

## Job Description

Job Information		
<b>Job Title:</b>	Medical Engineering Department Technician	
<b>Directorate / Service:</b>	Medical Engineering Department	
<b>AfC Band:</b>	6	
<b>Professionally Accountable to:</b>	Head of Service	
<b>Responsible to:</b>	Line Manager	
<b>Base Location:</b>	LUHFT sites	
<b>Job Code:</b>	TL.MT.R0042	
<b>ESR Position Number:</b>		

Job Summary
As a member of a multi-disciplined team of technicians you will be required to work without supervision. Duties will include the maintenance and repair of complex medical equipment; including life-support, patient monitoring, patient therapy, diagnostic, ventilatory and anaesthetic equipment, which at times will be patient connected.
Key responsibilities
<ol style="list-style-type: none"> <li>1. To display a high personal standard in respect of self-discipline and attitude to work, in view of both the nature of equipment on which he or she may be working and the requirement to liaise with other healthcare professionals, clients and external organisations.</li> <li>2. To carry out evaluation, commissioning, acceptance testing, repair, maintenance and calibration on a wide range of medical equipment:- including life support equipment used within the medical field, most of which will be complex and non routine.</li> </ol>

3. To regularly work on equipment, which may be 'patient connected', in areas including ITU and Coronary Care, theatres and neo-natal ward areas as well as being able to work across the whole range of specialties and disciplines. Some of this equipment may be connected via medical information networks and/or driven by computer based software systems.
4. To frequently work on complex equipment that requires concentration and precision engineering techniques, expertise and fine control of precision tools and small components.
5. There is a regular requirement to maintain and repair equipment that is subject to contamination by hazardous substances and bodily fluids. To also work on equipment whilst it is exposed to mains electrical supplies, high gas pressures or other lethal electrical hazards.
6. To exercise due care and diligence whilst working on such equipment as stated above and other potentially harmful equipment used in patient treatment, such as lasers, defibrillators, diathermies and r.f. therapy equipment.
7. To work in intensive care areas where there will be occasional exposure to patients in a critical condition or where distressed family members are present.
8. To ensure that the technical safety of the equipment under his or her control, or jurisdiction is within the prescribed specification as laid down in the relevant statutory documents and to keep abreast of current standards, mandatory regulations and guidelines relating to medical equipment.
9. To organise daily work schedules and prioritise repair requests. To work unsupervised, to professional standards in compliance with Department of Health guidelines and relevant standards set by statutory regulatory bodies, the relevant equipment manufacturer and departmental procedures.
10. To act independently, promptly, and efficiently in response to emergency and unpredictable situations.
11. To act on relevant safety action bulletins, hazard notices, engineering updates and modifications with the appropriate course of action and liaise with other healthcare professionals to ensure their timely execution.
12. To be involved in the evaluation and provide advice in trials of new equipment. To modify medical devices as per manufacturer agreed engineering instructions where necessary.
13. To regularly assess the competency of nursing staff regarding the use of medical devices and to report any concerns to the appropriate senior staff/ Trust core trainer.
14. To be involved in the investigation of adverse incidents relating to medical equipment as necessary.
15. To liaise with equipment manufacturers and external organisations regarding

equipment to be returned for service and/or repair and organise documentation and courier where necessary.

16. To prioritise and negotiate with other healthcare professionals in obtaining access to medical equipment in order to perform routine maintenance and or repairs at mutually convenient times.
17. To complete all documentation, including safety tests, fault history and commissioning records. To input this on to the departments computerised record system.
18. To follow departmental and Quality Management System policies and work procedures and to take an active role in service/policy development.
19. To observe guidelines and regulations and be responsible for the safe and satisfactory use of highly specialised and expensive medical and test equipment.
20. To maintain agreed stock levels and progress the ordering of spare parts as and when needed. Also to be responsible for receiving equipment and spare parts into the department and ensuring its correct logging, storage and distribution.
21. To be aware of the cost implications involved in the servicing and repair of medical equipment.
22. To attend all wards and departments on a regular basis to perform maintenance and when necessary, to carry out unplanned repairs; this may involve the movement of heavy medical equipment, such as large theatre microscopes, and patient life support equipment.
23. To carry out any appropriate duties as determined by the Department Manager.

#### **Clinical Governance / Quality**

To follow departmental and Quality Management System policies and work procedures and to take an active role in service/policy development.

#### **Education and training development**

Trains and assesses staff

#### **Equality and Diversity**

It is the responsibility of every member of staff to understand our equality and diversity commitments and statutory obligations under current equality legislation (the Equality Act 2010) and to:

Act in ways that support equality and diversity and recognises the importance of people's rights in accordance with legislation, policies, procedures and good practice;

Valuing people as individuals and treating everyone with dignity and respect, consideration and without prejudice, respecting diversity and recognising peoples expressed beliefs, preferences and

choices in working with others and delivering appropriate services;

- Recognise and report behaviour that undermines equality under Trust policy.
- Be consciously aware of own behaviour and encourage the same levels of behaviour in colleagues.
- Acknowledge others' different perspectives and recognise the diverse needs and experiences of everyone they come into contact with.
- With the support of managers develop an equality and diversity objective through the personal development review process.

## Values and Behaviours

### We are Caring

We are kind to each other and always show compassion to ourselves and others.

We know we are doing this when:

- We are always **kind** and **compassionate** to ourselves, our patients, families and colleagues;
- We **recognise** and **appreciate** each other, taking pride in working here and our contribution to success;
- We are **professional** and always seek to deliver the best standards of care.

### We are Fair

We treat people equitably and value their differences.

We know we are doing this when:

- We value **everyone** for their unique contribution and we embrace diversity;
- We are confident in **speaking up** and we support all our colleagues to do the same;
- We are **open and honest**.

### We Are Innovative

We work as a team to continuously improve the way we deliver and transform health care.

We know we are doing this when:

- We **continuously improve** the services we deliver and pioneer new ways of doing things;
- We **learn from mistakes**, striving to ensure we get things right first time;
- We **create and share knowledge** with each other, patients and our professional communities.

## Infection Prevention & Control

All staff will adhere to infection control policies and procedures at all times and carry out role specific duties as per roles and responsibilities.

<b>Confidentiality</b>
Confidentiality/Data Protection regarding all personal information and Trust activity must be maintained at all times (both in and out of working hours). All staff should ensure that they are familiar with and adhere to all Trust privacy, confidentiality and security policies and procedures. Any breach of confidentiality will be taken seriously and appropriate disciplinary action taken.
<b>Freedom of Information</b>
In accordance with Freedom of Information and other associated legislation, the Trust may be required to make public recorded information available upon a request, or do this as part of a publication scheme. Please note, that in your public role, your name or job role may be contained in a document that is published in accordance with such legislation.
<b>Management of Risk &amp; Health and Safety</b>
All employees have a duty to take reasonable care to avoid injury to themselves or to others and to co-operate with the Trust in meeting its statutory requirements. All employees will proactively contribute to the management of risk by identifying hazards in the workplace which have the potential to cause harm, raising issues of concern and risk to the appropriate level.
<b>Safeguarding Children and Vulnerable Adults</b>
All trust employees are required to act in such a way that at all times safeguards the health and wellbeing of children and vulnerable adults. Familiarisation with and adherence to trust Safeguarding policies is an essential requirement of all employees, as is participation in related mandatory/statutory training.
<b>IT Skills</b>
All staff are expected to have or to gain a minimum of basic level IT skills to enable them to use the Trust IT systems to support Trust services and needs. All staff should be familiar with relevant IT systems and security policies and procedures.
<b>Records Management</b>
All staff are personally responsible for record keeping. A record is anything that contains information in any medium e.g. paper, tapes, computer information, etc. which have been created or gathered as a result of any NHS activity. All individuals within the Trust are responsible for any records they create or use. Please ensure that records are retained in accordance with the Records Management Policy and are stored in a manner that allows them to be easily located in the event of a Freedom of Information (FOI) request.

<b>Information Quality</b>
All staff must ensure complete and accurate data is collected to the highest standard at all times. Data collection should be supported by adequate documentation and processes should be regularly reviewed. Staff should ensure that processes conform to national standards and are fit for purpose. All staff should comply with the Information Quality Policy.
<b>Professional Responsibility</b>
As per any required registration & LUHFT policy.
<b>Clinical Responsibility</b>
Calibrates and maintains medical equipment and devices for use in patient care
<b>Administration Responsibility</b>
n/a
<b>Research</b>
Tests equipment for use and planned maintenance.
<b>HR Management</b>
Demonstrates own duties to others
<b>Financial Responsibility</b>
Stock control and responsibilities for the maintenance and upkeep of valuable equipment
<b>Change of Job Description</b>
The duties outlined above are not intended to be exhaustive and may change as the needs of the department alter in line with current agendas. This job description will be subject to periodic review and amendment in accordance with the needs of the Trust.

## Person Specification

<b>Job Title:</b>	Medical Engineering Department Technician		
<b>Band</b>	6	<b>Job Code:</b>	TL.MT.R0042

Person Specification				
	Qualifications	Essential	Desirable	Assessment
1	Degree / equivalent qualification in engineering or science or Registered Clinical Technologist at graduate level	E		
	Experience	Essential	Desirable	Assessment
2	Practical experience in the maintenance & repair of a wide range of complex electronic medical equipment	E		
3	Experience of working alone and on own initiative	E		
4	Experience in quality assurance procedures & records management		D	
	Knowledge	Essential	Desirable	Assessment
5	Demonstrable level of knowledge necessary to maintain and repair a wide range of complex electronic medical equipment	E		
6	Specialist device training courses		D	
7	Understanding hazards & taking adequate precautions	E		
	Skills	Essential	Desirable	Assessment
8	Computer software & hardware fault-finding skills		D	

9	<p>Able to communicate technical information across professional boundaries</p> <p>Ability to communicate difficult concepts with clarity</p> <p>Effective interpersonal &amp; communication skills, including report writing &amp; document presentation</p>	<p>E</p> <p>E</p> <p>E</p>		
10	Able to plan & prioritise own work, meeting deadlines	E		
11	Able to use word processing, spreadsheet and email applications		D	

LIVING OUR VALUES

