

JOB DESCRIPTION

Job Details:

Job Title:	Clinical Engineering Medical Equipment Technician (Mechanical)
Band:	Band 4
Location:	Norfolk and Norwich University Hospital
Department:	Clinical Engineering
Managerially Accountable to:	Section Manager of the Clinical Engineering Mechanical Workshop
Professionally Accountable to:	Head of Clinical Engineering

Job Purpose:

The post holder will undertake to provide a comprehensive medical equipment support service for the Norfolk and Norwich University Hospital NHS Trust. The Trust also provides contracted equipment support services to the local Primary Care and Mental Health Trusts.

To support the delivery of a high quality, safe and compassionate healthcare service, all staff are expected to act as a role model to others in all aspects of their work and consistently demonstrate NNUH's 'PRIDE' values of People focused, Respect, Integrity, Dedication and Excellence.

Overview of Essential Responsibilities:

1. The post holder will work under the instruction and supervision of the section manager or a senior technician to provide preventative maintenance, acceptance testing, repair calibration, evaluation and clinical support in accordance with current standards for a wide range of medical equipment for which the Clinical Engineering (Mechanical and Anaesthetic Gases) workshop is responsible
2. The equipment incorporates a complex medical and surgical instrumentation used in clinical areas including wards, outpatient clinics, theatres, emergency and high risk intensive care units and requires varied skills associated with mechanical, electrical, electronic and computer based equipment. This requires a good working knowledge of electrical and mechanical workshop and machine shop practices
3. To work as directed to ensure the reliability, capability and safety of all such

equipment and communicate technical equipment related information to staff, colleagues and suppliers

4. To disseminate information to all equipment users, including medical and nursing staff, on the safe use, operation and limitations of the patient care equipment maintained by the section
5. To become familiar with all technical standards applicable to this post with particular regard to statutory requirements, departmental policies, and regulations for safe operation of equipment, safe working methods, hazard procedures and protective clothing as the post can involve some exposure to unpleasant conditions and hazards
6. To produce verbal and written reports as requested or self-initiated, including adverse incident reports, technical investigations, equipment appraisal, test, planning reports and specifications
7. To request parts and accessories for equipment to be ordered as required and be responsible for the safe use of medical equipment and devices to which the parts and accessories are fitted
8. To participate in overtime and call out duties as required from time to time meeting the requirements of the service
9. To travel as and when the service requires, to other health care and private establishments in a vehicle supplied by the Trust
10. May carryout other duties, by agreement, comparable to the post that may be required from time to time by the Trust which would assist in improving the service provided

Specific Additional Responsibilities:

11. To attend mandatory, in-service and staff development training
12. To attend specific manufacturers' service/support courses
13. To act as backup cover for other technicians in the section as and when required
14. To maintain accurate records of work actively using the departments computerised equipment management system

Functional Requirements	
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Direct face to face patient contact	Yes	Blood/body fluid exposure	Yes
Exposure prone procedures (EPP)	No	Prevention and management of aggression	No
Manual handling	Yes	Crouching/stooping or kneeling	Yes
Night working/shift work	No	Frequent hand washing/wearing gloves	Yes
VDU user	Yes	Chemical sensitisers	No
Driving patients	No	Noise	Yes
Other (please state)	No		

Job Specification:

		Means of Assessment
	Essential/ Desirable	Application Form/ Interview/Test/Ref
Qualifications/training and professional development		
HNC Electrical or Electronic Engineering or equivalent	Essential	Application form/interview
Evidence of continuing professional development	Essential	Application form/interview
Technician level engineer or equivalent	Desirable	Application form/interview
Voluntary register for Clinical Technologists	Desirable	Application form/interview
Apprenticeship in maintenance engineering	Desirable	Application form/interview
Experience		
Manufacturers training on a complex mechanical/electrical/electronic device	Essential	Application form/interview
Knowledge of computer systems, e.g. Microsoft Office Applications	Essential	Application form/interview
Use of a medical equipment database	Desirable	Application form/interview
Knowledge of relevant legislations, national standards, professional and other guidelines, procedures and practices e.g. ISO 9000, Health and Safety, RIDDOR, COSHH	Essential	Application form/interview

Skills, abilities and knowledge		
Electrical/Electronic/Mechanical Servicing and Repair	Essential	Application form/interview
Patient critical equipment maintenance	Desirable	Application form/interview
Logically diagnose component and system faults	Desirable	Application form/interview
Understanding of patient and staff risks arising from equipment failure	Essential	Interview
Able to prioritise own work	Essential	Application form/interview
Good communication and interpersonal skills both in teams and with customers. Able to interpret and communicate detailed technical information to all staff members	Essential	Application form/interview
Full driving licence	Essential	Application form/interview
Good dexterity and coordination skills in the use of fine tools for equipment fabrication/assembly/adjustment	Essential	Application form/interview
Able to manoeuvre medium/heavy weights in varying locations	Essential	Application form/interview
Attitude, aptitude		
Effective role model, demonstrating NNUH's PRIDE values of People focussed, Respect, Integrity, Dedication and Excellence	Essential	Application form/interview
Demonstrates understanding and commitment to Equality, Diversity and Inclusion	Essential	Application form/interview

Reasonable adjustments can be considered to support disabled candidates in respect of the requirements of this role.

For information regarding general terms and conditions of employment please ask your line manager or Human Resources.

This job description indicates currently the main responsibilities of the post. It is not a complete list and may be amended and developed as necessary in consultation with

the manager and post holder. We would aim to reach agreement on any changes, but if agreement is not possible, the Trust reserves the right to make changes to this job description.

JOB DESCRIPTION

Job Details:

Job Title: Clinical Engineering Medical Equipment Technician

Grade: Band 5

Location: Norfolk & Norwich University Hospital.

Department: **Clinical Engineering**

Managerially Accountable to: Clinical Engineering Workshops Manager

Professionally Accountable to: Head of Clinical Engineering

Job Purpose:

The post-holder will undertake to provide a comprehensive medical equipment support service for the Norfolk & Norwich University Hospitals NHS Trust. The Trust currently provides contracted equipment support services to the local Primary Care, Mental Health and Ambulance Trusts.

To support the delivery of a high quality, safe and compassionate healthcare service, all staff are expected to act as a role model to others in all aspects of their work and consistently demonstrate NNUH's 'PRIDE' values of People focused, Respect, Integrity, Dedication, and Excellence.

Overview of Essential Responsibilities:

1. The post holder will work under the instruction and supervision of the Clinical Engineering Workshop Manager or Senior Medical Equipment Technician to provide planned preventative maintenance, repair, calibration, evaluation, safety testing, acceptance testing and clinical support in accordance with current standards for a wide range of highly complex specialist medical equipment for which the Clinical Engineering Department is currently responsible.
2. To work under instruction and supervision by the Clinical Engineering Workshops Manager or Senior Medical Equipment Technician to communicate technical equipment related information to staff, colleagues and suppliers, with regard to and within the Occupational Policies and Regulations thereby ensuring the reliability, capability and safety of the equipment.
3. The work carried out may frequently involve skills of a highly physical nature utilising a high degree of precision in hand, eye and sensory co-ordination, coupled with frequent periods of prolonged concentration. The work may occasionally involve highly distressing emergency situations where failing equipment requires attention whilst attached to and/or supporting the life of a patient.
4. To disseminate complex, sensitive, contentious and confidential information to all equipment users, including medical and nursing staff, other healthcare professionals, home patients, where appropriate, conversing across the engineering/clinical barriers of understanding, on the safe use, operation and limitations of the equipment maintained and used in patient care.
5. Under instruction and supervision participate in the evaluation medical equipment devices with the user prior to purchase, carry out acceptance testing and be involved in adaptation of equipment.
6. To become familiar with all technical standards applicable to this post with particular regard to statutory requirements, policies, and regulations for safe operation of equipment, safe working methods, hazard procedures and protective clothing as the post can involve frequent exposure to unpleasant conditions and hazards.
7. To produce verbal and written reports, as required or self-initiated, including adverse incident reports, technical investigations, equipment appraisals, test, service reports and specifications.
8. To use standard and specialist computer software and/or the internet to support all aspects of Medical Equipment Management and to source and order the most economic parts, accessories and consumables for equipment on the physical asset register. To be responsible for the safe use of the medical

equipment and devices to which the parts and accessories are fitted. To maintain stock levels of parts, accessories and consumables.

9. To be able to plan own workload and organise servicing for the specialist area for which they are responsible, liaising with equipment users and suppliers. The post holder may also propose policy changes or procedures within the section or department and co-ordinate, supervise, or advise junior staff within the electronic section.
10. To organise and update: - service documentation, data, operation and Service/instruction manuals for equipment when required and to be responsible for equipment maintenance records.
11. To participate in overtime as per existing standby arrangements and to participate in voluntary on-call duties as per existing terms and conditions in order to meet the requirements of the service.
12. To travel as and when the service requires, to other Health Care Establishments and Home Patients in your own vehicle for which an allowance will be paid.
13. The post holder will be aware of the needs of the Trust/Health Service in improving the service provided and be willing to undertake other relevant duties by agreement.

Line Management/Financial Management Responsibilities:

1. To attend mandatory, in-service and staff development training.
2. To attend specific Manufacturer's service/support courses.
3. To produce and maintain a record of evidence of Continuing Professional Development to comply with the future requirements of the State Registration of Clinical Technologists.

Specific Additional Responsibilities:

1. To act as backup cover for other technicians in the section if appropriate.
2. To facilitate the efficient operation of the Department the post holder will accept responsibility for an operational aspect of the Department for example: organising/maintaining Equipment Service/User Manuals, organising Specialist/Electronic Test Equipment, organising Specialist Tool inventory etc.

Functional Requirements			
Direct face to face patient contact	Yes	Blood/body fluid exposure	Yes
Managing a team who hold professional registrations	No	Prevention and management of aggression	Yes
Exposure prone procedures (EPP)	No	Crouching/stooping or kneeling	Yes
Manual handling	Yes	Frequent hand washing/wearing gloves	Yes
Night working/shift work	No	Chemical sensitisers	Yes
VDU user	Yes	Noise	No
Driving patients	No		
Other (please state)	No		

Job Specification:

		Means of Assessment
	Essential/ Desirable	Application Form/ Interview/Test
Qualifications/training and professional development Significant experiences a technician in relevant medical field. HNC/HND/B Eng or Equivalent in Electronic Engineering. Member of a Relevant engineering Institute at Incorporated or higher level. (e.g. IPEM) Member of Voluntary Register of Clinical Technologists.	Essential Essential Desirable Desirable	AF/I AF/I AF AF
Experience Experience of undertaking Planned Preventative Maintenance, on medical equipment. Experience and training gained at lower grade.	Essential Essential	AF/I AF/I

Be aware of quality issues.	Essential	AF/I
Skills, abilities and knowledge		
Specialist knowledge gained through Specialist Equipment Manufacturer training and experience	Essential	AF/I
Dexterity, co-ordination and sensory skills for use of precision tools in maintaining delicate clinical equipment and complex test equipment.	Essential	AF
Be able to physically lift heavy equipment, carry out repetitive equipment testing and work in awkward positions.	Essential	AF
Be able to analyse and diagnose faults in complex, multi-faceted equipment in a busy environment where a broken work pattern can be expected.	Essential	AF/I
Provide and receive complex, sensitive or contentious information where persuasive, motivational or re-assurance skills are required.		
Be able to maintain effective relationships with colleagues and with associates in other disciplines, be willing to teach others and to participate in	Essential	AF/I

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Specialist knowledge through specialist equipment training and experience.	Essential	AF/I
Effective role model, demonstrating NNUH's PRIDE values of People focussed, Respect, Integrity, Dedication and Excellence	Essential	AF/I

Reasonable adjustments can be considered to support disabled candidates in respect of the requirements of this role.

For information regarding general terms and conditions of employment please ask your line manager or Human Resources.

This job description indicates currently the main responsibilities of the post. It is not a complete list and may be amended and developed as necessary in consultation with the manager and post holder. We would aim to reach agreement on any changes, but if agreement is not possible, the Trust reserves the right to make changes to this job description.