

Job Description

Estates Facilities Development

Job Title: Senior Technician (Specialist Services (Ventilation))

Band: Band 6

Accountable To: Estates Officer (Mechanical)

Reports To: Team Leader (Mechanical)

OUR VALUES

CARE

We are polite and courteous, welcoming and friendly. We smile and we make time to listen to our patients and staff. We consider the impact our actions have on patients and colleagues. We take pride in our appearance and our hospitals and we try to remain positive.

We do not treat anyone unfairly. We do not let our mood affect the way we treat people. We don't talk negatively about colleagues or other teams. Offensive language, shouting, bullying and spreading rumours are unacceptable.

HONESTY

We tell the truth compassionately. We involve patients in decisions about their care and we are honest when things go wrong. We always report errors and raise concerns we have about care. Our decisions and actions are based on facts not stories and opinions.

We do not withhold information from colleagues or patients. We never discourage staff from reporting concerns. We are not careless with confidential information. We do not present myths as facts.

ACCOUNTABILITY

We are all responsible for our decisions and actions and the impact these have on care. All staff are responsible for maintaining high standards of practice and we take every opportunity to continuously learn. Everyone is encouraged to speak up and contribute their ideas to improve the care we provide.

We do not unfairly blame people. We positively embrace change and we don't discourage people from having opinions. Controlling behaviours and silo working should not be exhibited in our Trust.

Job Summary:

To provide a specialist service to the organisation with respect to healthcare systems and undertake project management in this field as appropriate. To ensure compliance with HTM 03 – Specialist Ventilation for Healthcare Systems and other relevant legislation, codes of

practice and technical guidance and provide training and competency assessments as required.

The post holder will be employed to work appropriate to their core specialist skills. They will also be progressively trained to acquire elements of other specialist skills with the intention of reaching levels of multi-disciplinary flexibility and competence to enable them to achieve and apply their ability where required.

Knowledge and Skills

1. Communication and Relationship skills

Liaise with various stakeholders including clinical and nursing staff, pharmacy, portering, senior managers, specialist contractors, competent persons, and maintenance technicians etc. to remove any barriers for understanding for all aspects of work involving ventilation systems, plant and equipment. This will involve communicating complex and conflicting information and negotiating contingencies and reaching agreement following reassurance for system shutdowns, modifications involving multiple systems, and new works involving departments and full buildings.

Must be prepared to work a reasonable amount of overtime to undertake emergency repair work and planned maintenance work including operating theatre maintenance closures on bank holidays and weekends and cover for sickness and annual leave.

2. Knowledge, Training and Experience

Hold a minimum of a Degree and specialist knowledge or equivalent level of knowledge – for example acquired through completion of a recognised trade apprenticeship and hold a Btec/HNC/Diploma in Engineering or equivalent City & Guilds qualification with intermediate practical and theoretical knowledge acquired through a diploma or equivalent experience.

Must complete recognised HTM 03 Btec authorised person (AP) accredited course, and be appointed in writing, for work on specialist healthcare systems.

Must have thorough understanding of the specialist area and be fully conversant with current legislation and take the lead specialist role within your area advising senior managers and peers. You will work under your own initiative with the freedom to make decisions within a pre-defined set of parameters.

Must fulfil the duties of Authorised Person and act as Competent person as defined in HTM 03 as required.

Must be experienced in fault diagnosis and analysis of complex ventilation systems and equipment, interpreting results to assist in taking the necessary remedial action where appropriate. To take the lead in effecting repairs after considering a range of options and safety issues whilst maintaining critical supplies.

Required to undertake mandatory and statutory training according to Trust policy and as identified in the Trust appraisal process, which will include some or all of the following: -

- Working in Confined Spaces Training.

- Working at Heights
- Asbestos Awareness Training.
- Abrasive Wheel Training.
- Lifting and Handling Training.
- Fire Training.
- Release of Trapped Passengers in Lifts.
- Provision and Use of Work Equipment Training (PUWER).
- Cardio Pulmonary Resuscitation Training.
- First Aid Training
- Infection Control Awareness Training.
- Non-Clinical Safety Day
- Information Governance
- Safeguarding

Accept and utilise any other training and development offered in order to carry out duties and responsibilities to achieve a high quality service

Hold a full valid driving licence and carry out driving duties as required.

3. Analytical and Judgemental skills

Judgements across wide range of estates issues, taking into account legislation, H&S, conflicting demands – including allocation of work and fault finding.

4. Planning and Organisational skills

Plans and organises complex activities requiring formulation and adjustment.

5. Physical skills

Utilise complex/sophisticated calibration and monitoring instruments using precision tools and measuring devices to obtain readings and test results and produce readings and results for records, and audit to meet quality assurance standards.

6. Responsibility for Patient/Client Care

Incidental contact with patients.

7. Responsibilities for Policy and Service Development

As part of a core team of specialists you will be required to contribute to, and implement a broad range of policy and procedures and recommend changes to policies and procedures and safe systems of work relevant in both your own work area and the department as a whole

Attend departmental meeting and briefings as required.

8. Responsibilities for Financial and Physical Resources

Carry out the full range of maintenance duties specific to their core trade as required, including non-routine, planned, corrective and breakdown maintenance tasks, this includes work on, or around, bedhead services and building fabric in wards and departments which will involve incidental patient contact.

Responsible for developing task lists – including carrying out regular audits - to ensure compliance with HTM 03 and other statutory requirements. Must be capable of reading, analysing, interpreting, comparing and understanding complex information such as: detailed design engineering drawings, and operation and maintenance manuals in order to develop Planned Preventative Maintenance (PPM) schedules.

To be actively involved in the Trustwide Ventilation Group and be responsible for ensuring that it is understood and implemented. To be responsible for reviewing and updating departmental Safe Working procedures relating to their specialist service area in conjunction with the Service Manager and taking into account DoH guidance and Estates and Facilities Alerts.

To undertake, and be responsible for, the maintenance of the following critical equipment in their specialist areas:

- General Air-Handling Plant
- Operating Theatre Ventilation Systems
- Ultra-Clean Canopies
- Aseptic Manufacturing Units
- Isolation Cubicles
- Plant Control Equipment
- VAV Systems
- LEV Systems
- Other Specialist Ventilation Systems

Undertake regular Planned Preventative Maintenance (PPM) and testing of a wide variety of building and engineering services plant and equipment. Record and analyse results with reference to historical data and determine appropriate actions. Provide condition and non-compliance reports as necessary.

Responsible for ensuring that an effective system for the regular testing, maintenance and repair is in place for all ventilation systems, plant and equipment.

Responsible for the witness testing of new systems, plant and equipment installed on Trust property. Reconfirm correct operation on a regular basis and provide cascade training to Estates staff and users.

Identify, arrange procurement and replacement of defective component parts and equipment on major items of engineering plant, cost effectively to the value of £2k.

Control work using a Permit-to-work system as defined in the relevant HTM's and for their core specialist skills and also for work on fire alarm systems, confined spaces and hot works etc.

Carry Trust communication devices (PDA's/pagers/mobile phones/radios) for both normal duty and on call duty.

For on-call duty you must be able to attend site within 30 minutes of the call. You will be required to carry a long range pager and carry a Trust mobile phone for this purpose. You will work under your own initiative with the freedom to make decisions.

Monitor, calibrate and verify accuracy of test equipment used at recommended frequencies, to ensure they are meeting with NHS Technical memorandum standards.

9. Responsibilities for Human Resources

To develop and deliver training programmes for porters, nursing staff, maintenance staff, competent persons and others as necessary for all aspects of ventilation systems and equipment. Will be able to evaluate new equipment and provide training to both users and maintenance staff.

Organise complex programmes of specialist maintenance and testing procedures for a wide variety of healthcare systems. Liaise with specialist service contractors, departmental managers and staff, and the in-house maintenance Team Leaders to co- ordinate work activity at mutually agreed dates and times.

Provide training, coordination mentoring and technical support in their specialist area for technicians, craftspersons, maintenance assistants and apprentices/trainees and to check and evaluate their work.

Provide continual training, coordination mentoring and technical support for engineering maintenance assistants and apprentices/trainees working directly under them on delegated routine tasks on a job by job basis and to check and evaluate their work.

When required, provide short term cover for Team Leaders and other senior technician duties up to and including one month's duration.

Provide weekend supervision for technicians, craftspersons, maintenance assistants and external contractors on a rota basis.

Provide Training on and utilise complex test equipment linked to computer systems to provide accurate information required for all test sheets or log books and history files.

10. Responsibilities for Information Resources

Must have good computer literacy skills to regularly use computerised systems such as Backtraq (Labour and Financial Management System) and the Building Management Systems (Honeywell and Trend) to generate and analyse reports and act on results.

To collate and manipulate information from a variety of sources and generate reports using Microsoft software for further analysis.

Utilise departmental bespoke software to maintain accurate records for monitoring and compliance.

11. Responsibilities for Research and Development

Undertakes audits as required.

Undertake modifications and adaptations to plant and equipment in order to comply with legislative changes and National DoH hazard notices.

12. Freedom to Act

Ability to work under own initiative in a demand driven service. Guided by building and H&S regulations as lead specialist in own field.

To utilise Trust PDA devices to organise and prioritise their own workload when required and work unsupervised and independently ensuring that all work is actioned or completed and response times adhered to. The post holder will be held to account for effective performance and will need to manage and balance competing priorities.

To actively support the Trusts goals for sustainability by encouraging and adopting sustainable ideas and practices.

13. Physical Effort

Sitting standing walking and confined spaces.

Required to travel between hospital sites

14. Mental Effort

Often required to carry out processes requiring strong concentration skills such as fault finding in a pressure environment, an environment subject to frequent interruptions or as a result of an emergency developing elsewhere.

15. Emotional Effort

Exposure to distressing situations is rare.

16. Working Conditions

Assist when required with salting, gritting and snow clearing of roads, paths and paved areas during adverse conditions and extreme temperatures.

Expected to follow safe working procedures for working in high risk/hazardous areas including some of the following on an ad-hoc basis: -

Excess heat and dirt, for instance boiler houses and service ducts.

At heights using equipment.

Maintaining or unblocking toilets, macerators or bed pan washers requiring strict infection control safe working procedures.

Confined spaces, eg roof voids, tanks etc.

Plant rooms.

Lifting and handling, including carrying tools, plant, equipment, steps and ladders, involving weights above 15kg with mechanical aid.

Occasional contact with uncontained bodily fluids.

HEALTH AND SAFETY

In addition to the Trust's overall responsibility for your own health and safety you have personal responsibility the health and safety of others. As such you are required to inform your Line Manager of any safety issues that you identify that could affect you or others in the workplace. You must co-operate with management and colleagues at all times in achieving safer work processes and work places, particularly where it can impact on others.

As a Trust employee you will be trained in the correct use of any equipment provided to improve safety and health within the Trust. You are required to use the equipment when necessary and as instructed which will include checking the equipment is safe to use, prior to its use and must report any defects immediately to your Line Manager.

You will also be responsible, following appropriate training for dismantling and re assembly of equipment for use by others (e.g. patient hoists, electric beds, nurse call, access equipment, scaffold towers etc)

You are required to provide adequate supervision to ensure compliance with, and work to, departmental Safe Working practices.

You will be expected to carry out risk assessments, identify hazards in your work area, evaluate the level of risk associated with identified hazards and implement adequate controls to eliminate or reduce level of risk.

In addition to the Trust's overall responsibilities under the Health Act Code of Practice for the Prevention of HCAI 2006 for your safety, you have a personal responsibility to ensure that your work adheres to this Code in the delivery of safe patient care within the organisation.

Adhere to all Trust Policies and the Estates Department Safe Working Procedures.

The post is site-based but you may be required to work on other Trust sites as necessary.

Infection Control

In addition to the Trust's overall responsibilities under The Health and Social Care Act 2008 Code of Practice for healthcare, including primary and adult social care on the prevention and control of infections (revised December 2010) for your safety, you have a personal responsibility to ensure your work adheres to this Code in the delivery of safe patient care within the organisation. This code relates to ALL Trust staff and contractors working within the organisation who are employed to ensure this level of care is provided.

As an employee you will be trained to ensure adherence and compliance to the various Infection Control policies within the Trust.

Sustainability

To actively support the Trust's goals for sustainability by encouraging and adopting sustainable ideas and practices.

Safeguarding

The Trust has a duty and is committed to safeguarding all service users and provide additional measures for adults and children who are less able to protect themselves from harm or abuse. As an employee* you have an individual responsibility to contribute to the detection, reporting and prevention of abuse to safeguard those in our care (Section 11 Children Act, 2004, Human rights Act 1998, Equality Act 2010 Mental Capacity Act 2005 Care Act 2014) and are accountable to ensure that you know how to respond when you are concerned for the safety of a child, young person or adult at risk. The Trust will assist you in this process by providing training, guidance and advice. There are corporate safeguarding teams who can be contacted for advice, support and safeguarding supervision. All concerns must be reported as per Trust Safeguarding Policies which are available on the Trust Intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role

This job description is not meant to be exhaustive. It describes the main duties and responsibilities of the current post. It may be subject to change in the light of developing organisational and service needs, and wherever possible change will follow consultation with the post holder.

I accept this Estates Senior Technician (Specialist Services (Ventilation)) job description as being accurate.

Name:

Signed:

Dated:

Manager's Signature:

Managers Name:

Dated:

Person Specification

JOB TITLE: Senior Technician (Specialist Services (Ventilation))

DEPARTMENT: Estates Operations

AREAS	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<p>Hold a minimum of a Degree and specialist knowledge or equivalent level of knowledge – for example acquired through completion of a recognised trade apprenticeship and hold a Btec/HNC/Diploma in Engineering or equivalent City & Guilds qualification with intermediate practical and theoretical knowledge acquired through a diploma or equivalent experience.</p> <p>To have completed Accredited HTM03 Specialist Healthcare Ventilation Systems Authorised Person Course.</p>	<p>Additional trade relevant certification eg. Refrigeration,</p> <p>Multi-skilled qualifications.</p> <p>Legionella awareness</p>
EXPERIENCE	<p>Must have thorough understanding of your specialist area and be fully conversant with current legislation.</p> <p>Must be able to demonstrate suitable post apprenticeship experience in non-routine maintenance and fault finding of complex engineering plant and equipment with a broad understanding of other trade disciplines.</p> <p>Experience of liaison with and supervising building and engineering staff and contractors.</p>	<p>Computer systems experience.</p> <p>Previously held Authorised Person and/or Competent Person Role</p> <p>Previous experience in a hospital maintenance environment with exposure to all building and engineering aspects.</p>
SKILLS, KNOWLEDGE AND ABILITY	<p>Thorough knowledge of relevant NHS Technical standards and HTM's</p> <p>Good communication, negotiating and inter-personal skills.</p> <p>Knowledge of Health & Safety Policy</p>	<p>Knowledge of operating a computerised labour management system.</p> <p>Good supervisory skills.</p> <p>Knowledge of operating a</p>

	<p>and Safe Working Procedures.</p> <p>Knowledge of statutory legislation and relevant Codes of Practice.</p> <p>Able to read, understand and analyse complex engineering systems and drawings.</p> <p>Good planning skills.</p> <p>Ability to work under own initiative in a demand driven service.</p> <p>Familiarity with Microsoft software and general computer literacy.</p>	<p>computerised building management system.</p> <p>Mentoring and Training experience.</p>
PERSONAL ATTRIBUTES	<p>Project a credible professional image at all times.</p> <p>Ability to work quickly and efficiently in difficult environments and under pressure, to assess situations rapidly and make accurate relevant decisions.</p>	<p>Resuscitation/First Aid Training.</p> <p>Infection Control Awareness Training.</p>
OTHER REQUIREMENTS	<p>Hold a full valid driving licence.</p> <p>Must be able to participate in an emergency on call rota and respond to site within 30 minutes of a call.</p>	<p>Lifting & Handling Training</p> <p>Fire Training</p> <p>Confined Space Training</p> <p>Asbestos Awareness Training</p>