and safety testing of new equipment and/or services.
- Provide electromedical equipment calibration services, in line with the clinical requirements and as specified by the head of department.
- Performing as directed, routine QA checking and measurements on electromedical equipment.
- Contributing as required to systems administration duties of clinical standalone and networked systems.
- Contributing to the use and development of the department's equipment management database.
- Contributing to the construction, testing, service, and repair of auxiliary equipment
- Assisting with the implementation of preventative maintenance schedules and safety programmes.
- Participate in continuing education and professional development activities and cultivate specialist areas of interest / expertise, as required.
- Supporting the nursing, medical and technical staff in the implementation of patient care involving technology.

- Participating in the maintenance and inventory of proper stock levels of spare parts, and accessories as required ensuring minimum equipment downtime.
- Participation, as required, in the education, training and research activities / programmes of the department.
- Performing other duties as may be assigned to him/her. Duties may be assigned within any of the institutions to which the department provides a service.
- Partake in appropriate and relevant CPD.
- Perform other duties as may be assigned to him/her by the service line manager or his/her nominee.
- Be involved in the management of contractor performance as it relates to Clinical Engineering Services.
- Actively participate in NRH accreditation programme, i.e. CARF
- Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, HIQA Standards for Safer Better Healthcare, Infection Prevention and Control Standards and others, and comply with associated HSE protocols for implementing and maintaining these standards
- Co-operate fully in ensuring compliance with Health and Safety requirements and regulations.
- Contribute to the development of the Clinical Engineering profession within the NRH.
- Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

Administrative

The Clinical Engineering Technician will:

- Retain all records regarding maintenance of medical equipment in area of responsibility.
- Ensure the NRH ECRI-AIMS (or alternate) maintenance management and asset register system is maintained.

Financial

The Clinical Engineering Technician will:

- Keep records of all financial dealings within the department to ensure department budgets are adhered to.
- Order equipment, parts, repairs and consumable items as required.

Human Resources

The Clinical Engineering Technician will:

- Ensure good working relationships are maintained with other staff in the hospital.

Strategic and Developmental

The Clinical Engineering Technician will:

- Develop self and others.
- Ensure technical knowledge is always up to date.
- Attend all relevant training courses including specific technical training courses as defined by the Chief Clinical Engineering Technician.

Patient Safety & Quality

The NRH prioritises the delivery of quality and safe patient care under HIQA and other quality standards. It is the responsibility of all staff at all levels to ensure that the highest level of quality services required for each patient is maintained. If you have a concern regarding any issue of patient safety and well-being, please bring this to the immediate attention of your manager.

Quality and Patient Safety supports the Health Service to deliver high quality and safe services to patients and service users. The post-holder is responsible and accountable to deliver a quality service that ensures patient safety. The post holder will work within a risk management framework that complies with the Health Information and Quality Authority (HIQA) National Standards and other quality standards as appropriate.

The extent of speed and change in the delivery of health care is such that adaptability is essential for all staff. The post-holder will be required to maintain, develop and enhance the necessary professional knowledge, skills and aptitudes required to respond to a changing situation.

This job description does not contain an exhaustive list of duties, and the post holder may be required to undertake additional responsibilities. It will be reviewed from time to time in order to adapt and develop the role, according to service needs and Hospital policies.

I agree that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role. I also understand that these represent the minimum requirements to perform the duties at the current level.

To be signed by the post holder

Employee Name: _____ Line Manager Name: _____

Employee Signature: _____ Manager's Signature: _____

Date: _____ Date: _____