Hermitage Medical Clinic

JOB DESCRIPTION

JOB DETAILS

Job Title: Senior Clinical Engineer

Reporting to: Operations Manager or Delegated Deputy

JOB PURPOSE

The Clinical Engineer will have the ability and experience to handle the day-to-day technical problems and work tasks related to the management, maintenance, repair, and calibration of Medical equipment. The post holder will have the skills, ability and breadth of experience and knowledge to be able to deal with relevant routine and emergency situations as they arise and will be expected communicate equipment related issues to relevant stakeholders.

DUTIES AND RESPONSIBILITIES

1. Clinical Technical

1.1 Provide clinical technical services for preventative maintenance, servicing, inspection and repair to a wide range of patient-critical medical equipment.

- Undertake first-line repairs on a variety of medical equipment.
- Check that equipment performs to manufacturer’s specification.
- Carry out calibration, quality control, safety and acceptance testing of medical equipment.
- 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.
- On occasions liaise with clinical staff to organise preventative maintenance.

1.2 Work within those record keeping and ordering procedures as may be in force including computer based systems. Accurately record time, cost and workload information so that the technical history of the medical equipment is complete and unambiguous.

1.3 Liaise with manufacturers to obtain information and provide feedback on equipment performance.

1.4 Take responsibility for all tools and equipment within the post holder’s care. Ensure facilities are kept clear and well ordered and that all equipment is maintained to acceptable standards. Where medical equipment is passed to others to use, make sure they are authorised to use it in a safe and effective manner.

1.5 Be expected to provide appropriate immediate technical support and/or advice based on individual knowledge and experience, making judgements as to priorities, working in close cooperation with colleagues to ensure that the full objectives of the department are realised.
1.6 Undertake routine planned maintenance and safety checking of medical equipment in the clinical environment in accordance with planned schedules, often having to interact with patients and work round existing clinical situations.

1.7 Monitor the stock of spare parts allocated and assist in the ordering process.

1.8 Review new equipment items at requisition and delivery stage to ensure they are fit for purpose and appropriate for use.

1.9 Manage the lock out process for equipment awaiting repair, commissioning, servicing etc.

2. Managerial

2.1 The Hermitage Medical Clinic is a JCI accredited hospital and the post holder will be required to play a pivotal role in ensuring adherence to relevant standards.

2.2 Manage the clinical equipment inventory, ensuring all contracts & equipment records are kept up to date (including loan equipment).

2.3 Negotiate value for money when renewing contracts and obtaining service.

2.4 Ensure that contractors comply with all documentation requirements (e.g. insurance certificates, contractor staff training details etc.).

2.5 Keep careful records of all work performed and complete other appropriate records.

2.6 Manage equipment recall process.

2.7 The post holder is expected to liaise with colleagues in external organisations to ensure best professional practice and guidance are adopted.

2.8 Feedback to Operations Manager on the condition and performance of the equipment & make recommendations for replacement programme.

2.9 Participate in relevant meetings.

2.10 Be familiar with and follow the incident reporting procedure.

2.11 Take responsibility and manage external contractors when on-site.

3. Teaching, training and research

3.1 Provide instruction to clinical users of equipment.

3.2 Undertake in-house training assessments for formal training on necessary equipment.

3.3 Be expected on occasions to attend Manufacturer’s courses.

4. Professional

4.1 Keep abreast of technical developments. 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 Ensure all activities are carried out within a quality framework and meet regulatory requirements.

4.3 Work towards registration with Engineers Ireland.

5. Miscellaneous

5.1 Work within the detailed parameters of the Quality System in force. Contribute to the goal of continual improvement by putting forward suggestions for service development.

5.2 Carry out all work in a manner, which takes account of the safety of themselves and others and in accordance with the Departments Safety Policy documents especially as regards potential contamination of equipment and electrical, mechanical and chemical hazards.
5.3 When working in other departments, the Post holder will liaise with local heads of department, medical consultants, superintendents, nursing sisters or their representatives as appropriate, adhering to local policies and practices. The Post holder will behave courteously and professionally at all times and seek to ensure that the highest level of service.

5.4 Treat all information regarding individual patients and commercial information as strictly confidential within the guidelines in force.

5.5 Undertake other duties consistent with the nature and grade of the post.