JOB DESCRIPTION

Job Title: **Assistant Clinical Technologist**

Base: Clinical Engineering, John Radcliffe Hospital

Grade: Band 3

Hours of work: 37.5 hours per week

Directorate: Oncology & Haematology

Responsible to: Equipment Libraries and/or Technical Services Manager

Accountable to: Principal Clinical Scientist/Technologist

Job Summary:

As an Assistant Clinical Technologist, the post holder will undertake technical and administrative activities as a member of Clinical Engineering in the Oxford University Hospitals NHS Foundation Trust.

The purpose of this role is to participate in a structured apprenticeship program of training which will include on the job experience, external training courses and completion of either a Level 3 Healthcare Engineering Specialist Technician apprenticeship or a Pearson BTEC Level 4 apprenticeship in Healthcare Science (Clinical Engineering).

The successful applicant will be required to meet workplace competency and learning targets each year and complete the apprenticeship course over a period of 2 or 3 years, depending on course. Completion of the apprenticeship and competency targets will ultimately enable the apprentice to join the Academy of Healthcare Science accredited register and practice as a Healthcare Science Assistant/Associate or continue further training at Level 6 to join the Register of Clinical Technologists.

Main Tasks and Responsibilities

- Acquire clinical and technical knowledge in the field of Clinical Engineering.
- Complete a 2 or 3 year apprenticeship program alongside workplace training and competency completion.

- To respond to telephone requests promptly. May be required to deal with sensitive/confidential information. The post holder may be required to work in any of the Trust's Clinical Engineering areas.

- To work within guidelines and policies laid down by OUH NHS Trust.

- To undertake any relevant training in order to provide knowledgeable, but basic advice regarding equipment.

- To maintain accurate records of work undertaken.

- To collect and deliver equipment to clinical areas promptly upon request.

- To provide additional technical & administrative support to the Clinical Engineering Group when required.

- To work & participate as part of a team as well as independently.

General Conditions

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

- Information governance

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

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.

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 OUH 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 session. For further details, go to the Information Governance intranet site.

Data Quality

Data quality is a vital element of every member of staff's job role. Oxford University Hospitals recognises the importance of information in the provision of patient care and in reporting on its performance. Data quality is therefore crucial in ensuring complete, timely and accurate information is available in support of patient care, clinical governance, performance management, service planning, and financial and resource planning and performance.

All staff should ensure that they have read and understood the Trust's Data Quality Policy.

Learning, Respect, Delivery, Excellence, Compassion, Improvement