



Candidate information

Equipment Management & Engineer (EME) Associate Technician



Job Description

Post Title: Equipment Management & Engineer (EME) Associate Technician	Post Reference: JD108	
<p>Summary of the Role:</p> <p>Working within the Equipment Management & Engineering (EME) Department, the role is part of a team providing whole life management of medical equipment and supporting Medical Equipment Libraries (MELs) across the company. They are required to work to a high standard of safety and accountability, in line with:</p> <ul style="list-style-type: none"> • Departmental quality management system (QMS) • The company policy for the management of medical devices, • MHRA guidance, • Care Quality Commission regulations • Trust employment policies. <p>The post holder liaises and works closely with other healthcare professionals, manufacturers' representatives, engineers and technical staff to provide:</p> <ul style="list-style-type: none"> • applications advice • device evaluation • acceptance testing • commissioning • decommissioning • troubleshooting • calibration • maintenance <p>of a diverse range of diagnostic, therapeutic and point of care testing equipment, ensuring it functions correctly, is within calibration limits and safe for patient and staff use.</p>		<p>Reports to: EME Site Manager</p> <p>Base / Location: EME Department QEQM Hospital or Kent & Canterbury Hospital or William Harvey Hospital</p> <p>With a requirement to work at all sites.</p>

Key Responsibilities	Working Relationships & Contacts
<ul style="list-style-type: none"> • Provide a technical service for the application, calibration, quality control and troubleshooting of a specific range of diagnostic, therapeutic and point of care testing equipment as agreed in the annual Individual Performance Review. • Perform a range of whole life inspection, maintenance and testing on a variety of medical equipment including commissioning, acceptance testing, calibration, safety tests and performance checks to manufacturer's specifications, reporting adverse fault conditions to supervisor. • Carry out daily tasks, as directed by the EME Site Manager, according to agreed service standards and work instructions. • Use technical and clinical experience to identify potentially hazardous symptoms and faults when in clinical areas or in talking to clinical staff. • Liaise with clinical staff to undertake preventative maintenance and rectify problems, minimising impact on patient treatment lists. • Support clinical staff in the use of medical equipment. Provide technical expertise and support to clinical and other staff groups. • Liaise with patients in hospital and in their home, communicating technical information, advice and arrangements for the maintenance and repair of their equipment. • Organise, prioritise and control work using own initiative, without managerial input and when carrying out work in patients' homes. • Propose changes to department working practices, policies and procedures in order to improve the service. 	<p>Internal :</p> <ul style="list-style-type: none"> • EME across all sites • Other 2SS departments <p>External</p> <ul style="list-style-type: none"> • Infection control team • Manual handling team • Medical Physics EKHUFT

- Apply analytical troubleshooting techniques to diagnose problems with medical devices. Exercise judgement to determine the causes of faults in devices, which may have a range of various possible causes.
- Carry out repairs to medical equipment utilising best engineering practice.
- Ensure that work records and all other documentation is accurate and consistently completed in a timely manner.
- Work within the requirements of the departmental quality management system.
- Work in the MEL Service, undertaking device collections and deliveries for ward and clinical areas, cleaning equipment and maintaining records and systems.
- Support the EME and MEL services on sites other than main base, as required.
- The post holder will participate in the MEL weekend and bank holiday rota.
- The post holder will provide support to other 2SS services and departments, and community sites including basic first line maintenance on Mammography vans.

Job Dimensions: Problem solving, decision making, impact, resource management including value, working environment, responsible for staff & equipment)	Performance measures and KPIs
<p>Financial and Physical</p> <ul style="list-style-type: none"> Responsible for the maintenance, repair, and safe use of medical equipment. Condition and availability of portable medical devices for diagnosis and treatment; use of single patient use devices, consumables and spare parts associated with reusable medical devices. <p>Workforce</p> <ul style="list-style-type: none"> Some supervision of EME Apprentices or other EME staff. Based in EME on one site. However, to provide cover at all sites as required. Development and support of EME Apprentices. The postholder will be required to work on equipment with potentially hazardous exposed electrical voltages and should be able to recognise these circumstances and take all necessary precautions. 	<p>Monthly PPM completion rate.</p> <p>Repair completion time.</p> <p>Personal technical development</p> <p>Annual CPD points</p>

Person Specification: (Please state Essential (E) or Desirable (D))		
<p>Knowledge & Skills:</p> <p>Able to competently operate all equipment worked on, in all modes of operation, in order to safely verify correct operation and aid fault diagnosis (D)</p> <p>Electronic engineering skills including the use of test & measuring equipment, handling of components and boards and basic fault finding (D)</p> <p>Mechanical engineering skills including use of test and measuring equipment, assembly and bonding of components (D)</p> <p>Ability to use MS Windows and Office (Excel, Word, Outlook etc.) and electronic data bases to manage files and set up documents and spreadsheet (E)</p> <p>Ability to efficiently use a computerised equipment management database system (E)</p> <p>Good organisational, prioritisation and time management skills – to manage own work area and workload (E)</p> <p>Willingness to continuously develop skills and abilities and to attend in house and external</p>	<p>Experience</p> <p>Experience of providing front line customer service (D)</p> <p>Practical experience of using a range of test & measuring equipment and of applying electronic engineering workshop practices and techniques (D)</p> <p>Experience in the maintenance and performance checking of clinical equipment (D)</p> <p>Experience of working in a clinical environment, taking account of patient safety, dignity and infection prevention (D)</p>	<p>Qualifications</p> <p>GCSE Grade 4 or equivalent in English, maths, science (E)</p> <p>Other</p> <p>A full U.K. driving licence and own transport is essential for this post as part of the duties include travel for servicing and repair. (D)</p>

<p>training courses, at base and throughout the UK (E)</p> <p>Flexibility and ability to adapt to continuously improving systems of working (E)</p> <p>Good written and verbal communication skills (E)</p> <p>Good customer relations and interpersonal skills (D)</p>		
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Job Role: Essential Health and Safety information

Does the post involve ?		Y	N
Confined Spaces?	A “confined space” means any enclosed place, such as may need to be accessed by Estates staff for maintenance such as loft spaces, plant rooms or flues.		N
Driving?	This means driving a Company Vehicle, Passenger Carrying Vehicle or transporting patients in own vehicle for work purposes. It does not include commuting or driving between places of work.	Y	
Exposure to Substances Hazardous to Health?	This is where risk assessments have identified known health hazards. For example, designated latex glove user, formalin, PMMA use.	Y	
Hand Arm Vibration Exposure?	This includes hand-held tools such as drills, saws and other power equipment.		N
Hand Washing?	This means washing hands 20 plus times per working day.		N
Lone Working?	This means employees who work by themselves without close or direct supervision. Lone working may be found in a wide range of situations, such as home or community visits, working alone outside normal hours, working in remote or confined areas (such as plant rooms).	Y	
Manual Handling?	This means all job roles where there are specific manual handling / patient handling requirements.	Y	
Night working?	This means regular work at least 3 hours during the agreed ‘night period’ (usually includes 11pm to 6am).		N
Noise exposure?	This is where risk assessments have identified noise levels under the Noise at Work Regulations 2005, and is likely to include areas where ear protection is needed or workers regularly have to shout to communicate due to background noise.		N
Work at heights?	A place is ‘at height’ if a person could be injured falling from it. This includes working on ladders, up scaffold or any other apparatus. It may also apply to staff who regularly have to stand on kick-stools or steps for significant periods of time to retrieve items/ notes from high shelving.		N