

## Job description

<b>Role title</b>	Trainee Medical Engineer - Peterborough
<b>Grade</b>	
<b>Reporting to</b>	Service Manager- Peterborough
<b>Role duration</b>	Permanent

### Purpose of the role

<b>Purpose of Role</b>
<ul style="list-style-type: none"> <li>➤ To gain experience and competence in providing high quality and professional engineering support in various systems, scheduled servicing, repair and calibration of a diverse and complex range of medical equipment within the hospital environment under guidance and supervision.</li> <li>➤ Gain HNC in Electrical Electronic Engineering or equivalent level qualification in Medical Electronics Engineering.</li> <li>➤ Gain in depth understanding of clinical engineering principals including medical equipment use and need, patient safety, quality systems and the ability to work accurately and safely under pressure.</li> <li>➤ Provide Shift work cover to the Medical Equipment Library including;               <ul style="list-style-type: none"> <li>◦ Effective and efficient co-ordination of all medical devices stored and managed by the Medical Equipment Library at PCH Site.</li> <li>◦ Ensure all medical equipment is maintained and suitable for use in line with Asterol Policy and Procedures.</li> <li>◦ Ensure requests are fulfilled in a timely manner meeting agreed timeframes</li> <li>◦ Ensure collections are complicated and processed in a timely manner to prevent delay in patient treatment.</li> </ul> </li> <li>➤ Ability to be flexible, to learn and apply knowledge and skills to complete all required tasks safely, effectively and in line with Asterol quality systems, policies and procedures.</li> </ul>

### Key accountabilities

- Operate under the supervision of a qualified Medical Electronics Technician in accordance with Asterol Quality Management System for various medical devices managed by Asterol.
- Completion of all technical work to the highest standards of workmanship, quality and safety.
- To ensure equipment is maintained correctly, ensuring patient safety
- To ensure equipment is repaired correctly, on time, first time
- Carry out repairs and planned preventative maintenance on equipment as required, in accordance with local policies and OEM recommendations
- Carry out Acceptance Testing of new equipment and loan equipment
- Safety test equipment
- Condemn and de-commission equipment
- Prioritise multiple demands, as required
- Ensure contractual Key Performance Indicators are met
- Keep full and accurate records of all work carried out, in accordance with Asterol procedures
- Maintain essential stock records
- Responsible for informing of any health and safety concerns you identify and for completing an adverse event form for any accidents, incidents or near-misses that happen to you or that you are aware of to reduce injuries or loss
- Confidentiality of all matters that may be learnt in the course of employment, meeting the requirements under the Data Protection Act
- Maintain an up-to-date knowledge of developments in the field of medical device technology
- Attend appropriate user, technical and other training courses, meetings and/or conferences
- Seek to gain knowledge/experience in related Biomedical Engineering fields to expand company opportunities and for personal development
- Participate in the operation of the computerised inventory and work recording system
- Delivery and collection of medical equipment to clinical areas.

- Equipment decontamination in accordance with Trust Infection Control Policy
- Assist in monitoring the quality of the service provided
- Ensure the management of the Medical equipment Library is maintained in accordance with Asterol policy and procedures
- Ensure all Equipment stored within the Medical equipment library is ready and fit for use.
- Ensure requests and collections are fulfilled within agreed timescales.
- Accurate record keeping for all activities carried out within the Medical Equipment Library.
- Responsible for informing Asterol of any Health and Safety concerns you identify and follow Asterol polices and procedures for reporting.
- Provide relief cover for the Medical Equipment Library as required including shift work
- Any other relevant duties that assist in the smooth operation of the Medical Electronics Department

#### **Performance indicators**

- Completion of all technical work to the highest standards of workmanship, quality and safety, but with sign off by a qualified technician
- Completion of tasks within timescales required
- All work will be routinely audited, including technical work, as part of a Quality System
- Ability to work with NHS, OEM and Asterol staff
- Completion of maintenance to plan
- Timeliness and accuracy of reporting data into OPTIM
- Achievement of agreed personal and team objectives
- External & Internal feedback
- Accurate and timely communication with Management
- Attendance and completion of college courses
- Delivery of medical equipment to requesting clinical area, within agreed time ensuring that all durables are complete
- Collection of medical devices at allocated time or at request of manager, or minimally three times daily

- Ensure that returned equipment is fit for purpose by carrying out inspection and functional check on return to the Equipment Library

### Capability profile

- Potential to learn
- Technical skills
- Good communication skills
- A reasonable level of fitness and mobility
- Record details accurately

Qualifications	Essential	Desirable
ONC/D Electronics or equivalent		✓
Basic Education, English & Maths	✓	
Membership of VRCT		✓

Skills	Essential	Desirable
Customer, Safety and quality focus	✓	
Willingness to learn	✓	
Interpersonal and presentable	✓	
Good oral and written communication	✓	
Attention to detail and ability to drill down to important issues	✓	
Basic electronic skills including test & measurement		✓
Range of basic engineering skills		✓
Mechanical workshop skills		✓
Computer skills, Microsoft Office and Equipment Database	✓	
Helpful, positive attitude to clinical users and ability to understand their concerns	✓	
Working as part of a dynamic team	✓	

Experience	Essential	Desirable
Experience in healthcare environment		✓

Languages	Essential	Desirable
English	✓	

### Mobility requirements

<b>Role location</b>	Peterborough – Acute Hospital, TCC, CCC & Stamford Hospital
<b>UK travel</b>	Occasional (may need to provide support at other Asterol sites, eg. to cover sickness or annual leave)
<b>International travel</b>	Rarely (may need to travel to attend technical training courses)

### Other

<b>DBS - Disclosure &amp; Barring Service disclosure (formally Criminal Records Bureau disclosure)</b>
<p><u>A DBS Enhanced Disclosure is required for all applicants.</u></p> <p>The successful applicant must agree to an Enhanced Disclosure under the Disclosure Barring Service Records Bureau procedures. Employment will be offered to the successful applicant subject to a satisfactory Disclosure report.</p>

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