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| **Job Specification; Sample Content****Clinical Engineering Technician Senior 3162** |
| **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 Principal Clinical Engineering Technician / Chief Physicist / Chief Biomedical Engineer / Head of Department [**insert or delete, as appropriate**] |
| **Purpose of the Post**  | ***For Example:*** The Clinical Engineering Technician, Senior, will provide Clinical Engineering and Technical support to all hospital medical devices including diagnostic, analytical, therapeutic, surgical, renal dialysis and life support systems.Having due regard to service needs they 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. |
| **Principal Duties and Responsibilities** | ***For Example:*** *The Senior Clinical Engineering Technician will:***Operational/Professional*** Provide front line support for hardware and software faults/issues on biomedical assets, applying their knowledge and experience to diagnose mechanical, electrical, electronic, IT problems / issues to resolve problems.
* Operate within scope of practice and in accordance with local guidelines.
* 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, professional standards and manufacturers’ recommendations.
* Source and order new stock and take a lead role in stock management across the service including unpacking, shelving and ongoing monitoring of stock levels.
* Ensure that equipment maintenance and repairs are carried out to the highest standards at the most competitive rates.
* Advise on the selection, specification, acceptance testing, commissioning and safety of new equipment and services; contribute to the clinical justification and equipment specification prior to purchase.
* Provide advice on new technical installations.
* Contribute to the management of the departments’ range of test equipment.
* Assist with the coordination and implementation of preventative maintenance schedules and safety programmes.
* 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.

**Education & Training*** Participate in mandatory training programmes.
* Demonstrate commitment to continuous professional development (CPD) and participate in education and training relevant to the role.
* Develop, as required, specialist fields of interest within the fields of biomedical engineering.
* Participate in professional supervision.
* Attend specific technical training courses and contribute to research programmes as defined by line management.
* Develop self and others by identifying teaching / learning / audit opportunities.
* 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 professional standards are maintained in relation to confidentiality and ethics.
* Support a quality improvement culture throughout their area of responsibility; participate in quality improvement initiatives and perform required quality assurance checking.
* Ensure that all 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.
* Contribute to risk assessment and 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 / Administration*** Contribute to the planning and development of the department.
* Contribute to the development of the hospital’s policies and services through participation in the work of, and contributing to the management of, designated operational teams and groups.
* Provide a leadership role and act as a mentor to other staff.
* Ensure good working relationships are maintained with others including external customers / clients / contractors, avoiding conflicts of interest.
* Keep records of financial dealings to ensure department budgets are adhered to.
* Participate in the implementation of the department’s asset management system, ensuring all records regarding maintenance etc. of medical equipment are maintained.
* Assist in the management of contractor performance as it relates to biomedical engineering services.
* Keep maintenance contracts up to date at all times.
* Carry mobile communication devices as required for normal and on-call duties.
* Ensure 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.
* 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 Senior Clinical Engineering Technician must:***Professional Knowledge and Experience***For example:** Sufficient knowledge and experience to carry out the duties and responsibilities of the role e.g.
* A good working knowledge of common medical devices used in acute hospital settings, and comprehensive knowledge of repair methodology for these appliances.
* Knowledge of electrical, electronic, and mechanical technology and systems.
* Technical knowledge of electronic equipment maintenance, this would including the ability to fault find on complex medical devices.
* Knowledge of relevant Medical Device standards, ISO 60601 series etc.
* Knowledge of Health Products Regulatory Authority (HPRA) and their role with medical devices.
* Knowledge of Health and Safety Legislation.
* Evidence of computer skills and a willingness to develop IT skills relevant to the role.
* Commitment to continuous professional development that demonstrates the ability and willingness to keep abreast of changing technology used in medical devices.

**Planning and Managing Resources***For example:** Demonstrates the ability to effectively plan and manage resources, ensuring value for money and maximum benefit for the organisation.
* Has the proven ability to meet deadlines, work on own initiative and multi task.
* Is flexible and open to change.

**Managing and Developing (Self and Others)***For example:** The ability to work within a multidisciplinary team (particularly in the context of the changing clinical and technical environment).
* Demonstrates leadership and management ability including the ability to manage a team and facilitate staff development by providing support such as supervising, mentoring, coaching and formal development planning.
* Adapts management style to suit the demands of the situation and the people involved.

**Commitment to Providing a Quality Service***For example:** Demonstrates a commitment to the provision of a quality service in an effective and resourceful manner.
* Is innovative; effectively challenges existing practices and procedures in developing and improving services to patients.
* An awareness of the primacy of the client and the importance of providing a high quality, person centred service.

**Evaluating Information and Judging Situations***For example:** Gathers, interprets and analyses information to make informed decisions.
* Has good problem solving and decision making ability and the ability to develop solutions to complex problems.
* Is persistent; sees things through to the end / a satisfactory conclusion.

**Communication and Interpersonal Skills***For example:** Displays effective communication skills including the ability to present information in a clear and concise manner.
* Strong interpersonal skills; building and maintaining relationships and understanding and valuing individuals and their respective professional roles.
* Demonstrates sensitivity, diplomacy and tact when dealing with others.
* Demonstrates strong negotiation skills, remains firm but flexible when putting forward a point of view.
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