#### **NHS SCOTLAND JOB DESCRIPTION TEMPLATE**

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| JOB IDENTIFICATION |
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| 2. JOB PURPOSE |
| The post holder will contribute to the life cycle management of medical equipment, working in-line with standard operating procedures and to support the service by performing essential duties relating to the Asset Management System.  Duties include performing scheduled preventative maintenance, repair, commissioning and decommissioning of a defined range of low risk non-complex medical devices. Equipment is based across the hospital departments, including critical care and general wards.  The post holder is required to support the Medical Device Library which includes the collection, delivery and decontamination of medical equipment. To maintain the parts and stores, control of goods in/out procedures, and of disposed equipment.  This post will be based in the Royal Hospital for Children / Queen Elizabeth University Hospital campus. |

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| **3. DIMENSIONS** |
| The post holder is a member of a team of over 100 Clinical Engineer Technologists working within Medical Equipment Management Services group within NHS Greater Glasgow and Clyde.  Full life cycle management is provided for over 50,000 medical device assets. The service are involved in the specification, selection and procurement, planned preventative maintenance and performance assurance of medical equipment. Staff are directly involved in clinical support services and provide training for doctors, nurses and other healthcare professionals.  Staff in Medical Equipment Management are expected to have an understanding and knowledge of the clinical use of the equipment so that advice on the use of, and any queries or problems associated with, equipment are dealt with in the manner most effective for the user.  Services are provided to all Clinical Directorates in both the Acute and HSCP Sectors. This post will be based in Royal Hospital for Children. The post-holder will be required to support other sections / shared areas on the Royal Hospital for Children – Queen Elizabeth University Hospital campus. They may be required to support other acute sites within the South Sector, to meet service provision demand. |

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| 4. ORGANISATIONAL POSITION |
| **Peripatetic Advanced Specialist W&C**  1 x Band 7  Technical Manager,  South Glasgow Team  **Band 3 x 1**    **Medical Team**  Band 7 x 1  Band 6 x 4  Band 5 x 3  Band 4 x 1  Band 3 x1  **Surgical Team**  Band 7 x 1  Band 6 x 3  Band 5 x 2  Band 4 x 1  Band 3 x 1  **Victoria ACH** **Team**  Band 7 x 1  Band 6 x 1  Band 4 x 1  **Neuro Team**  Band 7 x 1  Band 6 x 2  Band 5 x 2  **RHC Team**  Band 7 x 1  Band 6 x 4  Band 5 x 4  Band 4 x 1  Band 3 x 1 (this post)  **Scotstar** **Team**  Band 7 x 1  Band 6 x 1 |

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| 5. ROLE OF DEPARTMENT |
| The Medical Equipment Management Services Group, part of the Department of Clinical Physics and Bioengineering. Medical Equipment Management provide expert advice on medical equipment and provide a full life cycle medical equipment management and maintenance service. Correct and accurate operation of medical devices is essential for safe diagnosis and treatment of patients. Services are provided to NHSGGC and to other healthcare establishments in neighbouring Health Boards.  Staff also support research and development aimed at improving medical technologies and making them easier and safer to use.  The Medical Equipment Management service works and is accredited to ISO 55001 Asset Management System for the provision of medical equipment repair, maintenance and equipment management services. |

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| 6. KEY RESULT AREAS |
| **Medical Equipment and the Medical Device Library – 60%**  The post holder will work on medical devices defined as low risk and non-complex ensuring that at all times they comply with the Asset Management System.  The duties of this post include: –   1. Medical device library: provide a medical equipment delivery and collection service to clinical areas. 2. Medical device library: ensure adequate stock of equipment is held by the medical device library. 3. Medical device library: clean and decontaminate medical equipment in accordance with current NHS GGC procedures. 4. Commissioning of medical devices: complete acceptance checking and installation of new medical devices to ensure devices are safe for staff and patients. 5. Scheduled maintenance: carry out scheduled planned maintenance and quality assurance testing on medical devices using standard operating procedures and service manuals. 6. Fault-finding and repair: carry out fault diagnosis on medical devices using a planned and systematic approach making use diagnostic aids and test equipment. When required seeking guidance from specialist staff. 7. Decommissioning of medical devices: decommission medical devices following standard operating procedures. 8. Electrical safety testing: visual inspection and electrical safety testing of equipment for compliance with the Health and Safety at Work Act and Electricity at Work Regulations 9. Safety alerts / field safety notices: assist with jobs or actions that have been generated in response to a safety alert, safety notice, etc. 10. Call logging: to accurate and timely log calls for service, determining the urgency of any request and referring requests for complex medical devices to specialist clinical technologists. 11. Record keeping: to maintain accurate and contemporaneous records on the Medical Equipment Management System in accordance with the Asset Management System policies and clinical governance requirements. 12. External Service Agents: progress allocated work, update the Asset Management System, and escalate delays and any other issues to the section manager.   **Stores - Stock Control – Administration – 40%**   1. Organise and maintain stock control of equipment parts. 2. Maintain and update the stock control system. 3. Requisition supplies and services to maintain medical equipment within the section 4. Monitor and review progress of all outstanding orders with suppliers and to inform the requester of any potential delay. 5. To take action where unreasonable delays arise if supply chain problems persist. To report all unresolved difficulties to the Line Manager for further action within agreed timescales. 6. Responsible for taking delivery and signing off orders and making sure all items are received or report missing items to supplies department or suppliers. 7. Provide cover for the Level 2 reception desk. 8. Organise and arrange storage and disposal of decommissioned equipment. 9. To participate in meetings, short lived working groups, asset management system duties 10. Involved in the formulation and introduction of local policies and protocols for the low risk range of medical equipment. 11. Undertake professional development and technical training to ensure continued competence for the role. Including completion of mandatory training, e.g. annual fire safety. |

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| 7a. EQUIPMENT AND MACHINERY |
| Low risk and non-complex medical devices, for example: SpO2 Monitors, Clinical Thermometers, Flexible Endoscopes, Suction and Oxygen Therapy Equipment etc.  Standard test equipment, mechanical and electronic workshop tools and machinery, for example: hand tools, drills, soldering irons, oscilloscopes, multi-meters, etc.  Specialist test equipment, for example: pressure meters, electrical safety testers, Spo2 monitor testers, timers, etc.  Anti-static equipment  Computer, Scanner, Printers  Overhead projectors  Telephone  New medical devices may be introduced as the organisation and technology develops, training will be provided. |
| **7b. SYSTEMS** |
| Computerised systems are used to maintain records associated with equipment (such as EQUIP) and for the control of purchasing parts and consumables (such as the PECOS stock ordering system).  Staff use Microsoft Office products to produce memos, letters, spreadsheets, etc. and to import and export data for further analysis.  The requirements of the Asset Management System operated by the Department. Standards are maintained through the use of standard operating procedures, document control, management of training and competency, parts and supplies control and accurate record keeping.  Compliance to standards including*:*  The Health and Safety at Work Act 1974, and Electricity at Work Regulations 1989*.*  International Standards e.g. IEC 60601-1 MEDICAL ELECTRICAL EQUIPMENT – General Requirements for Safety.  Medical Device Alerts produced by HFS, MHRA, etc. |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| * Work is assigned and reviewed by the Section Manager. * The post holder works independently with the section manager and specialist technologist available for advice if required. * The post holder is required to follow standard policies and procedures in line with the Quality Management System and to ensure statutory regulations are followed. |

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| **9. DECISIONS AND JUDGEMENTS** |
| * The post holder makes routine decisions on equipmentdefined as being in the low risk and non-complex range of medical equipment, including diagnosis of fault. * Interpretation of information and judgements on data is made when extracting data from service /operator literature and comparing with measured results to determine whether equipment is safe to use in the required environment and on patients. * Calls for service are taken unsupervised and entered on to equipment management database. * Exercise judgement when deciding how to prioritise their allocated tasks. |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| * Sustaining concentration during repair or preventive maintenance procedures whilst being frequently interrupted. * Prioritising their workload to ensure that clinical procedures run smoothly but also ensuring that the department meets its Key Performance Indicators. * Provide equipment at short notice in emergency situations, sometimes requiring locating equipment from other wards or departments prior to delivery. * Assisting other technical staff when the department is under pressure by helping in their duties and keeping them informed of developments in the department, i.e. parts arriving from suppliers and equipment arriving back from repair. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| The post holder will:   * Work closely with the Section Manager, and through them, the Sector Technical Manager of Medical Equipment Management and all Clinical Technologists in the Department on a daily basis in aiding the provision of medical equipment management services; * May compile reports for Section Manager or Sector Technical Manager * Take part in internal audit of the operational policies as per the Asset Management System - this averages at 2 audits (external) per year and 8-12 (internal) audits per year. * Maintain relationships with external manufacturers, suppliers and agents to facilitate a supply chain for the repair and maintenance of medical equipment. * Cooperate with and communicate basic technical information to a wide range of NHS colleagues including medical and nursing staff, allied healthcare professional, supplies, porters and store staff. * Communicate with clinical staff and external suppliers regarding the progress of jobs. * Contact patients and families to arrange delivery, removal and maintenance of medical device library equipment |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **PHYSICAL**   * A high level of manual dexterity and accuracy in the manipulation of fine tools / screwdrivers and materials is required. * Basic proficiency in various engineering and electronic practices is required e.g. the safe use of drills and physically inspecting electronic equipment, etc. * Some equipment can be heavy or awkward to lift or move, frequently resulting in periods of moderate physical effort. Occasionally heavy medical equipment, in excess of 100Kg, needs to be moved e.g. anaesthetic machines. Occasionally medical equipment must be worked on in cramped and awkward positions. * Keyboard skills are also required of the post holder. * Collection and delivery of medical equipment to and from clinical areas   **MENTAL SKILLS**   * Periods of concentration are required during inspection and safety testing. * Several times during the day, staffs are subject to interruptions and telephone calls from colleagues, clinical staff, etc. that require immediate attention and disrupt other work   **EMOTIONAL DEMANDS**   * Staff may be exposed to distressed and critically ill patients when checking equipment in clinical areas. * The work requires diligence since unintended actions can have consequences on patient care or result in an incident.   **ENVIRONMENTAL**  Staff may occasionally be exposed to hazards, by following departmental processes the risks are minimised or removed. The following is a list of examples:   * Electricity * Body fluids, e.g. contaminated medical equipment * Hazardous Chemicals, e.g. anaesthetic agents * Ionising and non-ionising radiation |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| Qualifications An S/NVQ level 3 (SCQF Level 6) or a recognised equivalent academic or vocational qualification or equivalent experience. Knowledge and Training  * Good organisation and communication skills * Excellent manual dexterity  Experience  * Experience in the use of Microsoft Office packages * Experience that shows a willingness to learn |

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| **14. JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each jobholder to whom the job description applies.  Job Holder’s Signature:  Head of Department Signature: | Date:  Date: |