

## Job Description

<b>Job Title</b>	<b>Clinical Engineer</b>
<b>Department</b>	<b>Facilities</b>
<b>Reports to</b>	<b>Director of Facilities</b>
<b>Date</b>	<b>April 2012</b>

The Department of Facilities plays an integral role in providing a quality service in maintaining the hospital to a high class and is continually evolving to adapt to the various requirements of healthcare.

### Overall Purpose of Job

The focus of the role of the Clinical Engineer is to support the hospital's mission "to deliver exceptional patient care in an environment where quality, respect, caring and compassion are at the centre of all we do".

To provide early warning of the need for replacement of, safety and user advice on hazard avoidance, assist with the provision of maintenance services for all electro-medical equipment and other hospital technologies, in respect of its functional, electronic, electrical and mechanical aspects to a standard of safety, accuracy and reliability consistent with its function/purpose and in accordance with professional and safety standards.

Works in the provision, management, administration and development of working practices, a comprehensive Clinical Engineering service, new ideas and methods, policies, protocols and procedures throughout the hospital, and in the development, supervision and contribution to the scientific and technical support of the equipment used in the Hospital.

Contribute significantly to the establishment, development, management, maintenance, and ongoing support of the Clinical Engineering Department, Computerised Equipment Management System for the hospital ensuring a holistic system.

## **Key Responsibilities and Deliverables**

- Assist in advising on risk management in relation to electro-medical equipment.
- Be aware of relevant health and safety regulations, familiar with the Safety Health and Welfare at Work Act and all relevant policies, participate in fire drill exercises and ensure all staff aware of evacuation procedures.
- Implement the development of a systematic plan with regard to cost effective purchase and management of capital equipment in the hospital.
- Consults in the processes for advising, planning, tendering, specification, selection purchase, installation, acceptance testing and commissioning of equipment and services by the Clinical Engineering Department for the hospital, on new technical installations and for other hospital equipment.
- Liaise with vendor engineers related to maintenance of the equipment and assist with the co-ordination and implementation of the preventative/scheduled maintenance and safety programmes.
- When dealing with contracted agencies/companies ensure best practice, in terms of financial, quality, and appropriate delivery of service, is adhered to. Facilitate the overseeing and control of any external agencies as may be employed by the Hospital and advise departmental management as to the requirements associated with the intended employment of such agencies.
- Assist with the support of medical, nursing, paramedical and clinical support staff in the application of technology and provide scientific advice in areas concerned with operation of clinical measurement and therapeutic instrumentation, including research, development and training.
- Provide the department's administration with such records of his/her work as deemed to be necessary; contribute to the production of an annual departmental report; assist in the provision of appropriate equipment, statistical and management information, ensuring the efficient day-to-day running of the department and in assuring that appropriate records are maintained.
- Develop as required by the Director of Facilities - services areas of interest within the fields of Clinical Engineering, and participate on hospital/external committees as required.

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- Assist in the management of technical staff within the department as directed by the head of service; contribute to the recruitment, induction and training of clinical engineering staff; participate in motivating clinical engineering staff, assisting in agreeing goals and objectives and in ensuring that staffing levels are appropriate.
- Execute efficient management of the department's budget, helping establish budget estimates, ensuring effective use of resources and assist in ensuring that expenditure is controlled within agreed cash limits in compliance with the hospital's financial instructions.
- Participate in the development and maintenance of equipment and quality management systems as they relate to the hospital's medical equipment, and in the provision of the hospital's Accreditation process, continued development of a quality assurance programme for electro-medical equipment and other hospital technologies.
- Participate in education and training programmes for medical, paramedical, scientific, technical and other staff in the hospital, any associated institutions, at national and international levels, funding activities, academic activities as per the hospital's Research and Education Policies as directed by the Director of Facilities.
- The candidate may be required to and participate in the development, provision and management of other hospital technologies.

### Person Specification

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• First or second-class honours Degree in Engineering or equivalent.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• At least 5 years satisfactory experience of working in the field of Clinical Engineering.</li> <li>• An in-depth experience of some of the following areas is desirable: <ul style="list-style-type: none"> <li>Clinical Engineering,</li> <li>Biomedical Engineering,</li> <li>Computer applications in Medicine,</li> <li>Medical Electronics,</li> <li>Medical Instrumentation,</li> <li>Physiological Measurement,</li> <li>Sterilisation &amp; Validation Engineering,</li> <li>Endoscopy Technology,</li> <li>Theatre environment,</li> <li>Cardiology and ICU/CCU</li> </ul> </li> </ul>
<b>Job Specific Competencies and Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of hospital sterilisation technologies with emphasis on Standards, testing and/or validation experience, technological traceability systems, associated maintenance contractual requirements and legislative affairs.</li> <li>• The candidate may be required to develop, or have, knowledge of hospital endoscopy technologies including washers with emphasis on Standards, testing and/or validation experience; technological traceability systems by way of closed loop reprocessing, associated maintenance contractual requirements and legislative affairs.</li> </ul>
<b>Personal Competencies</b>	<ul style="list-style-type: none"> <li>• All posts in UPMC Beacon Hospital require a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required by their manager or hospital management.</li> </ul>

**This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.**

**Job Description received by employee**

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Signature

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Date