

## Appendix 3

### The Whittington Hospital NHS Trust

#### Job Description

<b>Title:</b>	<b>Medical Physics Senior technologist</b>
<b>Grade:</b>	6
<b>Hours of Duty:</b>	37.5 hours per week
<b>Annual Leave:</b>	27 days per annum increasing to 33 days after 10 years NHS service.
<b>Terms &amp; Conditions:</b>	<b>NHS Agenda for Change of Service</b>
<b>Department:</b>	Medical Physics Department
<b>Accountable to:</b>	Head of Medical Physics

#### **Post summary:**

The post holder will be responsible for the corrective maintenance, preventative (routine) maintenance and calibration of a wide range of medical devices. This will include patient monitors, infusion devices, electrosurgical devices, patient ventilators. In addition, the acceptance into use and configuration of newly delivered medical devices and the evaluation of medical devices prior to purchase. On occasions this work will extend to non-medical electronic devices.

It is expected that the post holder will work independently and may be asked to supervise other Medical Physics Technologist. On occasions they will be challenged by work of an unpredictable nature. The ability to readily adapt to change in priorities is a requirement for this post.

This activity will take place in departmental workshops, hospitals, patient's homes, and other healthcare environments part of Whittington Health NHS Trust, and also our SLA's partners, travelling will be involved to and from sites. It can be anticipated that patients may be present who are subject to therapy, nursing or surgical procedures in the vicinity when fault investigation has to be done as a matter of urgency.

On occasions, the post holder will be required to work without any immediate managerial or supervisory support.

Manufacture training will be provided where needs are highlighted and in consultation between head of medical physics.

**Main duties:**

- Adhere to all Trust and department policies and procedures.
- They will be subject to periodic internal audits.
- Undertake suppliers and other external training provider's courses to enable competency to be established in the support of a wide range of medical devices. They will undertake departmental training events and gain further experience by working on occasions, under the supervision of senior staff.
- They will be expected to participate in a scheme of continuing professional development that is recognised by and registered with an appropriate professional body.
- The post holder will experience an annual appraisal.
- They will contribute to the supervision of newly appointed staff.
- They will have General and specific responsibilities, defined in terms of product type or location
- Develop skills to use a wide range of test and measurement equipment, some of which are specific to the healthcare sector, to enable faults to be diagnosed and corrected on complex equipment, to module or component level.
- To develop skills and knowledge of junior colleagues to enable them to work on new medical devices initially under supervision and once competency is signed off, to work unsupervised.
- On occasions they will be involved in patient incident investigations; this may involve access to sensitive patient related data for analysis and interpretation.
- The daily work will involve the inspection and interaction with delicate, high value medical devices. The correct function and availability for use of these devices have a direct effect on patient care.
- They will be responsible for establishing effective communication with the customer and suppliers; this will include advising the customer of any foreseen delay in the return of equipment to service. On occasions this will involve presenting technical information to senior nursing and clinical staff. It may require the use of e-mail and the telephone.
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- The post holder will be responsible for communicating with senior nursing and clinical staff in defining, recording and controlling configurations relating to medical devices.
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- All medical physics technologist will log on the departments dedicated CMMS at start of day and log off at the end of their work day. Will be responsible for updating the details on the computerised equipment management system relating to any work that has been allocated to them. They will maintain accurate, legible and retrievable electronic/written records (job reports) relating to the work that they have undertaken.
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- They will complete requisitions to initiate the procurement of spares and external services for which a requirement has been identified. This is then sent for approval to the Head of Medical Physics.
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- The post holder will be responsible for the generation of work instructions and maintenance checklists, as directed by the Head of Medical Physics.
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- They will be responsible for the safe retrieval of medical devices from the clinical environment to a suitable location where technical activity can be conducted, followed by their subsequent timely return upon completion of service.

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- Will be required to attend and contribute to the bi-monthly departmental meetings, where issues relating to service delivery, customer satisfaction.
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- Will be aware that prior to handling any medical device decontamination of medical equipment is important for their safety and others.
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- Will ensure that any kind of practice that does adhere to department or corporate trust policy is brought to the attention of the medical physics senior technologist or Head of Medical Physics.
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- The post holder will be required to work or carry out activities out of his/her remit occasionally, this may be supervised or unsupervised in consultation with Head of Medical Physics.

#### **Additional duties/responsibilities**

- 2.1 Carry out all duties in accordance with the requirements of the Health & Safety at Work Act, relevant Statutory Regulations, Approved Codes of Conduct and Local Rules.
- 2.2 Work outside normal working hours on occasion when required. Time off in lieu and pay will be given for hours worked beyond the standard working week, in accordance with the AfC NHS Terms and Conditions of Service.
- 2.3 When working in other departments, the appointee will liaise with local heads of department, medical consultants, superintendents, nursing sisters or their representatives as appropriate, adhering to local policies and practices. The post holder will behave courteously and professionally at all times and seek to ensure that the highest level of service is provided by Medical Physics.
- 2.4 Comply with the Medical Physics department dress code policy which sets a professional image for the department and the Whittington Health NHS Trust when working on and off site.

*This job profile is intended to provide an outline of the duties and responsibilities of this post and may change from time to time by agreement of the Director of Human Resources & Corporate Affairs and the post holder. Following consultation post holders may be required to do other duties commensurate with their grade and experience for short periods of time.*

#### **SECURITY**

It is the responsibility of all employees to work within the security policies and procedures of the Whittington Hospital NHS Trust to protect the patients, staff and visitors and the property of the Trust. This duty applies to the specific work area of the individual and the Hospital in general. All staff are required to wear official identification badges.

#### **DATA PROTECTION**

This post has a confidential aspect. If you are required to obtain, process and/or use information held on a computer or word processor you should do 'It in a fair and lawful way'. You should hold data only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose and ought to disclose data only to authorised persons or organisations as instructed. Breaches of confidence in relation to data will result in disciplinary action which may involve dismissal.

#### **NO SMOKING**

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The Hospital has promoted a No Smoking Policy as part of its responsibility for the provision of health. You will be required to work within the framework of this policy. Smoking is not permitted in offices.

### **EQUAL OPPORTUNITIES**

It is the aim of the Trust to ensure that no job applicant or employee receives less than favourable treatment on grounds of sex, marital status, race, colour, creed, religion, physical disability, mental health, learning difficulty, age or sexual orientation and is not placed at a disadvantage by conditions or requirements that cannot be shown to be justifiable. To this end the Trust has an equal opportunities policy and it is for each employee to contribute to its success.

### **Responsibilities for Health and Safety**

The post holder is responsible for ensuring that all duties and responsibilities of this post are carried out in compliance with the Health & Safety at Work Act 1974, Statutory Regulations and Trust Policies and Procedures. This will be supported by the provision of training and specialist advice where required.

### **Risk Management**

The management of risk is the responsibility of everyone and will be achieved within a progressive, honest and open environment. Staff will be provided with the necessary education, training and support to enable them to meet this responsibility.

Staff should be familiar with the

- Major incident policy
- Fire Policy

and should make themselves familiar with the 'local response' plan and their role within that response.

### **CONFIDENTIALITY**

You are required to maintain confidentiality of any information concerning patients which you have access to or may be given in the course of your work, in accordance with current policy on confidentiality in the Whittington Hospital NHS Trust.

### **METHOD OF PAYMENT**

Payment of salary is made into bank account/building society account by direct bank system. Details of a bank account or building society account will be required on the first day at work. There is no facility for any form of other payment.

### **CUSTOMER AWARENESS**

The Whittington Hospital expects its employees to communicate with colleagues, patients and visitors in a polite and courteous manner at all times.

### **INFECTION CONTROL**

Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA.

All staff employed by the Whittington Health NHS Trust must have the following key responsibilities:

Staff must wash their hands or use alcohol gel on entry and exit from all clinical areas and/or between each patient contact.

Staff members have a duty to attend mandatory infection control training provided for them by the Trust.

Staff members who develop an infection (other than common colds and illness) that may be transmittable to patients have a duty to contact Occupational Health.

### **CHILD PROTECTION**

The post holder will endeavour at all times to uphold the rights of children and young people in accordance with the UN Convention Rights of the Child.

#### **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

The Trust is committed to safeguarding children and vulnerable adults throughout the organisation. As a member of the trust there is a duty to assist in protecting patients and their families from any form of harm when they are vulnerable.

#### **INFORMATION GOVERNANCE**

All staff must complete annual information governance training. If you have a Trust email account this can be completed on-line, otherwise you must attend a classroom.

#### **BULLYING AND HARASSMENT**

Whittington Health NHS Trust take bullying and harassment very seriously and will not tolerate any kind of behavior on towards patients /other staff members or external contractors working on the grounds of premises/sites of Whittington Health NHS Trust which may be construed as violent, intimidation and use of foul language.

