



Clinical Engineering Technician, Staff Grade
St Luke's General Hospital
Job Specification & Terms and Conditions

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| Job Title and Grade | Clinical Engineering Technician, Staff Grade (Grade Code 3161) |
| Campaign Reference | SLGH CET Nov 2021 |
| Closing Date | Friday 12 th November 2021 @ 5pm |
| Proposed Interview Date (s) | Proposed interview dates will be indicated at a later stage. Please note you may be called forward for interview at short notice. |
| Taking up Appointment | A start date will be indicated at job offer stage. |
| Location of Post | St. Luke's General Hospital, Kilkenny, Ireland East Hospital Group |
| Informal Enquiries | Ed O'Neill, Clinical Engineer Phone: 056 7717135 or 087-7682517 Email: Ed.oneill@hse.ie |
| Details of Service | <p>St. Luke's General Hospital, Kilkenny is the Acute General Hospital that services the counties of Carlow and Kilkenny providing health care for approximately 149,900 (2011 Census). Due to its location in the heart of the South East, St Luke's also provides services to its bordering counties of Tipperary, Waterford, Wexford, Laois.</p> <p>The Biomedical Engineering Department currently provide technical and clinical support for the diverse and complex medical devices equipment in the different clinical areas of the hospital, such as theatres, maternity services, intensive care units, Critical Care, ED, cardiology, endoscopy, MRI, CT, CSSD and laboratories, to list just some of the specialist areas. Some of the medical device equipment is maintained in-house by the engineers, some is on service contracts with the medical devices equipment suppliers.</p> <p>Biomedical Engineering Department form part of the multi-disciplinary Product Evaluation Group (PEG) as part of a tendering process. In these instances, they provide engineering expertise, formulating the necessary technical specifications that meets the clinical requirements. They perform the product evaluations with the other members of the PEG. Following purchase of the medical devices assist in overseeing the installation, commissioning and recording of the medical devices.</p> <p>Engineers provide clinical support and consultancy services to the business managers, services managers, and medical staff and other H&SCP. Engineers provide training to various Clinical Staff within the hospital on particular medical devices in St Luke's General Hospital and also support Kilcreene Orthopaedic Hospital and other outreach Hospitals in the Carlow / Kilkenny area.</p> <p>As the complexity, interconnectivity and interdependence of medical devices continues to grow, engineers work closely in partnership with other engineering grades in the health sector such as those supporting and overseeing ICT, Hospital</p> |

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| | <p>Networks and Estates.</p> <p>Care is delivered in a variety of settings and new approaches and models of care to follow the care demands of the Health Service, are being advanced within the context of overall healthcare reform, to include Sláintecare.</p> |
| Reporting Relationship | The Clinical Engineering Technician will report to the Senior Clinical Engineer as line manager or designate and under the General Direction of the Engineering Officer/Technical Services Manager |
| Purpose of the Post | <p>The Clinical Engineering Technician, Staff Grade will work as part of the team providing Clinical Engineering and Technical support to all hospital medical devices including diagnostic, analytical, therapeutic, surgical, and life support systems in St Luke's General Hospital as directed by the reporting relationship.</p> <p>Having due regard to service needs s/he will also liaise with other staff and grades within and outside the service/line manager as necessitated in the identification, acquisition, and support of safe, effective, and economical technology as part of a healthcare professional team, in the provision, delivery, and advancement of patient care.</p> |
| Principal Duties and Responsibilities | <p><i>The Clinical Engineering Technician (Staff Grade) will:</i></p> <p>Operational/Professional</p> <ul style="list-style-type: none"> • Provide routine service, calibration, performance testing and electrical safety testing of biomedical assets/equipment in both workshops and at the point of equipment use. • Provide the department's administration with such records of his/her work are deemed necessary by line management. • Contribute as required to the development of the hospital's policies and services, where required, through participation in the work of, and contributing to the management of, the appropriate operational teams and groups. • Provide a comprehensive maintenance and repair service for electro-medical, endoscopic, and/or 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, with professional standards and manufacturers' recommendations. • Provide front line support for hardware and software issues on biomedical assets. • Be available for consultation with medical, paramedical, technical and administrative staff on appropriate matters. • Contribute to the management of the department's range of test equipment. • Liaise and work, as required, with other staff grades, both within and outside the biomedical engineering department. • Assist with the co-ordination and implementation of the preventative schedule maintenance and safety programmes. • Advise, when requested on the selection, specification, acceptance testing, commissioning and safety of new equipment and services. • Advise, when required, on new technical installations. • Support the clinical and technical staff in the implementation of patient care |

involving technology.

- Develop, as required, specialist fields of interest within the fields of biomedical engineering.
- Participate, as required, in education, training and research programmes.
- Participate in implementation and operation of the departments asset management ECRI-Aims system, ensuring all equipment is maintained to relevant standards and appropriate records are properly and accurately maintained at all times.
- Be professionally responsible for all aspects of the post.
- Participate in the maintenance of proper stock levels of spare parts and consumables required for the performance of the work of the department.
- Co-operate fully with ensuring compliance with health and safety requirements and regulations.
- Carry mobile communications device for normal duties.
- Assist in the management of contractor performance as it relates to biomedical engineering services.

Administrative

- Retain all records regarding maintenance of medical equipment in his/her area of responsibility utilising the medical device asset ECRI – Aims management system
- Ensure the department medical device ECRI –Aims asset management system is fully utilised and maintained.

Financial

- Ensure all equipment, maintenance and repairs are carried out to the highest standards at the most competitive rates.
- 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

- Ensure good working relationships are maintained with all staff both in the department and external to the department.

Strategic and Developmental

- Keep abreast in the understanding and knowledge of all new developments in the field of biomedical engineering.
- Help plan and develop the biomedical engineering department in conjunction with department structures.
- Develop self and others.
- Ensure technical knowledge is up-to-date at all times.
- Attend all relevant training courses including specific technical training courses as defined by line management or designated person.

Risk Management, Infection Control, Hygiene Services and Health & Safety

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. Staff will be provided with the necessary education, training and support to enable them to meet this responsibility.

The Clinical Engineering Technician (Staff Grade) will:

- Co-operate with management.
- Remain up to date with relevant organisational policies, procedures & standards including; Risk Management Strategy, Risk Management Incident/Near Miss reporting policies and procedures, Infection Control etc.
- Be responsible for contributing to the identification, assessment and reporting of risks and for contributing to the management and review of risks.
- Comply with hygiene services requirements in their area of responsibility.
- Foster and support a quality improvement culture through-out their area of responsibility in relation to hygiene services.
- Ensure that all safety requirements, statutory and recommended, are satisfied ensuring the safest environment for patients, staff, and others associated with the operation, control and application of electro-medical equipment.
- Carry out all work and duties in a manner that reflects optimum safety/assurance for patient and staff alike - take reasonable care for his or her actions and the effect that these may have upon the safety of others in line with current Safety, Health and Welfare at Work Acts, comply with all safety regulations and audits.
- Bring to the attention of a responsible person any perceived shortcoming in safety arrangements or any defects in work equipment / and report all accidents within the department immediately.
- Be aware of and comply with the HSE Health Care Records Management / Integrated Discharge Planning (HCRM / IDP) Code of Practice.
- Adhere to hospital uniform code.
- Have a working knowledge 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.
- To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

The above Job Specification 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.

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| <p>Eligibility Criteria</p> <p>Qualifications and/or experience</p> | <p>Candidates must have at the latest date of application: -</p> <p>1.(a) (i) Hold as a minimum a recognised qualification at Quality and Qualifications Ireland (QQI),NFQ Level 7 or higher, in one of the following engineering disciplines;</p> <p style="padding-left: 40px;">(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> <p style="text-align: center;">OR</p> <p>(ii) Hold a recognised qualification at least equivalent to one of the above;</p> <p style="text-align: center;">AND</p> <p>(b) 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.</p> <p>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 applications forms for the office occurs.</p> <p>Health A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</p> <p>Character Each candidate for and any person holding the office must be of good character.</p> |
| <p>Post Specific Requirements</p> | <p>Demonstrate depth and breadth of experience working with Electronic, Mechanical and Electro-medical equipment, as relevant to the role.</p> |
| <p>Other requirements specific to the post</p> | <p>A flexible approach to working hours is required for the proper discharge of the duties of the job.</p> |
| <p>Skills, competencies and/or knowledge</p> | <p><i>The Clinical Engineering Technician, Staff Grade will:</i></p> <ul style="list-style-type: none"> • Demonstrate the ability to plan and organise work in a busy working environment, including the ability to meet deadlines. • Demonstrate commitment to the delivery of a high quality, person-centred |

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| | <p>service.</p> <ul style="list-style-type: none"> • Demonstrate the ability to solve problems and make decisions in a timely manner. • Demonstrate effective interpersonal and communication skills, to effectively carry out the duties and responsibilities of the role, including the ability to present information in a clear and concise manner to clinical, nursing and non-clinical staff in the organisation. • Demonstrate the ability to operate independently and demonstrate effective team skills in the multi-disciplinary environment. • Demonstrate flexibility and openness to change. • Demonstrate commitment to continuing professional development. • Demonstrate a willingness to develop IT skills relevant to the role. <p>Professional Knowledge</p> <ul style="list-style-type: none"> • Demonstrate the ability to maintain and enhance their professional knowledge and skills in order to keep pace with changes in the delivery of health care, and in particular the delivery of the support of medical equipment. • Demonstrate knowledge of electrical, electronic and mechanical technology and systems. • Demonstrate the ability to develop the skills to fault find on complex electromedical equipment. • Demonstrate the ability to provide a professional, quality service for clinical systems with regard to medical equipment performance and safety. • Demonstrate knowledge of Information and Communications Technology. • Demonstrate sufficient knowledge and experience to carry out the duties and responsibilities of the role. • Demonstrate competence in computer skills and proficient operation of Microsoft Office suite. |
| <p>Campaign Specific Selection Process</p> <p>Ranking/Shortlisting / Interview</p> | <p>A ranking and or shortlisting 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</p> |

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| | <p>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 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.</p> | |



Clinical Engineering Technician, Staff Grade Terms and Conditions of Employment

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| Tenure | <p>The current vacancy available is permanent and whole time.</p> <p>The post is pensionable. A panel may be created from which permanent and 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.</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 Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.</p> |
| Remuneration | <p>The Salary scale for the post is: (as at 01/10/2021):</p> <p>€32,271 - €33,415 - €35,172 - €35,886 - €37,322 - €40,162 - €42,273</p> <p>New 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.</p> |
| Working Week | <p>The standard working week applying to the post is to 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 | <p>The annual leave associated with the post will be confirmed at Contracting stage.</p> |
| Superannuation | <p>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 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</p> |
| Age | <p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p> |

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| | <p>* <u>Public Servants not affected by this legislation:</u> 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.</p> <p>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.</p> |
| 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. |
| 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 as appropriate to the role. |
| Health& Safety | <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 department/service¹, 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 department/service are appropriately managed and investigated in accordance with HSE procedures². • 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</p> |

¹ A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages

² See link on health and safety web-pages to latest Incident Management Policy

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| | local SSSS. |
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