Frimley Health
NHS Foundation Trust

JOB DESCRIPTION

JOB TITLE: EME/Clinical Engineer

PAY BAND: Band 5

DEPARTMENT: Electro Medical Engineering

RESPONSIBLE TO: EME/ Clinical Engineering Head of Department

DATE: September 2023

DIMENSIONS OF JOB:

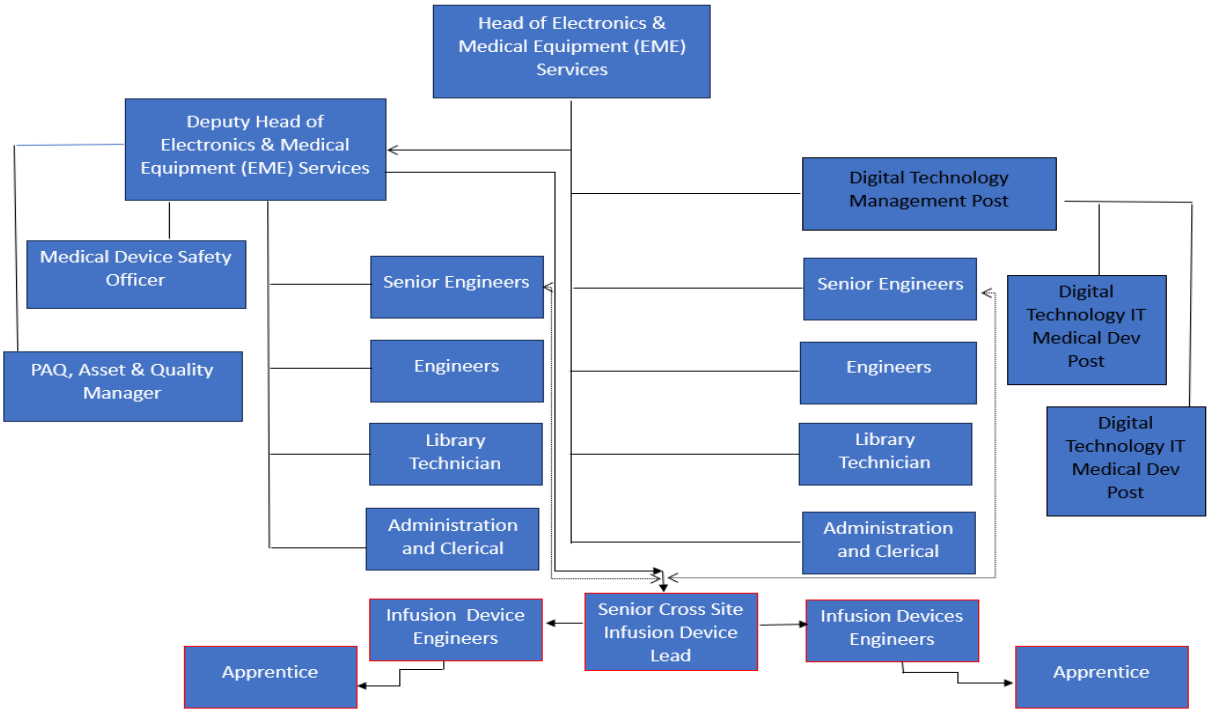
- As a member of the EME/Clinical Engineering Team, the post holder will be responsible 'cross site' for the supervision of the Infusion repair and calibration team. The post holder will act and the core responsible person who will define workloads and ensure that KPI's are aligned to the Eme/Clinical Engineering strategy.

- The role will allow the working as an essential link between the main EME/Clinical Engineering section on all sites with the ability to be directed and support a team of apprentices along with identification and implementation of local infusion systems initiatives. The role will ensure that all infusion systems cross site is maintained to the manufacturer specific guidance, but overall Corrective and Preventative Maintenance program of works are dealt with and actions ensuring safety and compliance throughout the whole trust. The post holder will be part of a small team but feed into the work streams for general Eme/clinical engineering work and be able to influence clinical and non-clinical staff in a safe direction according to the issues notice or need for change.

- The post holder through experience of working with medical devices should understand the responsibilities and factors involved in the safe management and be able to specialise in multiple infusion products to support maintain, calibration and PPM.

- In addition, the post holder will work day-to-day with critical users, possible safety updates, MDSO and Supervisory internal management for total compliance to set department KPI work streams.

DEPARTMENT STRUCTURE



PURPOSE OF JOB:

- To work with the EME department and Risk /Patient Safety Department to ensure that all infusion devices are centrally controlled and acted upon trust wide. Additionally, implement solutions to ensure compliance to the required manufacturer standards as per the Medical Device Management Standard 2021 and company specific testing guidance. In line with the above to ensure that end users are aware of the actions required and further to ensure that testing and validation compliance is validated for stakeholders. Further to enable users and EME to undertake the required corrective actions ensuring KPI's and set methods are acted on, signed off, documented, and validated.

KEY TASKS & RESPONSIBILITIES:

- The postholder will work with all medical device repairs related to infusion systems and assist as required in the event of demand / leave and sickness cross site.
- They will be part of a team for infusion related medical device repairs with responsibility for ensuring that the actions and requirements support safe and effective patient care.
- To be able to guide staff and further identify faults, carry out repairs and planned maintenance to sophisticated electro medical equipment program as necessary.
- To carry out regular safety assessment and testing of equipment.
- The role will further be the liaison between the infusion systems team and internal leadership.
- To be able to work with and align work of infusion integration and the complexities to align the devices to Epic/EPR.

- To be part of the support team for specialist advice on the safe use of infusion devices, contributing to a high quality, evidence-based service.
- To action plans in supporting the complex preventative maintenance programs.
- Provide advice to clinical staff and other relevant staff groups in the context of infusion systems priority recalls for safety and validation.
- Provide advice to colleagues in resolving operational and medical device infusion management issues.
- To act as appropriate infusion systems team in the development and follow medical device safety related policies, Sop's, guidelines, and protocols.
- Provide advice towards medical devices strategy development and implementation.
- Ensure the Trust is compliant with any infusion-based standards.
- To follow workload as directed and the wider infusion team within agreed objectives deciding when to refer work to others as appropriate.
- Works with colleagues to understand the root cause analysis of the issues and report accordingly within the desired course of action.
- Has the ability to work with other staff within the trust and Eme to alleviate any concerns with regards to medical devices.
- Responsible for the ordering of spare parts and assists in the maintenance of stock levels.
- Responsibility to raise awareness of part needs.
- To be self-led for training requirement for self-technical compliance.
- Assisting in obtaining best value for the hospital by sourcing spares and accessories from the most competitive suppliers.
- Will be required to exert moderate effort in lifting and moving heavy inanimate loads.
- Carry out all the work in a safe effective manner in accordance with the health and safety at work act, Trust and departmental safety policies and procedures.
- Will have an obligation to undertake training courses both residential and non-residential, to learn new techniques and understand new or upgraded guidance and regulations.
- To frequently deal with contaminated equipment, both chemically and biologically.
- Keep and update complex records regarding equipment failures and repairs.
- To be actively involved in the training, support and development of trainees/apprentices.
- To ensure an effective and responsive approach to customer care.
- To be able to work cross site as required and give specific and cross site guidance as needed.

This job description is an indication of the type and range of tasks that are expected of the post holder, and other duties may be required, in line with the role and the banding. It will be reviewed and amended from time to time in consultation with the post holder to take account of changing organisational need.

This job description should be read in conjunction with the non-supervisory JD Addendum, available at: https://www.fhft.nhs.uk/media/2754/jd-addendum-non-supervisory.pdf

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PERSON SPECIFICATION

JOB TITLE: EME/ Clinical Engineering Head of Department

PAY BAND: Band 5

DEPARTMENT: Electro Medical Engineering

CRITERIA	Essential	Desirable
Qualifications	• Educated to and ONC/HNC In Electronic or Engineering or equivalent experience. • Has worked on medical devices. • Evidence of ongoing professional development. • Knowledge of modern computer-based equipment databases and some IT knowledge/awareness	• Worked in 'healthcare' based environment • Specific studies / qualifications in Medical Instrumentation both generic and specific equipment courses including relevant study/ knowledge of physiology and aspects of medicine. • Qualifications to degree level ion Electronic Engineering or Medical Engineering
Experience	• Experience of working with a team of medical engineers • Professionally gained experience preferably in a number of different areas of electronics and preferably including medical electronics, total of at least two years. • Experience of dealing with a Cross Range of Infusion systems for medical related devices • Experienced in dealing with complex and/or sensitive information and unpredictable situations.	
Skills & Knowledge	• Knowledge of medical devices • Knowledge and experience of working in a medical engineering environment. • Ability to produce complex reports on medical device increased incidents for the medical device committee. • Ability to effectively explain highly complex or technical information to a wide range of stakeholders.	

	• Ability to work independently as well as part of a team. • Excellent analytical and problem-solving skills • Ability to prioritise and plan workloads. • Excellent verbal and written communications skills • To analyse and interpret multifaceted information involving complex equipment and clinical situations. • To work in a semi-autonomous way planning own workload and organising special delegated responsibilities/tasks. • High level of skill in the operation and application of specialist tools and test equipment. • Microsoft Office exposure and Database usage for Medical Device Asset Management. • Good interpersonal and communication skills • Ability to convey complex information to different levels of personnel, sometimes in stressful clinical situations.	
Special Requirements	• None	• None

Values & Behaviours	We will expect your values and behaviours to mirror those of the Trust, available at: https://www.fhft.nhs.uk/about-us/our-values/