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| **Job Specification; Sample Content****Clinical Engineering Technician Staff Grade 3161** |
| **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 or change, as appropriate**] |
| **Purpose of the Post**  | ***For Example:*** The Staff Grade Clinical Engineering Technician will work as part of the healthcare team providing clinical engineering and technical support on hospital medical devices including diagnostic, analytical, therapeutic, surgical, renal dialysis and life support systems employed throughout the Hospital Group.They will liaise with others in the identification, acquisition, and support of safe, effective, and economical technology in the provision, delivery, and advancement of patient care. |
| **Principal Duties and Responsibilities** | ***For Example:*** *The Clinical Engineering Technician (Staff Grade) will:***Operational / Professional*** Provide front line support for hardware and software issues on biomedical assets.
* Provide routine service, calibration, performance testing and electrical safety testing of biomedical assets / equipment in both workshops and at the point of equipment use.
* Provide a comprehensive maintenance and repair service for electro-medical, endoscopic, renal dialysis and / or other equipment in respect of its functional, electronic, optical, electrical and mechanical aspects to a standard of safety, accuracy and reliability consistent with its function, with professional standards and manufacturers’ recommendations.
* Contribute to the management of the departments’ range of test equipment.
* Assist with the co-ordination and implementation of the preventative schedule maintenance and safety programmes.
* Advise, when requested on the selection, specification, acceptance testing, commissioning and safety of new equipment and services.
* Advise, when required, on new technical installations.
* Participate in the maintenance of proper stock levels of spare parts and consumables required for the performance of the work of the department.
* 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.
* Develop, as required, specialist fields of interest within the fields of biomedical engineering.
* Contribute to the development of policies and services, where required, through participation in the work of, and contributing to the management of, the appropriate operational teams and groups.

**Education & Training*** Participate in mandatory training programmes.
* Demonstrate commitment to continuous professional development (CPD) and participate in education and training relevant to the role to ensure up to date with latest developments in the field.
* 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*** 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.
* Implement agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations, standards and guidelines.
* Ensure that professional standards are maintained in relation to confidentiality, ethics and legislation.
* Comply with hygiene services requirements and support a quality improvement culture in relation to hygiene services throughout their area of responsibility.
* 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.

**Administrative*** Contribute to the planning and development of the department.
* Ensure good working relationships are maintained with people both within and outside the department including external customers / clients / contractors etc.
* Participate in the implementation and operation of the department’s asset management system, ensuring all equipment is maintained.
* Retain all records regarding maintenance of medical equipment in their area of responsibility utilising the medical device asset management system.
* Assist in the management of contractor performance as it relates to biomedical engineering services.
* Ensure all equipment, maintenance and repairs are carried out to the highest standards at the most competitive rates.
* Order equipment, parts, repairs and consumable items as required.
* Keep records of all financial dealings within the department to ensure department budgets are adhered to.
* Carry mobile communications device for normal 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 Staff Grade Clinical Engineering Technician will demonstrate:***Professional Knowledge and Experience***For example:** Demonstrates sufficient knowledge and experience to carry out the duties and responsibilities of the role, including knowledge of electrical, electronic and mechanical technology and systems.
* Demonstrates the ability to provide a professional, quality service for clinical systems with regard to medical equipment performance and safety.
* Demonstrates the ability to develop the skills to fault find on complex electro medical equipment.
* Demonstrates a commitment to continuing professional development, in order to keep pace with changes in the delivery of health care, and in particular the delivery of the support of medical equipment.
* Demonstrates competence in computer skills and proficient operation of Microsoft Office suite and a willingness to develop IT skills relevant to the role.

**Planning and Organising Skills***For example:** Demonstrates the ability to plan and organise work in a busy working environment, including the ability to meet deadlines.
* Effective time management skills including the ability to effectively prioritise tasks.
* Is flexible and open to change.
* Foresees potential problems or competing priorities and takes the appropriate actions.
* Demonstrates an awareness of the need for value for money and a sense of accountability for budgets.

**Team Player Skills***For example:** Demonstrates the capacity to work independently as well as part of a team.
* Demonstrates effective team skills, building and maintaining relationships and understanding and valuing individuals and their respective professional roles.
* Demonstrates awareness of the role of other team members and has an ability to actively participate in implementing team interventions and goals.
* The ability to react constructively to setbacks and is able to both give and receive feedback.

**Commitment to Providing a Quality Service***For example:** Demonstrates a commitment to providing a high-quality service.
* Displays awareness and appreciation of the service user.
* Pays attention to detail, is aware of risk management issues and takes appropriate action.
* Understands the principles of quality assurance and quality improvement and the importance of the role of audit and review in quality management, including the use of appropriate outcome measures.

**Evaluating Information and Judging Situations***For example:** Demonstrates the ability to effectively solve problems, having a logical and systematic approach to problem solving.
* The ability to effectively evaluate information / find faults and make decisions based on a thorough review of the situation.
* Displays sound decision-making - gathers information from varied sources to make well-founded decisions.
* Preservers to bring a problem through to an appropriate solution.

**Communication and Interpersonal Skills***For example:** Demonstrates effective communication skills including the ability to present information in a clear and concise manner.
* Tailors the communication method and the message to match the needs of the audience.
* Demonstrates sound interpersonal skills, working effectively with a myriad of stakeholders.
* Demonstrates good negotiation skills and is assertive as required.
* Ensures to keep stakeholders up to date on developments in a frequent and timely manner.
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