

**Clinical Engineering Technician, Principal**

**University Hospital Kerry**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Clinical Engineering Technician, Principal***(Grade Code: 3163)* |
| **Campaign Reference** | **UHKCET00576** |
| **Closing Date** | **5.00pm on Monday 28th February 2022** |
| **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** | **University Hospital Kerry**A panel may be formed as a result of this campaign for **University Hospital Kerry (UHK)** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.  |
| **Informal Enquiries** | Ms. Mary Fitzgerald, A/Operations Manager, University Hospital KerryUniversity Hospital KerryRathass,TraleeCo Kerry.**Email**: Marya.fitzgerald@hse.ie **Tel:** 066 71 84000**Or** Mr. Bernard Murphy, Chief Biomedical Engineer, Biomedical Engineering Department, Cork University Hospital, Wilton, Cork **Email**: BernardN.Murphy@hse.ie**Tel:** 087 9123777 |
| **Details of Service** | There are currently two Biomedical Engineers based in UHK. The engineers provide technical and clinical support for the diverse and complex medical devices and equipment in the different clinical areas of the hospital, such as theatres, maternity services, intensive care units, dialysis, cardiology, endoscopy and laboratories, to list just some of the specialist areas. Some of the medical devices is maintained in-house by the engineers, some is on service contracts with the medical devices equipment suppliers, and some others are supported by a combination of in-house engineers and company engineers plus clinical specialists. Engineers from Biomedical Engineering 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, and then the support management of the device throughout the device lifecycle. Engineers provide clinical support and consultancy services to the business managers, services managers, and medical staff and other H&SCP. As the complexity, interconnectivity and interdependence of medical devices continues to grow, our engineers work closely in partnership with other engineering grades in the health sector, such as those supporting and overseeing ICT, Hospital Networks and Estates.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 Slaintécare. |
| **Reporting Relationship** | The post holder will report to the **Operations Manager UHK** or their representative. |
| **Key Working Relationships** | Provide a brief overview of the types of people that the jobholder will typically engage with in the fulfilment of the duties and responsibilities of their role. This overview should provide the applicant with a sense for the key working relationships associated with the role. |
| **Purpose of the Post**  | The Clinical Engineering Technician, Principal, will lead the Biomedical Engineering Dept. in UHK and provide Clinical Engineering and Technical support to all hospital medical devices including diagnostic, analytical, therapeutic, surgical, renal dialysis and life support systems in the hospital. The holder of this post will not be under detailed day to day supervision and will be expected to exercise initiative in the performance of his/her dutiesHaving 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. |
| **Principle Duties and Responsibilities** | *The Clinical Engineering Technician, Principal will:***Operational** * Provide a quality service for clinical systems with regard to medical device equipment performance and safety.
* Manage the development, coordination and implementation of preventative maintenance schedules and safety programme in the hospital with regards to medical device equipment
* Manage the coordination and implementation of the Medical Devices Equipment Management Database (currently ECRI AIMS) in the hospital to ensure that the relevant medical devices are maintained to applicable standards and appropriate records are available and up to date at all times.
* 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.
* Supervise the work of other support staff and Clinical Engineering Technicians employed in the department and ensure that optimum effectiveness, safety and efficiency is realised in all aspects of department activity
* Support the nursing, medical and technical staff in the implementation of patient care involving technology.
* Maintain good communications throughout the hospital where medical devices 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 relevant 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.
* Apply their ability to diagnose mechanical, electrical, electronic, IT problems/issues associated with medical devices using their knowledge, qualifications, training and/or experience.
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.
* 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.
* Advise, when requested on the selection, specification, acceptance testing, commissioning and safety of new medical device equipment and services.
* Advise when required, on new medical devices installations.
* Support the Nursing, Clinical and Technical staff in the implementation of patient care involving technology.
* 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 or the participation to work a 5 days roster over 7 days.
* Perform other duties as may be assigned to him/her.

**Administrative*** Contribute as required to the development of the Biomedical Departments’ policies, procedures, guidelines and services.
* Manage the development and implementation of relevant KPIs required within the Biomedical Department in the hospital
* Provide as required statistics and KPI information in relation to relevant medical devices performance.
* Provide as required any KPI/Statistical information that may be requested by National HSE or SSWHG 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 medical devices equipment and services by the hospital
* Provide a lead role in the development of policies, procedures and guidelines related to medical devices equipment management in the department and manage the control of the associated electronic and hardcopy documents
* Provide the hospital’s administration with such records of his/her work as are deemed to be necessary and ensure that all staff within their responsibility maintain appropriate records of their work.
* Provide on site support where required, including answering mobile phone calls, emails, bleep etc as required
* Work closely with all stakeholders on future site engagement
* Support system upgrades & releases
* 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.
* Contribute to clinical justification and medical devices equipment specification prior to purchase.
* Advise on the purchase of appropriate tools and service equipment.
* Manage external service contracts to ensure work is carried out, and to ensure contracts up to date at all times.
* Ensure that the maintenance management & medical device equipment asset register system is maintained at all times
* Responsible for the day-to-day supervision of the senior and staff grade Clinical Engineering Technicians / Biomedical Engineers within the hospital
* Represent the department on various committees as required
* Provide support and guidance to the line management
* Provide support, guidance, leadership, and management, to senior and staff grade posts
* Develop effective and robust collaborative / team working relationships within the department, within the hospital, within the HSE, and with other relevant external suppliers/personnel

**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.
* Be responsible for ensuring all staff members for whom you have responsibility maintain an electronic record of all maintenance work related to all assets that the Biomedical Engineering Department has responsibility for.
* Order equipment, parts, repairs and consumable items as required.

**Human Resources (HR)*** Provide a leadership role and act as a mentor to other staff as required.
* Participate in the management group as required and assist in the management of staff ensuring that staffing levels and skill mix are appropriate.
* Promote a professional, punctual and dedicated team oriented workforce with good open communications.
* Liaise and work, as required, with other staff and grades, both within and outside the Biomedical Department.
* Treat all persons, staff, co-workers, external contractors, clients with dignity and respect.
* Maintain close co-operation with all clinical, admin and staff of commercial companies.
* Maintain appropriate professional relationships with companies/distributors at all times and avoid all conflicts of interest.
* Maintain all aspects of confidentiality associated with patients and workplace activity.
* Carry mobile communication devices as required for normal duties.
* Attend operational and clinical meetings as required.

**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 Biomedical Engineering Department and ensure that the Department safety statement and Risk Assessment are 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 hospital management 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.
* Participate in quality improvement initiatives as required.
* Participate in Hazard alert investigation, management and reporting
* Patriciate in Incident investigations or reviews.
* Participate in professional supervision.
* Be professionally responsible for all aspects of the post.

**Education & 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
* 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.
* Provide user/staff training as necessary as part of CPD
* Provide CPD guidance and support to senior and staff grades within the department
* Promote self-wellness and a healthy work-life balance

**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.**  |
| **Eligibility Criteria****Qualifications and/ or experience** | **Candidates must on the latest of application :****1. Professional Qualifications, Experience etc.**1. Candidates must:
	1. Hold as a minimum a recognised qualification at National Framework of Qualifications (NFQ), Level 7 or higher, in one of the following engineering disciplines:

(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; **OR*** 1. Hold a recognised qualification at least equivalent to one of the above;

 **AND*** 1. 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;

 **AND**1. 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.

**2. 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. **3. Character**Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | * Demonstrate depth and breadth of experience in all aspects of medical equipment management as relevant to the role, for example specification, tender evaluation, equipment selection, commissioning, maintenance, user training and decommissioning.
* Demonstrate depth and breadth of experience of the HSE tender procurement processes as relevant to the role.
* Demonstrate depth and breadth of experience in the provision of medical equipment user training as relevant to the role.
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| **Other requirements specific to the post** | * Access to appropriate transport to fulfil the requirements of the role.
* A HSE mobile phone will be required to be carried during working hours
* A flexible approach to working hours is required for the proper discharge of the duties of the job.
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| **Skills, competencies and/or knowledge** | *Candidates must:** Demonstrate experience across multiple speciality area including theatres, ICU, general wards
* Demonstrate knowledge and experience of service contracts with external providers
* Demonstrate knowledge of the HSE National Medical Device Equipment Management Database – ECRI AIMS
* Demonstrate knowledge of the annual HSE National Medical Device Equipment Replacement Program
* Demonstrate 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).
* Demonstrate the ability to work on own initiative; without close supervision.
* Demonstrate an ability to deal with difficult situations in a professional manner.
* Demonstrate flexibility and openness to change.
* Demonstrate commitment to continuous professional development that demonstrates the ability and willingness to keep abreast of changing technology used in medical devices.
* Demonstrate good problem solving and decision-making skills and the ability to develop solutions to complex problems.
* Demonstrate experience of gathering, interpreting and analysing information to make informed decisions.
* Demonstrate evidence based technical knowledge and quality focus in making decisions regarding equipment support/ management
* Demonstrate understanding and/ or experience of clinical engineering
* Demonstrate evidence of effective planning and organising skills including awareness of resource management and importance of efficiency and value for money
* Demonstrate ability to manage deadlines and effectively handle multiple tasks
* Demonstrate a focus on quality and efficiency
* Demonstrate ability to efficiently supervise and manage staff
* Demonstrate 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
* Demonstrate good interpersonal skills and communication skills with regard to building relationships, empathising, and focusing on service users
* Demonstrate communication skills especially with regard to presentation skills and delivering complex information in understandable terms
* Demonstrate awareness and appreciation of the service user
* Demonstrate leadership and team management skills including the ability to work with multi-disciplinary team members
* Demonstrate evidence of ability to empathise with patients, relatives, service contractors and colleagues with dignity and respect.
* Demonstrate the ability to contribute to the internal development of the department
* Demonstrate evidence of computer skills including use of Microsoft Office programmes, IT Systems and using the internet as a research tool
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| **Campaign Specific Selection Process****Ranking/Shortlisting / Interview** | 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. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process. 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. |
| **Code of Practice** | 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”.Codes of practice are published by the CPSA and are available on <https://www.hse.ie/eng/staff/jobs> in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on <https://www.cpsa.ie/>. |
| 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, Principal**

 **University Hospital Kerry**

 **Terms and Conditions of Employment**

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| **Tenure**  | The current vacancies available are permanent and whole-time. The posts are 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. 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. |
| **Remuneration**  | The Salary scale for the post is: **(as at 01/10/2021)**€60,833 - €62,832 - €65,586 - €67,456 - €69,056 - €69,825New 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. |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage. 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). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | 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. |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.***\* Public Servants not affected by this legislation:***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.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. |
| **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** | 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). Key responsibilities include:* Developing a SSSS for the department/service[[1]](#footnote-1), 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 procedures[[2]](#footnote-2).
* 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.

**Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.  |

1. A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

2 See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)