

**Clinical Engineering Technician, Senior**

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title, Grade Code** | **Clinical Engineering Technician, Senior**(Grade Code: 3162) |
| **Remuneration** | The salary scale for the post is: Insert the relevant salary scale for this position. For example:XX,XXX - XX,XXX - XX,XXX - XX,XXX - XX,XXX - - **XX,XXX LSI** (01/10/21)Salary Scales are updated periodically and the most up to date versions can be found here: <https://healthservice.hse.ie/staff/benefits-services/pay/pay-scales.html> |
| **Campaign Reference** | To be completed by Recruiter. |
| **Closing Date** | To be completed by Recruiter. |
| **Proposed Interview Date (s)** | To be completed by Recruiter. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | Insert locationThere is currently xx permanent / specified purpose / part time / whole-time vacancy available in xxxxxxxxxxA panel may be formed as a result of this campaign for xxxxxxxxxxx from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.  |
| **Informal Enquiries** | Please provide name & contact details for person who will deal with informal enquiries. |
| **Details of Service** | Provide details to the following types of questions:* What service does the unit provide?
* What client group is served by the unit?
* What are the possible future developments for the service?
* What is the team structure?
* What area is covered by this service?

There is no limit to the text that can be inserted here. Please use this section to highlight the service and generate interest in the service and job being recruited for |
| **Reporting Relationship** | Please outline reporting relationships associated with the post:* To whom will the job holder report?
* Who will report to the job holder?

*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**] |
| **Key Working Relationships** | Provide a brief overview of the types of people that the job holder 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**  | What is the overall high-level purpose of the job? *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** | *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.**  |
| **Eligibility Criteria****Qualifications and/ or experience** | ***Please insert Qualifications for the post. These are available on HSE website at -*** ***http://hse.ie/eng/staff/Jobs/Eligibility\_Criteria/*****Health**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. **Character**Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | **This section may be used to specify that candidates must demonstrate particular experience deemed necessary for safe and effective performance in the role****e.g.*** **depth and breadth of experience in providing a service to marginalised communities**
* **depth and breadth of experience of working in a High Dependency Unit in an Acute setting**
* **depth and breadth of experience of delivering concurrent, multiple projects.**

**Post specific requirements mostly relate to a specific role and might include education / experience required for a specific post in a specific location / may include specialisms e.g. ICU course or experience. We don’t include ‘Nice to have’ / ‘Desirable’ criteria – either a criterion is essential to the role or it isn't. Avoid including ‘numerical data’ here e.g. must have x no. of months / years’ experience in XXX. Instead it is more helpful to detail what it is you want the applicants to know / be able to do.** |
| **Other requirements specific to the post** | **Please outline if there are specific practical requirements that are specific to the post** **e.g.*** **have access to appropriate transport to fulfil the requirements of the role.**
* **participate in an on-call rota.**
 |
| **Skills, competencies and/or knowledge** | ***Candidates must demonstrate:*****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.
 |
| **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. |
| **Diversity, Equality and Inclusion**  | The HSE is an equal opportunities employer.Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience. The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated. The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition. For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/>  |
| **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 CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.The CPSA Code of Practice can be accessed via <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, Senior**

**Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **Tenure**  | The current vacancy available is **permanent/temporary** and **whole time/part-time.** 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. 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: **PLEASE INSERT (Pro Rata - part-time)****PLEASE INSERT the most recent salary scales for the role and grade code.**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. |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage. **Please include the following paragraph for posts that traditionally worked 9-5, Monday to Friday. Do not include for nursing and other posts that are required to work shifts over a 7-day week.**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. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies. Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.For further information, guidance and resources please visit: [HSE Children First webpage](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/). |
| **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.  |

**\*\*\*\*\*\*\*Helpful Reminders\*\*\*\*\*\*\***

**1) Please remember to delete any prompts and / or tables (in dark blue) in the sections above**

**2) Ensure all fonts are now in black**

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)