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| **Job Specification; Sample Content****Clinical Engineering Technician, Principal 3163** |
| **The following template provides sample content for the above role.** **Please refer to the latest National Job Specification Template on the HSE Job Specification Repository to create your full and final version.** |
| **Reporting Relationship** | ***For Example:*** The post holder will report to the Chief Clinical Engineering Technician [**amend as appropriate**]. |
| **Purpose of the Post**  | ***For Example:*** To provide leadership and management in delivering high quality clinical engineering services in a multi-disciplinary environment. |
| **Principal Duties and Responsibilities** | ***For Example:*** *The Principal Clinical Engineering Technician will:***Operational / Professional*** Provide leadership and management in the provision of a quality clinical engineering service.
* Work towards ensuring an effective clinical engineering and physics service that minimises downtime and maximises patient treatment time.
* Operate within scope of practice and in accordance with local guidelines.
* Manage and coordinate all clinical engineering requirements.
* Provide front line support for hardware and software faults / issues on biomedical assets.
* Lead on the processes supporting the justification, specification, purchase, installation, acceptance testing and commissioning of equipment and services.
* Provide advice as required on new technical installations.
* Provide a comprehensive maintenance service 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.
* Participate in the acquisition and inventory of proper stock levels of spare parts and accessories as required to ensure minimum equipment downtime.
* Contribute to the management, construction, testing, service and repair of auxiliary equipment.
* Provide advice on routine service, calibration, performance testing and electrical safety testing of any bio medical equipment.
* Ensure all equipment, maintenance and repairs are carried out to the highest standards at the most competitive rates.
* Support system upgrades & releases.
* Provide advice and support staff in relation to all aspects of bio medical equipment use, safety, application etc. and demonstrate to and instruct equipment-users as necessary.
* Manage the coordination and implementation of preventative maintenance schedules and safety programmes.
* Liaise with facilities providers to ensure that any facilities related issues do not impact on the optimum operation of medical devices.
* Provide project management services and participate on project groups and committees as required.
* Be available for consultation with medical, paramedical, technical and administrative staff on appropriate matters.
* Support the clinical and technical staff in the implementation of patient care involving technology.
* Ensure that professional standards are maintained in relation to confidentiality, ethics and legislation.
* Represent the department at meetings and conferences as required.

**Education & Training*** Participate in mandatory training programmes.
* Demonstrate a commitment to continuous professional development (CPD) for self and team, participate in education and training relevant to the role, and promote research activity within the service.
* Develop specialist fields of interest within the field of Clinical Engineering as required.
* Keep abreast of new developments in the field of biomedical engineering and participate conferences and / or seminars as appropriate.
* Participate in professional supervision.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.

**Quality, Risk Management, Health & Safety*** Implement agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards.
* Ensure that safety requirements, statutory and recommended, are satisfied ensuring the safest environment for own work, patients, staff, and others associated with the operation, control and application of electro-medical equipment.
* Lead on quality improvement initiatives and perform required quality assurance checking.
* Contribute to risk assessment and oversee the implementation of the department’s safety statement; adequately identifies, assesses, manages and monitors risk within their area of responsibility.
* Document appropriately and report any near misses, hazards and accidents and bring them to the attention of the relevant person(s).
* 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.

**Management*** Lead on the planning and development of the department, in collaboration with relevant others.
* Lead on the development of services / policies through participation in the work of, and contributing to the management of, designated operational teams and groups.
* Promote a professional, punctual and dedicated team-oriented workforce with good open communications.
* Provide a leadership role and act as a mentor to staff, as required.
* Ensure good working relationships are maintained with people both within and outside the department including external customers / clients / contractors etc.
* Participate in the Clinical Engineering Management Group and assist in the management of staff ensuring that staffing levels and skill mix are appropriate.
* In co-operation with relevant others assist in the management of the equipment management budget ensuring the most effective use of available resources.
* Keep records of all financial dealings within the department to ensure department budgets are adhered to.
* Provide statistics and KPI information in relation to machine performance.
* Oversee the upkeep of accurate records in line with best clinical governance, organisational requirements, GDPR and the Freedom of Information Act, and render reports and other information / statistics as required.
* Provide a lead role in the development of policies, procedures and guidelines related to equipment asset management in the department and manage the control of the associated electronic and hardcopy documents.
* Manage contractor performance as it relates to biomedical engineering services.
* Carry mobile communication devices as required for normal and on-call duties.
* Engage in IT developments as they apply to service users and service administration
* Keep up to date with developments within the organisation and the Irish 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 them from time to time and to contribute to the development of the post while in office.**  |
| **Skills, competencies and/or knowledge** | ***For Example:*** *The Principal Clinical Engineering Technician must demonstrate:***Professional Knowledge and Experience***For example:** Demonstrates an advanced level of clinical engineering knowledge (electrical, electronic and mechanical technology and systems), reasoning skills and evidence based practice appropriate to carrying out the duties and responsibilities of the role in line with relevant legislation and standards.
* Demonstrates the knowledge, abilities and technical skills required to oversee the provision of safe, efficient and effective service in the area of responsibility. Has a sound knowledge of risk management policies and practices relevant to the role.
* Demonstrates a commitment to continuous professional development; maintaining and enhancing professional knowledge and skills of self and team in order to keep pace with changes in the delivery of the service.
* Demonstrates a willingness to engage with and develop IT skills relevant to the role.

**Planning and Managing Resources***For example:** Demonstrates the ability to lead on planning, organising and delivering services in an efficient, effective and resourceful manner, within a model of patient centred care and with a focus on value for money.
* Co-ordinates work with other professions to ensure an optimum service is provided for service-users.
* Proven ability to prioritise resources so as to meet deadlines / work within budget.
* Is flexible and adaptable.

**Managing and Developing (Self and Others)***For example:** Provides effective leadership relevant to the role while at the same time being able to work within a multi-disciplinary team (particularly in the context of a changing clinical and technical environment).
* Provides clear direction on a regular basis and adopts an approachable management style; promotes collaborative working relationships.
* Deals positively and constructively with obstacles / issues arising.
* Demonstrates a commitment to the development of self and others.

**Commitment to Providing a Quality Service***For example:** Demonstrates a commitment to providing a quality service in an effective and resourceful manner.
* Demonstrates an awareness of the primacy of the patient in relation to all activity and the importance of providing a high quality, patient-centred service.
* Embraces and promotes change - demonstrates an ability to plan strategically to drive change / make improvements to service delivery.
* A willingness to share knowledge and/or new ideas with staff and colleagues.

**Evaluating Information and Judging Situations***For example:** 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.
* Displays evidence based technical knowledge and a quality focus in making decisions regarding equipment support / management.
* Good problem solving and decision making skills and the ability to develop solutions to complex situations.

**Communication and Interpersonal Skills***For example:** Excellent interpersonal and communication skills, including the ability to present information in a clear and concise manner.
* An ability to build working relationships with other members of the team as well as across multi-disciplinary teams.
* Evidence of ability to empathise with patients, relatives, service contractors and colleagues with dignity and respect.
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