



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

<b>Job Title and Grade</b>	<b>Clinical Engineering Technician, Senior</b> (Grade Code: 3162)
<b>Campaign Reference</b>	<b>HBS09201</b>
<b>Closing Date</b>	<a href="#">Thursday 10 September 2020 at 12 noon</a>
<b>Proposed Interview Date (s)</b>	Proposed interview dates will be indicated at a later stage. Please note you may be called forward for interview at short notice.
<b>Taking up Appointment</b>	A start date will be indicated at job offer stage.
<b>Location of Post</b>	<p><b>Midlands Louth Meath Community Health Organisation (CHO 8)</b></p> <p>There is currently one specified purpose whole-time (3 years contract) vacancy available in HSE Stores, Mullaghboy Industrial Estate, Athboy Road, Navan, Co Meath, C15A0PV.</p> <p>A panel may be formed as a result of this campaign for <b>Midlands Louth Meath Community Health Organisation (CHO 8)</b> from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.</p>
<b>Informal Enquiries</b>	<p>Hassan Dugow, Occupational Therapist Manager, Meath Occupational Therapy Service  <b>Email:</b> <a href="mailto:Hassan.Dugow@hse.ie">Hassan.Dugow@hse.ie</a>  <b>Tel:</b> 046 9098787</p> <p>or</p> <p>Liam Hackett, National Medical Equipment Advisor for Community Services  <b>Email:</b> <a href="mailto:liam.hackett@hse.ie">liam.hackett@hse.ie</a>  <b>Tel:</b> 0579359956 or 0862604770</p>
<b>Details of Service</b>	<p>The Senior Clinical Engineering Technician will provide technical support to Meath community services. The service operates asset recycling service and complex seating clinic. Assets recycled include hoists, powered/manual wheelchairs, bathroom aids, beds, mobility aids etc. The seating clinic currently runs fortnightly for all age groups with complex needs.</p> <p>There are 3 staff assigned to the stores supporting Occupational therapy, Disability Services and Public Health Nursing.</p> <p>The scope of the Senior Clinical Engineering Technician will be working with colleagues to meet service user and care giver needs through participation in the assessment, provision, configuring, adaptation, repairs and maintenance of specified equipment. This is both a domiciliary (service provided in client's home) and clinic based service.</p>
<b>Reporting Relationship</b>	<p>The Senior Clinical Engineering Technician will report to Occupational Therapist Manager for day to day operations.</p> <p>Technical support and supervision will be provided by National Medical Equipment Advisor for Community Services.</p>
<b>Purpose of the Post</b>	<p>The Clinical Engineering Technician, Senior, will provide Clinical Engineering and Technical support to all Medical devices and medical assistive devices including support to clinicians at seating clinics in Louth Meath Community Health Organisation Area 8, 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</p>

	support of safe, effective, and economical technology as part of a healthcare professional team, in the provision, delivery, and advancement of patient care.
<b>Principal Duties and Responsibilities</b>	<p><i>The Clinical Engineering Technician, Senior will:</i></p> <p><b><u>Operational</u></b></p> <ul style="list-style-type: none"> <li>• Apply their ability to diagnose mechanical, electrical, electronic, IT problems/issues associated with medical devices / assistive medical devices using their knowledge, qualifications, training and/or experience.</li> <li>• Provide maintenance services to HSE stock equipment and/or other equipment in respect of its functional, electronic, electrical, and mechanical aspects to a standard of safety, accuracy and reliability consistent with its function and with professional standards and manufacturers' recommendations.</li> <li>• Source and order of new stock and take a lead role in stock management across the service.</li> <li>• Assist with the co-ordination of and implementation of preventative maintenance schedules and safety programmes.</li> <li>• Provide the Department's administration with such records of his/her work as are deemed to be necessary.</li> <li>• Contribute as required to the development of the Health Service Executive's policies and services, where required, through participation in the work of, and contributing to the management of, the appropriate operational teams and groups.</li> <li>• Advise, when requested on the selection, specification, acceptance testing, commissioning, traceability and safety of new equipment and services.</li> <li>• Advise when required, on new technical installations.</li> <li>• Support the nursing, clinical and technical staff in the implementation of patient care involving technology.</li> <li>• Participate if required to do so in 24 x 7 on-call service.</li> <li>• Participate in implementation and ongoing use of the Health Service Executive Maintenance Management and Asset Register System ensuring all equipment is maintained to relevant standards and appropriate records are available at all times.</li> <li>• Will attend the normal working 37 hours over 5 days, Monday – Friday but the appointee will attend at such other times as are required for the proper discharge of the duties of the job. This may require attendance outside "normal" working hours.</li> </ul> <p><b><u>Quality and Patient Safety</u></b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.</li> <li>• Ensure compliance with Health and Safety requirements and regulations including taking a lead role in the maintaining the workshop and tools.</li> <li>• Perform as required routine QA checking and participate in incident management reviews.</li> </ul>

- 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 HSE mandatory training.
- Participate in professional supervision.
- Be professional responsible for all aspects of the post.
- Participate in all training as requested.

#### **Communication**

- Treat all clients with dignity and respect.
- Maintain close cooperation with all clinical, technical, admin and staff of commercial companies.
- Carry mobile communication devices as required for normal and on-call duties.
- Attend operational and clinical meetings as required.

#### **Administrative**

- Provide the department's administration with such records of his/her work as may be deemed necessary.
- Provide the department's administration with such records of his/her work as are deemed to be necessary.
- Contribute as required to the development of the Engineering Department's policies, procedures, guidelines and services.
- Contribute to clinical justification and equipment specification prior to purchase.
- Advise on the purchase of appropriate tools and service equipment.
- Keep maintenance contracts up to date at all times.
- Ensure AIMS maintenance management & asset register system is maintained

#### **Financial**

- Ensure all 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.

#### **HR**

- Provide a leadership role and act as a mentor to other staff as required.
- Liaise and work, as required, with other staff and grades, both within and outside the service.

#### **Strategic and Developmental**

	<ul style="list-style-type: none"> <li>• Contribute to the support of research activities in the service.</li> <li>• Develop self and others.</li> <li>• Ensure technical knowledge is up-to-date at all times.</li> </ul> <p><b>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.</b></p>
<p><b>Eligibility Criteria</b></p> <p><b>Qualifications and/ or experience</b></p>	<p><b>Candidates must have at the latest date of application: -</b></p> <p><b>1. <u>Professional Qualifications, Experience etc.</u></b></p> <p>(a) (i) Hold as a minimum a recognised qualification at National Framework of Qualifications (NFQ), Level 7 or higher, in <b>one</b> of the following engineering disciplines:</p> <ul style="list-style-type: none"> <li>(i.1) Electronic,</li> <li>(i.2) Electrical,</li> <li>(i.3) Instrument Physics,</li> <li>(i.4) Industrial Instrumentation,</li> <li>(i.5) Applied Physics,</li> <li>(i.6) Mechanical,</li> <li>(i.7) Mechtronic,</li> <li>(i.8) Biomedical Engineering;</li> </ul> <p style="text-align: center;"><b>or</b></p> <p>(ii) Hold a recognised qualification at least equivalent to one of the above;</p> <p style="text-align: center;"><b>and</b></p> <p>(iii) Have a minimum of three years postgraduate satisfactory and relevant experience in an appropriate medical industrial field including at least two years in a clinical engineering environment;</p> <p style="text-align: center;"><b>and</b></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><b>Health</b> 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><b>Character</b> Each candidate for and any person holding the office must be of good character.</p>
<p><b>Post Specific Requirements</b></p>	<p>Demonstrate depth and breadth of experience in the service and support of medical devices / assistive medical devices and equipment, as relevant to the role.</p>
<p><b>Other requirements specific to the post</b></p>	<p>Access to appropriate transport is essential to fulfil the travel requirements of the role.</p>
<p><b>Skills, competencies and/or knowledge</b></p>	<p><b>Candidates must demonstrate:</b></p>

	<ul style="list-style-type: none"> <li>• Knowledge of electrical, electronic, and mechanical technology and systems.</li> <li>• Knowledge of Health and Safety legislation, HSE Policies regarding the management of medical devices / assistive devices and other industry relevant standards.</li> <li>• Effective planning and organising skills including the ability to meet deadlines, work on own initiative and multi task.</li> <li>• Team skills and leaderships skills including the ability to work within a multidisciplinary team (particularly in the context of the changing clinical and technical environment).</li> <li>• An awareness of the primacy of the client and the importance of providing a high quality, person centred service.</li> <li>• Commitment to providing a quality service in an effective and resourceful manner.</li> <li>• Flexibility and openness to change.</li> <li>• Commitment to continuous professional development.</li> <li>• Good problem solving and decision making skills and the ability to develop solutions to complex problems.</li> <li>• Experience of gathering, interpreting and analysing information to make informed decisions.</li> <li>• Innovation including the ability to effectively challenge existing practices and procedures in developing and improving services to patients.</li> <li>• Excellent interpersonal and communication skills, including the ability to present information in a clear and concise manner.</li> </ul>
<p><b>Campaign Specific Selection Process</b></p> <p><b>Ranking/Shortlisting / Interview</b></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><b>Code of Practice</b></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 <a href="http://www.hse.ie/eng/staff/jobs">www.hse.ie/eng/staff/jobs</a> in the document posted with each vacancy entitled "Code of Practice, Information for Candidates" or on <a href="http://www.cpsa.ie">www.cpsa.ie</a>.</p>

The reform programme outlined for the Health Services may impact on this role and as structures change the job specification may be reviewed.

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.



**Clinical Engineering Technician, Senior  
Terms and Conditions of Employment**

<p><b>Tenure</b></p>	<p>The current vacancy available is temporary 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>
<p><b>Remuneration</b></p>	<p>The Salary scale for the post is (as at 01/01/2020):</p> <p>€42,378 – €44,459 – €46,738 – €49,147 – €51,722 – €54,299 – €56,926 – <b>€58,959</b> – <b>€60,858 LSIs</b></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>
<p><b>Working Week</b></p>	<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 16<sup>th</sup> 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>
<p><b>Annual Leave</b></p>	<p>The annual leave associated with the post will be confirmed at Contracting stage.</p>
<p><b>Superannuation</b></p>	<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 01<sup>st</sup> 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 31<sup>st</sup> December 2004</p>
<p><b>Age</b></p>	<p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p> <p><b>* <u>Public Servants not affected by this legislation:</u></b> 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>

<b>Probation</b>	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.
<b>Infection Control</b>	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.
<b>Health &amp; Safety</b>	<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"> <li>• Developing a SSSS for the department/service<sup>1</sup>, 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.</li> <li>• 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.</li> <li>• Consulting and communicating with staff and safety representatives on OSH matters.</li> <li>• 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.</li> <li>• Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures<sup>2</sup>.</li> <li>• Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.</li> <li>• Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.</li> </ul> <p><b>Note:</b> Detailed roles and responsibilities of Line Managers are outlined in local SSSS.</p>

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

<sup>2</sup> See link on health and safety web-pages to latest Incident Management Policy