

Mechanical Medical Equipment Technician Medway NHS Foundation Trust



Job Description

Role: Mechanical Medical Equipment Technician

Banding: 3

Division: Estates and Facilities

Responsible to: Head of E&F Performance and Clinical Engineering

Accountable to: Head of E&F Performance and Clinical Engineering

Job Purpose:

To support the delivery of a comprehensive Mechanical Medical Equipment Service as part of the Clinical Engineering Department of Medway Maritime Hospital. As such Mechanical Medical Equipment Technicians will clean, repair, service, and test medical equipment including beds (electric and mechanical), trolleys, wheel chairs, scales and other equipment as considered within the remit of the role by the Head of E&F Performance and Clinical Engineering. This will include documentation and certification of work carried out to Clinical Engineering procedures and current MHRA Guidance.

To support the function of the Clinical Engineering Department as part of the servicing and maintenance function by collecting and delivering Medical Equipment and by carrying out basic user maintenance.

This Section is Quality registered to ISO 9001, occupying first-class accommodation. Equipment Services provides a very high quality service to tight time schedules.

Clinical Engineering incorporates other Estates and Facilities Services, including Car Parking, Sustainability and Patient Transport, and the post holder may be required to assist with any administrative or other duty associated with their function from time to time.

Training will be provided but the post holder will be expected to know Microsoft Office systems such as Edge and be able to use Excel.



The Clinical Engineering Department

The Clinical Engineering Department sits within the Estates and Facilities Directorate and provides a wide-ranging service to the Trust. Continuous review of service and exploration of new opportunities means that Clinical Engineering is focused on providing the best service to our patients and staff across the organisation. The team ensures that relevant targets are met, that we are compliant with relevant legislation, guidance and recommendations and that we provide utilities in a sustainable manner ensuring best value. Education and training to ensure the development of our staff is a key priority.

Departmental Specialisms

The Department has seven key specialisms:

- Medical Engineering
- Medical Equipment Library
- Medical Equipment Training
- Bed Management
- Contract Services
- Specialist Services such as CCTV and Trust radios.
- Car Parking
- Patient Transport Service.
- Sustainability and Business Performance Management.

Principal Duties

Mechanical Medical Equipment Technicians will take and record requests for the repair, service, delivery and return of Medical Equipment and satisfy the Equipment needs of clinical staff.

Mechanical Medical Equipment Technicians will decontaminate Medical Equipment in line with current policies and practice.

Mechanical Medical Equipment Technicians will participate in Equipment Management with particular regard to Acceptance Testing of new Medical Equipment, record keeping, inventory management, Condemning and Disposal, routine maintenance, using the departmental Management Information System (MIS).

Mechanical Medical Equipment Technicians will collect, repair, service, calibration check (if required) and deliver Mechanical Medical Equipment to Users. To document all repairs and test results using the department MIS.

Mechanical Medical Equipment Technicians will carry out electrical safety and calibration checks, record, interpret the results, and only return safe equipment to use.

Mechanical Medical Equipment Technicians will assist management with aspects of ISO9001-2015 Quality Registration System and work to its requirements including attend Quality Meetings.



Mechanical Medical Equipment Technicians will liaise with clinical staff regarding the Service in a professional manner, responding to need and assisting with equipment shortages by adjusting working priorities.

Mechanical Medical Equipment Technicians will order all spare parts required or used and maintain the Stock of spares held in the Clinical Engineering Stores using the Trust's procurement systems.

Mechanical Medical Equipment Technicians will report potential improvements, suggestions, non-conformances, and complaints to the Head of E&F Performance and Clinical Engineering.

Mechanical Medical Equipment Technicians will take part in appropriate training and advise the Head of E&F Performance and Clinical Engineering on training opportunities and needs.

Any other reasonable task requested by the Head of E&F Performance and Clinical Engineering

Mechanical Medical Equipment Service

To answer and log calls for Medical Equipment service, repair, or other reason and action calls appropriately, within agreed timescales and performance indicators.

To record all service and repair work on the MIS creating Reports as required, and label equipment appropriately.

To participate in the routine service of Mechanical Medical Equipment and record on the MIS all work carried out, generating the appropriate documentation.

To create a service report for each job carried out to Medical Equipment, appropriately sign and gain User signatures in accordance with Procedures, Policies and Guidance.

To maintain Stock levels of Mechanical Medical Equipment spare parts and accessories.

Assist in all areas of the Medical Equipment Service to enable it to operate as a professional, courteous and prompt service to users. Also to maintain the Mechanical Medical Equipment facility to be an orderly, hygienic and professional environment.

To liaise with the all staff for the purpose of Quality Improvement.

Decontamination

To decontaminate Medical Equipment from the Clinical environment in line with the Clinical Engineering Decontamination Procedure, and issue appropriate documentation as required.

To decontaminate Medical Equipment before it is delivered to the Clinical environment in line with the Clinical Engineering Decontamination Procedure.

To regularly audit the effectiveness of decontamination.

To 'deep clean' and valet Medical Equipment as directed.

To maintain adequate stocks of cleaning agents and materials required for the cleaning, decontamination and valeting of Medical Equipment.



To keep abreast of cleaning and decontamination technology and training, taking advice from specialists as required.

To liaise with Ward/ Departmental staff as to the level of decontamination required.

To liaise with the Infection Control Department as necessary for audit and serious infectious issues or during outbreaks.

To perform other decontamination duties consistent with the operation of the Clinical Engineering Department

Regular Medical Equipment Collection and Delivery

To answer and log calls for Medical Equipment Service and prioritise collection.

To record all collections on the Clinical Engineering Computer System.

To liaise with Clinical Engineering Engineer and Technicians with regard to urgency of Medical Equipment Service.

To undertake certain aspects of some User Maintenance.

To return Serviced Medical Equipment to Users within the published timescale, obtaining signatures on documentation as required

General

To carry out any administrative duties that may be required for the efficient running of the service and to assist with the management of resources available with a view to achieving value for money in the delivery of a Medical Equipment Service across the Trust.

Be fully aware of, follow the Equipment Policies, and suggest any Service Improvements that may be necessary within the Clinical Engineering Department.

To actively engage in the operation of the Clinical Engineering Department and promote it as a holistic Medical Equipment service to its stakeholders and clients.

To actively engage in the ISO9001 process, including regular meetings and audit.

To assist in any aspect of the operation of the Clinical Engineering Department as required.

To promote the Clinical Engineering Operation to stakeholders and clients as necessary.

Miscellaneous

To 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.

Participate in a rota to provide lunchtime.

The post holder will behave courteously and professionally at all time and seek to ensure that the highest level of service is provided by the Clinical Engineering Department.



The post holder will carry out all other reasonable duties as requested by the Head of E&F Performance and Clinical Engineering or his nominated deputies.

Key Result Areas

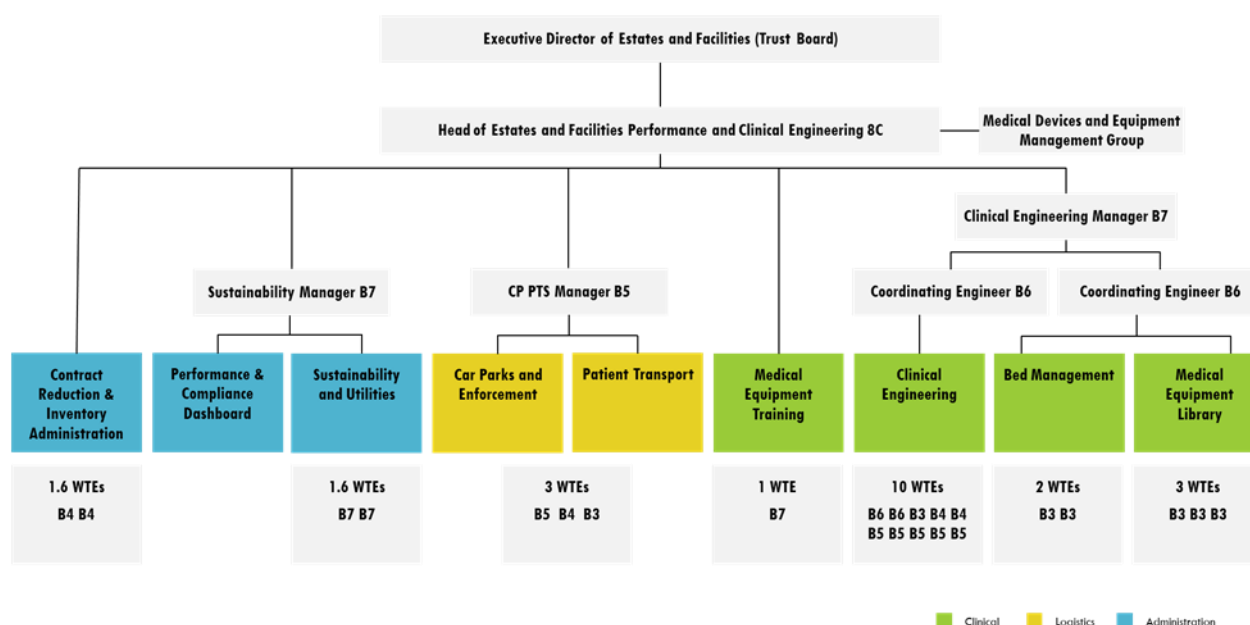
To be part of an effective Medical Clinical Engineering team delivering a high quality service within KPIs and agreed timescales, prioritising work as necessary.

To develop the required knowledge and skills.

To work as part of a multi-disciplinary team providing an efficient and effective Clinical Engineering Service to the Trust, ensuring that patients receive the optimum level of service and care.

To work within Trust policy, Departmental policy and promote patient safety with Medical Equipment while maximising benefit and minimising cost.

Organisational Chart for Clinical Engineering



Internal	External
Head of E&F Performance and Clinical Engineering, Clinical Engineering Staff, Ward and Nursing Managers, Ward and departmental staff, Medical Equipment Training Coordinator	SECAMB, other local care providers and PCTs, Medical and Test Equipment Suppliers and Maintainers



Main Conditions of Service

Registered Health Professional

All staff who are members of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements. All registered professionals must maintain registered in line with the Trust Professional Registration with Regulatory Bodies Policy.

Our Vision and Values

All staff must commit to our Vision and Values and exhibit behaviours in line with our new Values.

Bold
Every Person Counts
Sharing and Open
Together

We are *inspiring* and *ambitious*
We are *respectful* and *supportive*
We are *open* and *speak up*
We are *inclusive* and *responsible*

Our Trust is a great choice for people who want to develop their career in an ambitious environment. Our employees are able to choose the coverage and supplemental benefits that best fit their needs and those of their families.

We are committed to endorsing diversity, multiculturalism, and inclusion; our policies / procedures ensure that all applicants are treated fairly at every stage of the recruitment process.

eRostering

Roles with budgetary responsibilities for e-rostering have had these responsibilities included in job descriptions

Mandatory Training

All staff must complete on-going mandatory and role-specific training pertinent to their post, and this should be confirmed with their line manager.
Quality Assurance

The Medway NHS Foundation Trust has adopted comprehensive quality assurance, and all members of staff employed by the trust are expected to play their part. The aim is to provide a good quality service, which the customer accepts is appropriate and which is provided in the best possible way.

Health & Safety

Staff are required to observe local Health & Safety arrangements and take reasonable care of themselves and persons who may be affected by their work.

Equal Opportunities



Staff are required to comply with the Medway NHS Foundation Trust's approach to equal opportunities and treat everyone the same, regardless of their gender, race, disability, marital status, religion or belief, sexual orientation, gender reassignment or age.

Risk Management

All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with the Trust's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services. Post holders must also attend training identified by their manager, or stated by the Trust to be mandatory.

Infection Prevention and Control

All post holders have a personal obligation to act to reduce healthcare associated infections (HCAIs). They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAIs. All post holders must comply with Trust infection screening and immunisation policies as well as be familiar with the Trust's Infection Control Policies, including those that apply to their duties, such as Hand Hygiene Policy and Trust procedures for use of personal protective Equipment, safe procedures for using aseptic techniques and safe disposal of sharps.

Information Governance

Staff is required to keep all patient and staff information confidential unless disclosure is expressly authorised by your employer. Misuse of or a failure to properly safeguard any data considered to be confidential may be regarded as misconduct/gross misconduct and a disciplinary offence.

Patient Experience

Staff should ensure that they help to create a positive patient experience at all stages of a patient's interaction with the hospital and help to improve the patient experience within the hospital environment.

Safeguarding Children and Vulnerable Adults

The Trust is committed to the protection of children, young people, their families and vulnerable adults accessing its services. Promoting the message that "safeguarding is everyone's business" is vital to ensure our patients are protected and safe from abuse. To this end you must comply with Trust's and the Kent and Medway Safeguarding Board's policies on safeguarding children, young people and vulnerable adults.

All staff no matter where they work or which age group of patients they work with must be aware of their responsibility to act when they feel a child, young person or vulnerable adult has been or is at risk of abuse.

Disclosure and Barring Service



The position you have applied for may have been identified as being an 'eligible position' under the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975* [the Exceptions Order] and, in certain circumstances, the *Police Act 1997*. As such, it may meet the eligibility criteria for a standard or an enhanced disclosure to be requested through the Disclosure and Barring Service (DBS).

Uniform

All staff must adhere to the Trust Nurses/Midwives Uniform Policy

Job Description

The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder.

Smoke Free Medway

Medway NHS Foundation Trust is a smoke free site. This means that smoking is completely prohibited in all Trust buildings, grounds and car parks. This will ensure that the hospital is a better place to work and for our patients to be treated.

If you are currently a smoker and would like to receive free stop smoking advice, please contact the Medway Stop Smoking Service on 07535 710329 or 0800 234 6805.



Staff Networks

LGBT+ Staff Network

Staff (Dis)Ability Network

Armed Forces Network (for staff who are Reservists and Veterans)

Black, Asian and Minority Ethnic (BAME) Staff Network



Staff Benefits Information

The Trust has worked hard to offer the **Best** of the benefits to our staff, the **Best** of people. By following the link before you will find our staff benefits handbook which provides you with a large selection of benefits available.

<https://view.pagetiger.com/Benefits-Wellbeing/currentstaff>

Our Commitment

We are jointly committed to creating and maintaining a fair and supportive working environment and culture, where contributions are fully recognised and valued by all and staff feel empowered to carry out their duties to the best of their abilities.

As employers we are committed to promoting and protecting the physical and mental health and well-being of all our staff.

Talent Management and Skills Coaching

All staff at Medway NHS Foundation Trust will have the opportunity to undertake talent and coach sessions held with our Organisational Development Team. This will be supported through the talent management process.

Flexible Working Opportunities

At the NHS, we are reminded every day of how important life is. As a flexible working friendly organisation, we want to be sure that you can work in a way that is best for us and for our patients, and for you. Speak to us about how we might be able to accommodate a flexible working arrangement whether that's job share.

Applications are welcomed from applicants who wish to apply for a position on the basis of a smarter or flexible working arrangement. Where candidates are successful at interview, such requests will be taken under consideration and accommodated where the needs of the service allow.



Person Specification

The person specification sets out the essential qualifications, experience, skills, knowledge, personal attributes and other requirements which the post holder requires to perform the job to a satisfactory level. Without these qualities applicant cannot be appointed to the post.

Role: Mechanical Medical Equipment Technician

Qualifications	Equivalent education to NVQ Level 2, or equivalent working experience
Knowledge	<p>General knowledge of electronic workshop practice and computer systems</p> <p>Reasonable experience of working in a facilities role providing service to a clinical care environment.</p> <p>Recent knowledge and training associated with the repair and maintenance of Hospital Beds</p> <p>Basic knowledge of electrical safety as applied to low technology Medical Equipment</p> <p>An understanding of relevant legislation, national standards, professional and other guidelines e.g. Health and Safety, COSHH, RIDDOR, MHRA guidance, CQC Requirements</p>
Values	<p><i>Exhibits behaviours in line with Trust Values:</i></p> <p>Bold <i>We are inspiring and ambitious</i></p> <p>Every Person Counts <i>We are respectful and supportive</i></p> <p>Sharing and Open <i>We are open and speak up</i></p> <p>Together <i>We are inclusive and responsible</i></p>
Skills	<p>Must be able to communicate logically and concisely both verbally and in writing</p> <p>IT Literacy including core Microsoft products</p> <p>Able to contribute to innovation</p> <p>Ability to analyse information to provide advice</p> <p>Good time management</p> <p>Sound numeracy and literacy skills</p> <p>Work independently</p> <p>Ability to follow policies</p>



Other Attributes	<p>Flexible and adaptable to change to meet the needs of the service.</p> <p>The vision and focus to continually strive to improve the service for our patients is a key attribute for this, and any role at the Medway NHS Foundation Trust</p>
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Best of care
Best of people





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