



Job Description Template

Post Title: Healthcare Science Assistant (Higher Level)	Post Reference:	
<p>Summary of the Role:</p> <p>The Medical Electronics Department is a highly skilled, dedicated team with responsibility for the maintenance, repair and management of electronic, electrical and mechanical medical equipment within Yeovil District Hospital NHS Foundation Trust and other healthcare providers and organisations.</p> <p>The role is based in the Medical Electronics Department on level 4 of the main hospital building, and there will be a requirement to travel to outlying Hospitals and Health centres and other locations.</p> <p>The Medical Electronics Department is accredited to ISO 9001:2015 and maintains the highest standards of quality and service delivery for Yeovil District Hospital NHS Foundation Trust and other Healthcare providers,</p> <p>Working within this busy well-respected team, this role is to assist with the provision of a quality service and involves supporting the Bio-Medical Engineering Technicians. You will also carry out service, repair and calibration of some devices and equipment, and specialist device training on these devices will be provided where required.</p> <p>Simply Serve Limited is a wholly owned subsidiary company that has been set up by Yeovil Hospital to manage its non-clinical support services.</p> <p>Position No: 29122359 Grade: B2</p> <p>Shift Patterns: Monday to Friday 08:30 -17:00. There may be a future requirement to take part in an on call rota. Full Driving licence.</p>		<p>Reports to: Medical Electronics Team Manager Medical Electronics Supervisor (Attach Organisation Chart)</p>
		<p>Base / Location: Simply Serve Limited. Based at Yeovil District Hospital Medical Electronics Department</p>
Key Responsibilities	Working Relationships & Contacts	
<ul style="list-style-type: none"> • Carry out equipment repairs. • Carry out equipment calibration. • Installing and commissioning new equipment. • Collecting equipment for service or repair and returning to users. • Packing and dispatching equipment for repair to external agencies. 	<p>Medical Electronics Team Manager Medical Electronics Senior Technician Service Users. Manufacturers and suppliers. Procurement.</p>	

<ul style="list-style-type: none"> • Maintaining detailed records of equipment defects, work carried out, materials used and other expenditure. • Maintaining manual and computerised record systems. • Requesting the service/repair of equipment by external contractors and ensuring that it is carried out to the satisfaction of the Medical Electronics Department and the equipment user. • Carry out cleaning/decontamination of equipment as required. • Order, receive and re-charge spare parts and material as required. • Communicating effectively and courteously with colleagues, staff, external organisations and members of the public. • Ensuring that all current Health & Safety standards are adhered to. • Ensuring all work is carried out is of a high quality. • Undertake training as required. • Assisting in the development of a high quality and responsive maintenance and management service. • Ensuring all work that is carried out is of a high quality and is performed safely, promptly and in a cost effective manner. • Carry out any other duties that may be required. 	<p>Medical Electronics Staff</p>
<p>Job Dimensions: (problem solving, decision making, impact, resource management including value, working environment, responsible for staff & equipment)</p>	<p>Performance Measures and KPIs</p>
<ul style="list-style-type: none"> • The ability to receive and interpret technical information used to service or repair I equipment, and communicate to staff. • An electrical/electronic background, gained through a recognised training, apprenticeship, qualifications, specialist knowledge, practical experience and formal courses. • The use of engineering skills e.g. soldering, adjustment of components, testing of equipment and manipulation of specialist tools and test equipment, requiring concentration and excellent hand eye co-ordination. • Involvement in policy and working practice changes within the department, suggesting changes to improve efficiency and working practices for consideration and implementation. • Responsible for making decisions on the purchase of spare parts & service items for repair & maintenance of patient connected equipment and physical assets. • Provision of training and advice to other staff in specific areas when knowledge and experience exceeds theirs. • Responsibility to maintain, amend and update an asset management system, used to record the technical and financial history of assets. • The ability to work in highly stressful patient areas i.e. ICU and operating theatres, where contact with very ill patients will be unavoidable. • The ability to recognise, and take appropriate action and precautions in all departments of the hospital, where there may be exposure to hazards, including chemical, biological and electrical. In the laboratory environment 	

there is the added need to work on live electrical equipment in a controlled environment.

Person Specification: (Please state Essential (E) or Desirable (D))		
<p>Knowledge & Skills:</p> <p>Essential A knowledge of technology and current electrical/electronic/ techniques.</p> <p>Desirable A working knowledge of mechanical, pneumatic and electro-mechanical applications.</p> <p>Knowledge of quality management systems.</p> <p>Basic knowledge of standard range of Microsoft Office Programmes</p> <p>Awareness of risk management protocols and current industry Health & Safety matters.</p>	<p>Experience</p> <p>Essential Demonstrable previous experience of working in an engineering service environment, diagnosing and repairing equipment.</p> <p>Experience of using an equipment management based IT system.</p> <p>Desirable Previous experience of working in a Medical Electronics/Clinical Engineering service environment.</p> <p>Familiarity with the relevant types of medical equipment.</p> <p>Experience of using medical equipment management based IT systems.</p> <p>Experience of using test and measurement equipment.</p> <p>Familiar with the requirements of electrical safety testing for medical devices.</p> <p>Experience of working within a quality management system.</p>	<p>Qualifications</p> <p>Essential Good level of general education.</p> <p>NVQ level 2, or equivalent in an engineering discipline</p> <p>Or</p> <p>Demonstrable suitable previous knowledge and experience.</p> <p>Desirable Certificate of competence for the inspection and testing of electrical equipment</p> <p>Relevant certificated manufactures training courses.</p> <p>CPD record.</p>
<p>Core Behaviours</p>	<p>Possess a logical and analytical approach to problem solving. Self-motivated. Positive to change.</p>	

	<p>Respectful of colleagues.</p> <p>Good hand/eye coordination.</p> <p>Willingness and ability to learn new skills.</p> <p>The ability to demonstrate dexterity and ability to work in a methodical and systematic manner.</p> <p>Attention to detail.</p> <p>Ability to work in a busy service facility with tight deadlines whilst maintaining high standards in all aspects of work.</p> <p>Ability to work on own initiative, independently and as part of a team.</p> <p>Ability to work under instruction, quickly and accurately.</p> <p>Ability to demonstrate a customer focused approach and respond to the demands from the customer and service users to meet their critical requirements.</p> <p>An understanding of the requirement to promote equality at all times and respect privacy and confidentiality.</p> <p>Ability to work flexibly and able to prioritise work effectively.</p> <p>A confident communicator both face to face and over the telephone and via email.</p> <p>Able to work independently and reliably.</p>
<p>Leadership Behaviours</p>	

Medical Electronics Department operational and management structure and scope of the quality policy

