

Candidate Information Pack



Message from Ben Travis, Chief Executive

Thank you for your interest in working at Lewisham and Greenwich NHS Trust and for taking the time to read this information pack. You will be joining the organisation at an important time. We are proud of how our staff have met the demands of the Covid-19 pandemic over the last two years, and we continue to work hard to reduce waiting lists for vital non-Covid services.

As an organisation, we've made significant improvements for patients and staff in the last two-and-a-half years. This is reflected in our most recent Care Quality Commission (CQC) inspection (from February 2020), which found improvements across the organisation and gave us an improved rating of "Good" in the Well-Led and Effective domains, in addition to the rating of "Good" that we had already achieved in the Caring domain.

We've laid the foundations to achieve more transformational change and are at the start of delivering our five-year strategy, "Caring for our local communities". This was agreed with staff and partners in November 2020 and provides clarity about our role in the local health and care system. First and foremost, we will be a community focused provider of consistently high quality local and acute care. We will work with our partners to play a more active role in contributing to the vitality of local communities and in reducing inequalities.

Our staff culture change programme has been key to the Trust's improvement journey, as we've stabilised our workforce by reducing vacancy rates and improving staff retention.

As a local employer and anchor institution we work closely with our community to recruit locally and we welcome applications from the widest variety of people to ensure our workforce are reflective of the local communities which we serve. We encourage all suitable candidates to apply including if you are Black, Asian or other ethnic minorities, live with a disability (visible or not) or are LGBT+. We have a number of active staff networks including Disability, LGBT+, Multicultural Inclusion and Women's staff networks to bring staff together and celebrate diversity across our whole workforce.

I am very proud to work for Lewisham and Greenwich NHS Trust and I hope you are excited by the opportunity of joining us.

Ben Travis
Chief Executive

A handwritten signature in black ink, appearing to read 'Ben', followed by a long, horizontal, slightly wavy line that extends to the right.

Our vision, values and priorities

Our vision

To work together to provide high quality care to every patient, every day.

Our priorities



Quality

Continually improve safety and quality



Patients

Put patients at the heart of everything we do



People

Support and develop our workforce to live our values every day



Partnership

Work effectively with partner organisations



Money

Ensure we spend every penny wisely

Our values



We treat our colleagues with respect and compassion



We take responsibility for our actions



We learn, develop and share knowledge



We work together for patients and colleagues



We work as a team to improve quality

General Information

Review of this job description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder on a regular basis.

Confidentiality

The post holder must ensure that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with the General Data Protection Regulation 2018, the Caldicott Principles and the Common Law Duty of Confidentiality. The postholder must follow the record keeping guidelines established by the Trust to ensure compliance with the Freedom of Information Act 2000.

General Data Protection Regulation 2018

All staff who contributes to patients' care records are expected to be familiar with, and adhere to, the Trust's Corporate Records Management and Medical Records Management Policies. Staff should be aware that patients' care records throughout the Trust will be subject to regular audit.

All staff who have access to patients' care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Trust's Medical Records Management Policy.

All staff have an obligation to ensure that (care) records are maintained efficiently and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient/client and staff confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the General Data Protection Regulation 2018. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line the General Data Protection Regulation 2018.

Systems and IT skills requirements

All Trust staff needs to have the essential IT skills in order to use the Trust Clinical Information Systems as well as other required IT related applications in their jobs. Initial and on-going IT applications and IT skills training will be provided to underpin this requirement.

Health & safety

All staff must comply with all Trust Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

Professional registration

- i) If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Nursing & Midwifery Council for nurses), it is a condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body's code of practice. Your manager will be able to advise you on which, if any, professional body of which you must be a member.
- ii) You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration.
- iii) Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.
- iv) If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore throughout your employment with the Trust, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

Risk management

All Trust employees are accountable, through the terms and conditions of their employment, professional regulations, clinical and information governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff receives appropriate training that a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Risk Management Group and

Strategic Risk Management Committee.

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks

to the attention of the Clinical Risk Management Group and Strategic Risk Management Committee if resolution has not been satisfactorily achieved.

Infection Control

All Trust staff are responsible for protecting themselves and others against infection risks.

All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by the Trust.

Financial Regulations

All staff are responsible for the security of the property of the Trust, avoiding loss or damage of property, and being economical and efficient in the use of resources. Staff should conform to the requirements of the Standing Orders, Standing Financial Instructions or other financial procedures including the Code of Conduct and Accountability and the Fraud and Corruption Policy.

Safeguarding

All staff must be familiar with and adhere to Trust adult and child protection procedures and guideline

JOB DESCRIPTION

Post Title:	Senior Clinical Engineer
Department:	Clinical Devices
Responsible to:	Deputy Head of Clinical Devices
Accountable to:	Deputy Head of Clinical Devices
Grade:	Band 8A
Hours:	37.5hrs p/w (7.5hrs p/d, worked on Site between 8am-5pm Mon– Fri). Duties may include provision of services outside of these hours.
Main Base:	Lewisham & Greenwich NHS Trust, post holder will be required to work cross-site & work on any site used by the Trust.

A. Job Summary

Senior Clinical Engineer will perform a range of technical and scientific activities and contribute towards the smooth management of medical devices at Lewisham & Greenwich NHS Trust.

This includes implementation, monitoring and delivery of operational activities. Including, equipment replacement, maintenance, governance, risk management and training.

B. General Duties

1. Working to the Trust's rolling 5-year medical device plan. Adjusting and prioritising tasks to meet organisational requirements.
2. To rationalise the equipment inventory to enforce standardisation and remove redundant items.
3. Management of external contracts including managed equipment services/PFI, lease equipment and other contracts
4. Responsible for purchasing designated assets or arranging contracts.
5. Provide advice, contribute and write relevant departmental business cases.
6. As requested by management, produce complex management reports which may require skills in negotiation and diplomacy where outcomes are contentious, both internal and external to the Trust.
7. These reports may be complex and time sensitive and/or contentious. The quality of the reports is to be at Trust Board level.

8. Appraisal and audit of both new and existing service contracts, ensuring that all medical devices have quality maintenance cover where required.
9. Development and maintenance of all work in line with MHRA and ISO quality system requirements.
10. Monitor and resolve regulatory and CAS alerts.
11. Produce and maintain documentation relevant to incident investigations and advise on Risk
12. Develop and manage medical devices governance processes, and support Regulatory enquires.
13. Advise and support risk assessment processes relating to clinical devices and decontamination.
14. Assist Wards/Departments to implement Trust policy for clinical device management and training them in its use.
15. Liaise with Wards, providing expert advice on appropriate use of clinical devices.
16. Provide expert advice in relation to medical devices to Medical Device Team, Trust Management, Procurement staff and other Committees.
17. Identify the need for new instrumentation or equipment for use in the Trust. Produce specifications for items of equipment, for purchase or construction in-house.
18. Working in conjunction with procurement to carry out evaluation of medical devices, engage end user feedback and complete assessments.
19. Work collaboratively to develop and undertake audits in order to improve the effective use and maintenance of medical devices.
20. Monitor the effectiveness of related policies and protocols. Routinely reviewing, proposing and implementing changes which may impact beyond own area of activity.
21. To undertake audits of Wards and other clinical areas on the implementation of the clinical devices policy.
22. To work autonomously to achieve the expected results, guided by relevant UK standards and regulations, adhering to Trust Policies and Values.
23. Perform other duties which may be required by the line manager.

C. Specialist Duties

1. To provide expert advice and support on highly specialised imaging technology, equipment and systems.
2. To conduct evaluations contribute to technical specifications of systems & contracts.

3. To arrange, monitor & manage maintenance and servicing contracts of imaging & other identified items of equipment. Regularly holding performance reviews and updating senior managers in the Trust.
4. Involved in medical equipment installation, acceptance, commissioning, calibration, quality assurance and quality control.
5. Review maintenance reports & external consultancy findings, and support Trust imaging department with its implementation when required.
6. Lead investigations into medical device performance issues, image quality issues or any other issues, present solutions and implement remedial actions.
7. Investigate and resolve complex equipment problems. Liaise with suppliers and end users regarding equipment breakdown, and regularly update senior managers and divisional directors where required.
8. Carry out or assist with risk assessments in relation to highly specialised medical equipment.
9. To support all RPA services/partners and advisors across all Trust sites.

D. Managerial

1. Prioritise and manage own work within set parameters. Respond in a timely manner to requests for advice and assistance by others, using own judgment to prioritise the request against existing workload.
2. Manage tasks and responsibilities associated with any of the duties listed above. Supervise staff as required, including trainees.
3. Ensure efficient and effective use of resources. Adjust plans as required in response to changing demands and priorities.
4. To line manage designated staff including temporary staff between AFC Band1-7.
5. To deputise for appropriate Senior staff when required.

E. Financial

1. To minimise financial costs by safe and effective use of high capital value equipment (in excess of £50,000).
2. Responsible for purchasing delegated assets or arranging contracts in excess of £5,000, and to keep within delegated costs.
3. Effective strategic and business management of clinical devices throughout their complete life cycle.

4. Participate in the standardisation of all clinical device/equipment purchases, including durables.
5. Analyse business processes to deliver cost saving improvements (CIPs).

F. Teaching and Research & Development

1. To teach and train students, trainee Clinical Engineers/technologists and new starters.
2. To develop training programmes for staff when required.
3. To train clinical staff on use of medical devices when required.
4. To participate in teaching programmes and presentations as and when required by the department.
5. Develop, validate and implement new test and analysis methodologies. Develop appropriate documentation and provide training as required.
6. Undertake research & development, following a programme agreed with line manager.
7. Liaise with clinicians, and other clinical staff to provide expert scientific advice and support for clinical research programmes
8. To maintain skills and afford development of practical and theoretical skills required for the post. Maintain professional registration status.

G. Key Working Relationships

Develop internal and external networks and relationships with all areas and colleagues as appropriate.

To communicate and liaise effectively with Service Line and other hospital staff at all levels

- Senior Trust Managers
- Doctors & Consultants
- Nursing Staff
- Non-clinical Staff
- Scientific & Technical Staff
- Procurement & Supplies
- Finance
- Estates/PFI
- Governance
- Manufacturers/Suppliers
- Other NHS & Private Healthcare Providers
- MHRA
- CQC

Forms of communication with the above will be both verbal and written – e-mail, letters, reports and presentations. The level of complexity of information conveyed will be complex and at times sensitive (e.g. Commercial in Confidence, contentious).

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Data Protection Act

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condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body's code of practice. Your manager will be able to advise you on which, if any, professional body of which you must be a member.

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- iv) If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore throughout your employment with the Trust, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

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Safeguarding Children

All staff must be familiar with and adhere to the Trust's child protection procedures and guidelines, in conjunction with London LSCB policies and procedures. All staff are required to attend child protection awareness training, additional training and supervision regarding child protection relevant to their position and role'

General

- The post holder may be required to work at any of the Trust's sites in line with the service needs.
- The post holder must at all times carry out his/her responsibilities with due regard to the Trust's Equal Opportunities Policy.
- This job description describes responsibilities, as they are currently required. It is anticipated duties will change over time and the job description may need to be reviewed in the future.
- All staff have a responsibility to participate in the Trust's Performance Appraisal Scheme and to contribute to their own development and the development of any staff that they are responsible for appraising.

Valuing Diversity

It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and real or suspected HIV/AIDS status and is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end the Trust has a Single Equality Scheme and it is for each employee to contribute to its success.

No smoking policy

There is a smoke free policy in operation in the Trust. In accordance with this policy smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

Designated smoking areas or smoking rooms are not permitted. Support is provided for staff members who wish to stop smoking.

Waste disposal

All staff must ensure that waste produced within the Trust is segregated and disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the Trust policy

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and Training	<p>Relevant undergraduate degree or equivalence in Medical Physics or Biomedical Engineering.</p> <p>Master's degree or equivalence in Medical Physics or Biomedical Engineering.</p> <p>Successful completion of post graduate training in Medical Physics or Clinical Engineering</p>	<p>Membership of a relevant professional body.</p> <p>State Registration as Clinical Scientist in Medical Physics or Clinical Engineering</p>
Knowledge & Experience	<p>Minimum 3 years post training experience at AfC Band 7 working in a Clinical Engineering or Medical Physics role within the NHS.</p> <p>Expert knowledge and extensive practical experience of medical devices technologies, safety issues and quality assurance.</p> <p>Specialist knowledge across a range of working procedures and practices in Medical Physics, building on theoretical knowledge and practical experience.</p> <p>Advance understanding of patient and staff risks arising from use of complex medical devices.</p> <p>Advanced proven knowledge of relevant legislation, national standards, professional and other guidelines.</p> <p>Proven experience in negotiating, arranging and monitoring of contracts.</p> <p>Experience in planning/decision making</p> <p>Experience in implementing organisation change</p>	<p>Able to negotiate with external partners.</p> <p>Scientific publications in journals</p> <p>Practical experience in at least one branch of ionising physics.</p>

	<p>Experience in working within tight budgets with awareness of value for money.</p> <p>Experience in interpreting complex information and communicating, both verbally and in writing.</p> <p>Able to convey and to receive accurate and clear instructions and training, to and from staff, colleagues and others.</p> <p>Experience in managing and supervising students/trainees, or own staff and others.</p> <p>Experience in auditing own work and that of others and implementing recommendation.</p> <p>Able to use specific complex software as required [e.g. computational image processing software, etc.].</p> <p>Computer literacy and experience in using specialist databases</p> <p>Understanding of research matters including study design, funding and ethical issues.</p> <p>Previous investigative and technical report writing experience with regards to medical device performance or adverse incident related issues.</p> <p>Experiencing in writing technical specifications including imaging equipment e.g. CT, MRI etc.</p> <p>Experience in completing medical device trials and evaluations.</p> <p>Experience in policy development</p> <p>Experience in coping with pressures, demands and ambiguities whiles striving to achieve results.</p> <p>Confidence in the use of numerical and technical data.</p>	
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	Positive, enabling attitude combined with good influencing and negotiating skills.	
Personal Abilities	<p>Ability to cope with large and variable workload.</p> <p>Ability to make decisions quickly and accurately in stressful situations.</p> <p>Ability to deal with the demands of tight deadlines and prioritise competing demands</p> <p>Ability to frequently concentrate where work pattern is unpredictable</p> <p>Ability to continually use a visual display unit on a regular basis.</p> <p>Ability to occasionally safely work around contaminated medical devices and those that emit high levels of energy e.g. radiation.</p> <p>Excellent verbal and written communication skills and ability to communicate effectively at all levels.</p> <p>Physical accuracy and manual dexterity skills for the ability to make accurate, precise measurements using sophisticated testing equipment.</p> <p>Ability to safely lift medium to heavy test/medical equipment occasionally, greater than 10kg.</p> <p>Ability to work as an integral part of a team.</p> <p>Ability travel between sites as and when required for the role.</p> <p>To act at all times in a professional manner, showing courtesy and respect for other staff and patients.</p>	Valid full driving licence in the UK

Note: JD is subject to change according to the needs of the Service and the Trust

This is on site role which requires the post holder to be on Trust site Mon-Fri 7.5hrs per day.

Post Holder's Name: _____

Post Holder's Signature: _____ **Date:** _____

Manager's Name: _____

Manager's Signature: _____ **Date:** _____