

Estates and Facilities

JOB DESCRIPTION

POST	Senior Medical Technical Officer
PAY BAND	Band 6
RESPONSIBLE TO	Medical Engineering Manager
ACCOUNTABLE TO	Head of Medical Engineering
BASE	DIANA PRINCESS OF WALES HOSPITAL

ABOUT US

The Humber Health Partnership is one of the largest acute and community Partnership arrangements in the NHS, seeing well over one million patients every year and managing a budget of over £1.3 billion.

Made up of two Trusts - Northern Lincolnshire and Goole NHS Foundation Trust (NLAG) and Hull University Teaching Hospitals NHS Trust (HUTH) - our Partnership has significant ambitions and is committed to delivering world-class hospital and community services for the 1.65 million people we serve.

Together we employ nearly 20,000 staff. Our five main hospital sites are Diana, Princess of Wales Hospital, Scunthorpe General Hospital and Goole and District Hospital, for NLAG and Hull Royal Infirmary and Castle Hill Hospital for HUTH.

As Teaching Hospitals working with the Hull York Medical School, we both lead and contribute to research in many areas - biomedical research, primary care, palliative medicine, cardiovascular and respiratory medicine, vascular surgery, cancer surgery and oncology.

We believe that by developing a diverse, inclusive, innovative, skilled and caring workforce, we can deliver excellent care to our patients and a great future for our employees, our Partnership and our community.

ABOUT THE POST

The Medical Engineering Department has responsibility for managing and supporting a wide range of medical, therapeutic and diagnostic devices used throughout the Northern Lincolnshire and Goole NHS Trust, to ensure it operates effectively and safely with a minimum of downtime. Clinical equipment covered incorporates electrical, electronic, mechanical, computer, software and medical gas systems.

Medical equipment represents one of the organisation's most substantial assets and the way in which equipment is purchased managed and used can directly influence the quality of care delivered to

patients. Medical equipment can also involve risks to both patients and staff particularly if it is used improperly.

DUTIES AND RESPONSIBILITIES OF THE POST HOLDER

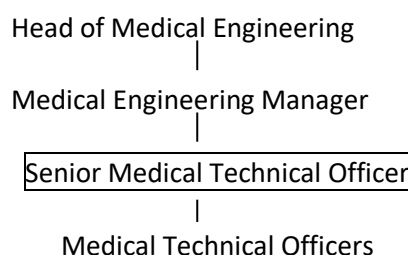
The Postholder will carry out scheduled preventative maintenance, servicing, repair, calibration, safety and acceptance testing on a wide range of medical equipment. The Postholder is required to work to high standards of safety and accountability

The Postholder liaises with clinical and technical staff to identify faults and repair equipment, including working in clinical areas. This often requires a flexible approach to working patterns to ensure work can be undertaken with minimum disruption or delays to patient services

To support and assist other members of staff in the department as required and to supervise and check the work of junior staff.

DUTIES AND RESPONSIBILITIES OF THE POST HOLDER

Departmental Structure



1. Clinical Technical

- 1.1 Provide highly specialised clinical technical services for preventative maintenance, servicing, inspection and repair to a wide range of complex and patient-critical medical equipment.
- Communicate with clinical users to gain a clear understanding of the nature of problems with equipment. Assess the seriousness and implications of the problem and respond appropriately to the urgency of the user request, prioritising where necessary with other pending work.
 - Provide technical guidance and instruction to clinical users on appropriate use, operator maintenance and calibration of medical devices.
 - Undertake advanced fault-finding, applying suitable techniques to diagnose problems, including those beyond the scope of manufacturer supplied information. Report novel fault conditions to manufacturers. Exercise judgment to determine the causes of faults in devices with multiple complex and inter-related systems (e.g. electronic, computer and mechanical systems), which may be due to user error, equipment failure or environmental issues (e.g. temperature, RF interference).
 - Rectify complex equipment faults. Undertake repairs on complex mechanisms to component level.

- Check that equipment performs to manufacturer's specification.
 - Carry out calibration, quality control, safety and acceptance testing.
 - Carry out electrical and functional safety checks.
 - Using technical and clinical experience, identify potentially hazardous symptoms and faults when in clinical areas or in talking to clinical staff .
 - Liaise with clinical staff to plan inspection and preventative maintenance. Adjust schedules in response to short-term clinical needs.
 - Advise on equipment specification, evaluation and selection.
- 1.2 Keep relevant scientific and technical records of work performed. In particular ensure the equipment management computer database is operated in an accurate, methodical manner, logging work progress through to completion.
 - 1.3 Liaise with manufacturers to obtain information and provide feedback on equipment performance.
 - 1.4 Monitor stocks of appropriate components and spares, reordering where necessary to keep an adequate stock.
 - 1.5 Take responsibility for all tools and equipment within the Postholder's care. Ensure workshop facilities are kept clear and well-ordered and that all equipment is maintained to acceptable standards. Where Medical Engineering equipment is passed to others to use, make sure they are authorised to use it in a safe and effective manner.
 - 1.6 Provide technical advice to medical and other staff groups as required.
 - 1.7 Provide technical expertise and assistance to other functions within the Department as appropriate.
 - 1.8 Provide telephone advice and instructions to equipment users to enable them to overcome technical and operator equipment faults.

2. Managerial

- 2.1 Keep careful records of all work performed and complete other appropriate records.
- 2.2 Inform the Medical Engineering Manager and other Medical Engineering staff of the condition and performance of the equipment within the Postholder's care.
- 2.3 Participate in regular meetings with the Medical Engineering Manager and fellow staff.
- 2.4 Support and assist junior and other members of staff in the department as required and to supervise and check the work of junior staff.
- 2.5 Will act as identified technician for one or more clinical areas, acting as first point of clinical contact and acquiring specific knowledge on particular items of equipment. Ensure customers receive a high quality, prompt and efficient service and are kept up to date on the progress of any outstanding work.
- 2.6 Be familiar with and follow the Trust's incident reporting procedure.

- 2.7 Prioritise and manage own work in accordance with Section policies and competing service demands. Propose changes to own working practices and procedures.
- 2.8 Take responsibility for the work of other Medical Technical staff when they are performing work under the Postholder's direction.
- 2.9 Adhere to the Managing Attendance policy.

3. Teaching, Training and Research

- 3.1 Advise and train other staff groups (doctors, nurses, allied health professionals, technical staff etc.) as requested, in user operation and care of medical equipment.
- 3.2 Demonstrate and teach technical procedure to other staff, Train other technicians in the full range of techniques and methods used in the Medical Engineering Department.
- 3.3 Participate in appraisal process, taking opportunity to identify and discuss own learning needs with appraiser.
- 3.4 Supervise less senior staff.
- 3.5 Participate in clinical trials and evaluations of medical equipment.
- 3.6 Contribute to the development and implementation of innovative engineering, working practices and procedures, in consultation with senior staff.
- 3.7 Contribute to the induction of new staff.

4. Professional

- 4.1 Keep abreast of technical and clinical developments in medical device technology. Enrol in appropriate Continuing Professional Development programmes. Attend suitable seminars and courses as part of personal development and to further the work of the Department.
- 4.2 Attend manufacturers technical, equipment specific training courses.
- 4.3 Ensure all activities are carried out within a quality framework and meet regulatory requirements.
- 4.4 Ensure the service department environment is clean and welcoming, taking steps to address any concerns and ensuring compliance with:

Health & Safety and Electrical Safety Regulations
Infection Control
Fire Prevention Management
Risk Management
COSHH
and that any concerns are reported and addressed

5. Miscellaneous

- a. Implement and ensure compliance with Departmental policies, procedures and work instructions in the areas of work for which the Postholder carries responsibility.
- b. Carry out all duties in accordance with the requirements of the Health and Safety at Work Act, relevant Statutory Regulations, Approved Codes of Conduct and Local Rules.
- c. Work outside normal working hours on occasion when required.

- d. Provide out of hours emergency cover for critical medical equipment on an informal voluntary ad-hoc arrangement based on good will.
- e. Participate in flexible working arrangements to extend the working hours of the department and provide lunchtime cover where appropriate.
- f. 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 Postholder will act courteously and professionally at all times and ensure that the highest level of service is provided by the Medical Engineering Department.
- g. Work at other Trust sites and at the premises of other healthcare providers as required.
- h. The postholder will cover Diana Princess of Wales Hospital and will be required to work at other outlying Trust sites.
- i. Perform other appropriate duties, which may be required from time to time by the Medical Engineering Manager or Head/Deputy Head of Service.

OUR VALUES



Our values have been created in partnership with our most valuable asset – our employees. Our values set out a clear statement of our purpose and ambition which is to provide the very best in patient care, all of the time. We

recognise that without the shared values driven responsibility that each and every person in our teams have, we could not provide excellent services to the patients that we care for. Crucially we recognise that looking towards the future, we must continue to create a culture that enables and drives our collective values and behaviours as an absolute fundamental foundation for both our staff and the patients that we serve.

ADDITIONAL INFORMATION PERTINENT TO ALL STAFF

Health and safety - Healthcare associated infection

Healthcare workers have an overriding duty of care to patients and are expected to comply fully with best practice standards. You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, including the 'bare below the elbows' approach, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about the application of practical measures known to be effective in reducing HCAI. The Trust has the responsibility of ensuring adequate resources are available for you to discharge your responsibilities.

Safeguarding

The Trust has in place both a Safeguarding Children Policy and a Safeguarding Adults Policy in line with national legislation.

The Safeguarding Policies place a duty upon every employee who has contact with children, families and adults in their everyday work to safeguard and promote their welfare. In the event that you have concerns about possible harm to any child or adult you should seek advice and support from the Trust Safeguarding team or in their absence contact your line manager. Out of hours contact should be made with the on-call manager through switchboard.

The Trust has nominated Safeguarding Leads who act as contact points for support and advice if concerns are raised about a child or adults welfare. These individuals can be reached through switchboard during office hours, by asking for the Named Professionals for Safeguarding Children or Adults respectively.

The policies and procedures described below are located on the intranet and internet site and you should ensure you are aware of, understand and comply with these. In addition the Trust will publicise and raise awareness of its arrangements and provide appropriate resources and training.

Confidentiality

All information, both written and computer based, relating to patients' diagnosis and treatment, and the personal details of staff and patients, is strictly confidential. The Northern Lincolnshire and Goole NHS Foundation Trust and its employees have a binding legal obligation not to disclose such information to any unauthorised person(s). This duty of confidence is given legal effect by reference to General Data Protection Regulation (GDPR). It applies to any information which is processed by the Trust (i.e. stored, retained, maintained as a record, amended or utilised for the Trust's purposes as an NHS Hospital), from which a living person is capable of being identified. Individuals must observe a 'need to know' principle. No member of staff may seek out any information that they do not need to undertake their duties. This applies to clinical or other personal information of any third party.

Equality impact assessment

The Foundation Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. We therefore aim to ensure that in both employment and the delivery of services no individual is discriminated against by reason of their gender, gender reassignment, race, disability, age, sexual orientation, religion or religious/philosophical belief, marital status or civil partnership.