



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

Job Title and Grade	Clinical Engineering Technician, Principal (Grade Code: 3163)
Campaign Reference	HBS07178
Closing Date	Monday 04th March 2019 at 12noon
Proposed Interview Date (s)	To be confirmed
Taking up Appointment	A start date will be indicated at job offer stage.
Organisational Area	National Womens & Infants Health Programme
Location of Post	<p>Maternal & Newborn Clinical Management System (MN-CMS)</p> <p>There are currently vacancies available in Acute Strategy and Planning at the National Programme Office, Mill House, Ashtown Gate, Navan Road, Dublin 15.</p> <p>The MN-CMS Programme Manager is open to engagement in respect of flexibility around location subject to reaching agreement on a minimum level of availability at at the National Programme Office and at project sites for relevant site based meetings.</p> <p>A panel may be formed for the National Womens & Infants Health Programme from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. Individual sites/ location will be indicated at expression of interest stage to panel members for each individual job.</p>
Informal Enquiries	<p>Ms. Caroline Cahill MN-CMS Programme Manager Email: caroline.cahill@hse.ie Tel: 087 1240356</p> <p>Ms. Fiona Lawlor, ADOM Business Manager Email: Fiona.lawlor@hse.ie Tel: 086 4181 367</p>
Details of Service	<p>The MN-CMS Programme is the design and implementation of an Electronic Health Record (EHR) for all women and babies who access maternity services in Ireland. The system provides a seamless, complete and reliable source of all the information clinicians require in order to accurately make care decisions for the optimal wellbeing of mothers and infants across Ireland.</p> <p>The key overall benefits of the MN-CMS system are:</p> <ol style="list-style-type: none"> 1. Improved patient care as a result of better communication, supported decision making and effective planning of care. 2. More effective and efficient recording of information reflecting best standards in documentation. 3. Enhanced clinical audit and research locally as a result of better quality data. 4. Informed business intelligence that will drive local and national management decisions. <p>Implementation of the MN-CMS system in the Phase 1 sites is complete. MN-CMS went live in Cork University Maternity Hospital on 03/12/16; in University Hospital Kerry on 11/03/17; in The Rotunda Hospital on 19/11/17 and the National Maternity Hospital on</p>

	<p>13/1/18.</p> <p>Rollout to the Phase 2 sites is in the early planning stage .</p> <p>Subsequent phases of five hospital each will see the MN-CMS system implemented in all Maternity Hospital/Units in Ireland.</p>
<p>Reporting Relationship</p>	<p>The post holder will report to the MN-CMS Business Manager, A/DOM.</p>
<p>Purpose of the Post</p>	<p>The Principal Clinical Engineering Technician will manage the Clinical Engineering Workstream across the implementation & ongoing support phases of the MN-CMS programme, including:</p> <ul style="list-style-type: none"> • To provide a Clinical Engineering operational leadership role to the National Womens & Infants Health Programme sites. • To contribute to the provision of a ICT support service to National Womens & Infants Health Programme for MN-CMS. • To assume responsibility for technical issues related to Clinical Engineering as required.
<p>Principal Duties and Responsibilities</p>	<p><i>The Clinical Engineering Technician, Principal is responsible for carrying out the following duties on behalf of the MN-CMS Programme</i></p> <p><u>Operational</u></p> <ul style="list-style-type: none"> • Provide a quality service for clinical systems with regard to equipment performance and safety. • Manage the coordination and implementation of preventative maintenance schedules and safety programme on a National Womens & Infants Health Programme site. • Contribute to the construction, testing, service and repair of auxiliary equipment. • 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. • Liaise with facilities providers to ensure that any facilities related issues do not impact on the optimum operation of all medical devices. • Be professionally responsible for all aspects of the post. • Provide project management services as required. • Participation on project groups and committees as required • 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. • Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. • Perform other duties as may be assigned to him/her. • Parameter mapping and subsequent validation testing for Bedside Medical Device Integration (BMDI) and Fetalink.

- Configuration, maintenance and support of Device Adapters and Connectivity Engines (Cerner middleware required for BMDI/Fetalink).

Administrative

- Contribute as required to the development of National MN-CMS BMDI policies, procedures, guidelines and services.
- Provide as required statistics and KPI information in relation to machine performance.
- Provide as required any KPI/Statistical information that may be requested by National HSE or DMHG Medical Device Equipment Management Committee.
- Advise on the purchase of appropriate test and service equipment.
- Contribute as required to the processes for specification, purchase, installation, acceptance testing and commissioning of equipment and services by the MN-CMS Programme
- Provide a lead role in the development of policies, procedures and guidelines related to equipment management in the department and manage the control of the associated electronic and hardcopy documents.
- Manage and coordinate all clinical engineering requirements between the HSE, Hospitals and Cerner to ensure MN-CMS requirements are met appropriately
- Develop specialised expertise within the National MN-CMS team
- Work closely with the Cerner team on all aspects of clinical equipment connectivity to yield the required level of service required by MN-CMS
- Provide advice to MN-CMS sites on equipment procurement, service and disposal
- Provide advice to MN-CMS sites on routine service, calibration, performance testing and electrical safety testing of any bio medical equipment
- Provide advice to MN-CMS sites on the selection, setup, acceptance testing, deployment, go-live, support and associated record keeping of new equipment procured by the HSE
- To assist MN-CMS sites in equipment fault investigations.
- 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
- Provide on site support where required
- Work closely with all stakeholders on future site engagement
- Work closely with MN-CMS National Project Team, National Back office & Local Back Office teams on business as usual activity associated with live site support
- Support system upgrades & releases
- Coordinating / Implementing Applicable Change Requests from CAB
- Collaborate and communicate with the necessary HSE projects, such as MedLIS, IHI, PAS systems
- Contribute to policy development, working with other National project team (NPT) Workstream leads
- Become familiar with MN-CMS configuration & associated workflows
- Liaise with Cerner AMS (Application Management Services) to support issue resolution
- Carry out all work and duties in a manner that reflects optimum safety/assurance for patients and staff

- 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
- 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 bio medical equipment.
- To carry out any other relevant duties assigned by the MN-CMS Business Manager

Financial

- Order equipment, parts, repairs and consumable items as required.

HR

Quality, Safety and Risk Management

- Support the delivery of the Quality, Safety and Risk Management Programme, including the appropriate identification and management of risks and incidents throughout the hospital.
- Be aware of risk management issues, identify risks and take appropriate action.
- Be responsible for safety and security within the workshops of the Bio Medical Engineering Department and ensure that the Department safety statement is updated and adhered to at all times, this includes adherence to all other relevant safety statements
- Comply with the policies, procedures and safe professional practice of the Irish Healthcare System by adhering to relevant legislation, regulations, standards and policies
- Assist in the development, implementation and review of Health and Safety statements, as appropriate
- Document appropriately and report any near misses, hazards and accidents and bring them to the attention of the relevant person(s).
- Make the Head of Department aware of any situation in the department where equipment safety, staff / patient / contractor safety is anyway threatened or compromised and proactively advise on same
- Work in a safe manner with due care and attention to the safety of self and others.
- 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.

Education and Training

- 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

	<ul style="list-style-type: none"> • 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 by the Chief Clinical Engineering Technician <p>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.</p>
<p>Eligibility Criteria</p> <p>Qualifications and/ or experience</p>	<p>1. Professional Qualifications, Experience etc.</p> <p>a) Candidates must:</p> <p>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:</p> <p>(i.1) Electronic, (i.2) Electrical, (i.3) Instrument Physics, (i.4) Industrial Instrumentation, (i.5) Applied Physics, (i.6) Mechanical, (i.7) Mechtronic, (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>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;</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>2. 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.</p> <p>3. Health Candidates 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>4. Character Candidates 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 as relevant to the role.</p>

Other requirements specific to the post	Access to appropriate transport to fulfil the requirements of the role.
Skills, competencies and/or knowledge	<p>Candidates must demonstrate:</p> <ul style="list-style-type: none"> • Leadership and management skills including including the ability to work within a multi-disciplinary team (particularly in the context of a changing clinical and technical environment). • Knowledge of electrical, electronic and mechanical technology and systems. • Ability to provide a professional, quality service for clinical systems with regard to medical equipment performance and safety. • Commitment to maintaining and enhancing professional knowledge and skills in order to keep pace with changes in the delivery of health care and in particular the delivery of radiotherapy. • Display evidence based technical knowledge and quality focus in making decisions regarding equipment support / management. • Evidence of effective planning and organising skills including awareness of resource management and importance of efficiency and value for money. • The ability to manage deadlines and effectively handle multiple tasks. • A focus on quality and efficiency. • Commitment to providing a quality service in an effective and resourceful manner. • An awareness of the primacy of the patient in relation to all hospital activity and the importance of providing a high quality, patient-centred service. • A willingness to share knowledge and/or new ideas with staff and colleagues. • Flexibility and openness to change. • Good problem solving and decision making skills and the ability to develop solutions to complex situations. • Experience of gathering interpreting and analysing information to make informed decisions. • Innovation including the ability to effectively challenge existing practices and procedures in developing and improving services to patients. • Commitment to continuous professional development. • Excellent interpersonal and communication skills, including the ability to present information in a clear and concise manner. • A working knowledge of Information and Communications Technology. • Evidence of effective planning and organising skills including awareness of resource management and importance of value for money. • An ability to build working relationships with other members of the team as well as multi-disciplinary teams. • Evidence of ability to empathise with patients, relatives, service contractors and colleagues with dignity and respect. • The ability to contribute to the internal development of the department. • An understanding and / or experience of clinical engineering. • Evidence of computer skills including use of Microsoft Office programmes & Accounting Systems and using the internet as a research tool.

	<ul style="list-style-type: none"> • 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. • 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 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 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, Principal
Terms and Conditions of Employment**

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 01/10/18):</p> <p>€58,034 – €59,941 – €62,568 – €64,352 – €65,879 – €66,613</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 job offer 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>
Probation	<p>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.</p>
Protection of Persons Reporting Child Abuse Act 1998	<p>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.</p>
Infection Control	<p>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.</p>

<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 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 local SSSS.</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