

## Job description

<b>Role title</b>	Trainee Biomedical Engineer – Peterborough
<b>Reporting to</b>	MES Operations 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 Ergéa 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 Ergéa quality systems, policies and procedures.</li> </ul>
<b>Key Accountabilities</b>
<ul style="list-style-type: none"> <li>Operate under the supervision of a qualified Medical Electronics Technician in accordance with Ergéa Quality Management System for various medical devices managed by Ergéa.</li> <li>Completion of all technical work to the highest standards of workmanship, quality and safety.</li> <li>To ensure equipment is maintained correctly, ensuring patient safety</li> <li>To ensure equipment is repaired correctly, on time, first time</li> <li>Carry out repairs and planned preventative maintenance on equipment as required, in accordance with local policies and OEM recommendations</li> <li>Carry out Acceptance Testing of new equipment and loan equipment</li> <li>Safety test equipment</li> <li>Condemn and de-commission equipment</li> <li>Prioritise multiple demands, as required</li> <li>Ensure contractual Key Performance Indicators are met</li> <li>Keep full and accurate records of all work carried out, in accordance with Ergéa procedures</li> <li>Maintain essential stock records</li> <li>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</li> <li>Confidentiality of all matters that may be learnt in the course of employment, meeting the requirements under the Data Protection Act</li> <li>Maintain an up-to-date knowledge of developments in the field of medical device technology</li> </ul>

- 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 Ergéa 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 Ergéa of any Health and Safety concerns you identify and follow Ergéa policies 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 Ergéa 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

Qualifications	Essential	Desirable
ONC/D Electronics or equivalent		✓
Basic Education, English & Maths	✓	
Membership of VRCT		✓
Skills and Experience	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	✓	
An understanding of Risk Management generally, and the impact on medical device support	✓	
Helpful, positive attitude to clinical users and ability to understand their concerns	✓	
Working as part of a dynamic team	✓	
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience in healthcare environment		✓
<b>Languages</b>	<b>Essential</b>	<b>Desirable</b>
English	✓	

### Mobility requirements

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

### Other

<b>Ergéa Quality Assurance and Environmental and Health &amp; Safety</b>
Comply with policies, and work to maintain a high standard of customer service and protect the safety and health of you, your colleagues, our customers and members of the public. Promptly raise any concerns regarding potential violations of the policies.

<b>DBS - Disclosure &amp; Barring Service disclosure (formally Criminal Records Bureau disclosure)</b>
<u>A DBS Enhanced Disclosure is required for all applicants.</u>
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.

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