

**Clinical Engineering Technician (Staff Grade)**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Clinical Engineering Technician (Staff Grade)**  (Grade Code: 3161) |
| **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 location  There is currently xx permanent / specified purpose / part time / whole-time vacancy available in xxxxxxxxxx  A 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 or change, 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 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** | *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.** |
| **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/***](about:blank)  **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.**  **For additional information in relation to work contexts and role specifics click** [**here**](#Role_Specific)**.** |
| **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** | **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. * the ability to provide a professional, quality service for clinical systems with regard to medical equipment performance and safety. * the ability to develop the skills to fault find on complex electro medical equipment. * 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. * 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. |
| **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 (Staff Grade)**

**Terms and Conditions of Employment**

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| **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. |

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| **Clinical Engineering Technician (Staff Grade)**  **Contextual, Departmental and/or Role Specific Information** |
| *Here you will find role specific information related to working in different contexts/ departments/ areas.*  *This information has been sourced from previously advertised Job Specifications where additional information was provided to candidates to describe the specifics of a particular role in relation to duties & responsibilities and/or professional knowledge requirements.*  *This information is intended as a guide to possibilities and is not in any way prescriptive / exhaustive. You may wish to consider using the examples below* ***if*** *they are relevant to the role for which you are recruiting.* |

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| **Context / Department / Area** | **Additional Duties & Responsibilities relevant to the role** | |
| **Radiation Therapy** | * Provides as directed, comprehensive maintenance and repair services for radiotherapy, electro-medical, diagnostic imaging, and 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 and with professional standards. * Provides first line support for hardware and software faults / issues on all Radiotherapy ICT systems. * Provide start-up and run-down of radiotherapy equipment, in line with the clinical environment and as specified by the Head of department. * Performs as directed, routine Quality Assurance (QA) checking and measurements on radiotherapy, diagnostic imaging and other electro-medical equipment. * Performs as directed, Quality Assurance on the hospital’s electronic infrastructure to ensure integrity of the radiotherapy treatment process. * Performs as directed, quality control of items manufactured within the network and used in support of the radiotherapy treatment process. |

**\*\*\*\*\*\*\*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)