

## Job Description

Job Information	
<b>Job Title:</b>	Biomedical Engineering Technician
<b>Directorate / Service:</b>	
<b>AfC Band:</b>	5
<b>Professionally Accountable to:</b>	Head of Service
<b>Responsible to:</b>	Line Manager
<b>Base Location:</b>	As directed
<b>Job Code:</b>	PT135
<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 be mostly concerned with the routine maintenance and repairs of medical equipment, some of which may be complex and patient connected. This may include life- support, patient monitoring, patient therapy, diagnostic, ventilatory and anaesthetic equipment

### Key responsibilities

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.

To commission, repair, maintain, overhaul and recalibrate a wide range of medical equipment:- including life support, ventilatory and anaesthetic equipment used within the medical field, most of which will be routine.

To regularly work on equipment in areas including Critical and Coronary Care, theatres, paediatric 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 patient connected.

To work on medical equipment that may require precision engineering techniques, expertise and fine control of fine tools and small components.

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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 or other lethal electrical hazards.

To be able 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.

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.

To organise and prioritise daily work schedules, and 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.

To act independently, promptly, and efficiently in response to emergency and unpredictable situations.

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.

There may be a requirement to assist in the evaluation and advise in trials of new equipment. To modify medical devices as per manufacturer agreed engineering instructions.

To assist with the investigation of adverse incidents relating to medical equipment as necessary.

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.

To gather complex information including fault summaries and to then instruct and advise healthcare professionals and/or clients, when necessary, in the correct and safe use of equipment.

To attend training courses and to update ones own technical knowledge of specialist equipment and to update ones knowledge in respect of the specialised clinical use of such equipment. To disseminate this information to the relevant healthcare specialists as required. To take a lead role in those areas where additional expertise and knowledge is held and advise less experienced staff.

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.

To complete all documentation, including safety tests, fault history and commissioning records. To input this on to the departments computerised record system.

To co-operate in the implementation of departmental policies and procedures and if required to assist in the creation and the updating of complex written procedures for the performance and functional verification of medical devices.

To observe guidelines and regulations regarding the safe and satisfactory use of highly

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specialised expensive test equipment and tools.

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.

To be aware of the cost implications involved in the servicing and repair of medical equipment.

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, laboratory centrifuges and patient life support equipment.

To undertake duties of more senior staff as necessary.

To carry out any appropriate duties as determined by the Chief Technician

### **Clinical Governance / Quality**

Duties will be mostly concerned with the routine maintenance and repairs of medical equipment, some of which may be complex and patient connected

### **Education and training development**

To attend training courses and to update ones own technical knowledge of specialist equipment and to update ones knowledge in respect of the specialised clinical use of such equipment. To disseminate this information to the relevant healthcare specialists as required. To take a lead role in those areas where additional expertise and knowledge is held and advise less experienced 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.

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## 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.

## Confidentiality

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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.

### **Freedom of Information**

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.

### **Management of Risk & Health and Safety**

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.

### **Safeguarding Children and Vulnerable Adults**

All trust employees are required to act in such a way that at all times safeguards the health and well being 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.

### **IT Skills**

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.

### **Records Management**

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.

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<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>
Maintains and callibrates a range of specialised medical equipment which is used to assist with treatment and diagostic investigation of patients.
<b>Administration Responsibility</b>
n/a
<b>Research</b>
required to assist in evaluation of equipment being trialed. Testing and recalibration of range of medical equipment is a major part of the job.
<b>Strategic role</b>
n/a
<b>HR Management</b>
disseminate information re. certain equipment maintenance and repairs to less experienced colleagues and other medical staff.
<b>Financial Responsibility</b>
Responsible for maintaining and repairing a broad range of medical equipment used by others.
<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.

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**Liverpool University Hospitals**  
NHS Foundation Trust

**Person Specification**

<b>Job Title:</b>	Biomedical Engineering Technician		
<b>Band</b>	5	<b>Job Code:</b>	PT135

<b>Person Specification</b>				
	<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
1	Degree, or an equivalent qualification	E		
	<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
2	Able to display an aptitude towards maintaining complex medical equipment.	E		
3	Ability to communicate well. Ability to use tact and diplomacy	E		
4	Able to work as part of a team. Able to work on own initiative.	E		
5	Able to produce clear written records and documentation. Able to work in all areas within the Hospitals.	E		
6	Able to display computer literacy. Have effective organisational skills. Have effective personal and interpersonal skills.	E		
7	Have effective empathy skills	E		

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