

Assistant Technical Officer Candidate Pack



Job Summary

This summary has been generated using AI to provide a clear and accessible overview of the role. It is intended to support candidates who may find the full job description harder to read. Our goal is to make the application process more accessible and inclusive for everyone.

- The Assistant Technical Officer helps look after medical equipment used in hospitals.
- They check and fix devices to make sure they are safe and working properly.
- They help manage equipment stock, including ordering new items and getting rid of old ones.
- They keep records of repairs and tests and help update the equipment database.
- They work with hospital staff and suppliers to solve problems and share technical information.
- They may also help train new staff and visit different hospital areas, including places like operating rooms and intensive care units.

Job Description

Job title:	Assistant Technical Officer
Grade:	3
Site:	The Royal Shrewsbury Hospital and The Princess Royal Hospital
Accountable to:	Medical Engineering Manager
DBS required:	No

Job Purpose

The Assistant Technical Officer is responsible for the day to day support to the Medical Engineering Department function and staff; duties will include provision of the medical device library service, maintenance of a range of basic medical devices and will include the provision of electrical safety testing, routine service/calibration and minor device repair.

The role also includes a range of administrative support duties including the management of stock and the commissioning of new devices and disposal of redundant equipment.

Dimensions

Part of a multidisciplinary team of medical engineering technicians delivering high quality maintenance support for over 30,000 medical devices Trust wide with an asset value totalling more than £50M 4 Knowledge Training and Experience

- NVQ Level 3 or equivalent qualification / experience

- Previous experience of working in a maintenance environment, working with tools and equipment, on a range of different equipment providing maintenance services including basic fault finding
- Specialist manufacturers training courses and on-going on the job training
- NHS Biomedical Equipment Practice course (BTec)
- Comprehensive knowledge of NHS, Trust and Department policies and procedures
- Regulation compliance;
 - Health and Safety Regulations
 - Infection Control measures
 - Operation of technical machinery
 - COSHH
 - Manual Handling

Communication and Relationships

- Liaise with medical, technical, supplies department and equipment manufacturers regarding technical information regarding equipment maintenance, defects and failures
- Discuss problems and possible resolutions with staff regarding service requirements
- An ability to communicate effectively and professionally with staff, suppliers and customers under all conditions of urgency
- Analytical and Judgemental Skills required for the post
- Diagnose and repair faults on basic medical equipment using precision tools and calibration/test equipment
- The post holder must be able to diagnose problems safely and make the appropriate decisions in order to carry out repairs, maintenance work. The decision-making process may require choosing from a range of options.

Planning and Organisational skills required for the post

- Plans ongoing programme of routine maintenance
- Organise access for portable appliance testing and medical equipment servicing within external medical facilities and internal departments
- Problem solve/analyse a series of events that led to the problem occurring and advise staff on the correct course of action to take
- Assist in the production of service schedules and standard work instructions for equipment covered by the role
- Determine optimum stock levels of spares and ensure they are maintained
- Assist in the maintenance of the technical library and stores.
- Physical dexterity skill requirements
- Diagnose and repair faults on basic medical equipment using precision tools and calibration/test equipment requiring good levels of manual dexterity
- Assemble new medical equipment
- Have standard keyboard skills.
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Patient / Client Care

- Provides support to clinical technical service
- Carry out calibration, repair and maintenance of basic medical equipment used in the diagnostic and therapeutic treatment of patients
- Maintain medical gas regulators and flow controllers
- Assist in the provision of service and decontamination contract for pressure relief mattresses.

Policy and Service Development

- To be aware of and comply with the relevant safety regulations, codes of practice and standards concerning the handling, decontamination and administration of medical devices
- Work within and support departmental policies covering all aspects regarding quality of service and health and safety.

Financial and Physical Resources

- Responsible for the safe use of medical and test equipment
- Maintains stock levels, re-orders spare parts and accessories for medical devices
- Responsible for the day-to-day maintenance of physical assets, total value in excess of £100k
- Receipt of new medical equipment and spares, dispatch of equipment to manufacturers
- Source and order spare parts to service a range of medical equipment

Education

- Ensure own continual development and education in order to maintain knowledge and understanding of current regulations, policies and techniques relevant to the role
- Participate in the technical training of apprentices and students. pg.

Leadership

- When required give guidance to apprentices or students.

Information Resources

- Responsible for accurately recording, documenting and maintaining equipment service records including test results and documentation from manufacturers
- Assist in the maintenance and development of the medical equipment management database
- Maintain the medical device library database

Research and Development

- Undertake audit and surveys as necessary
- Occasionally undertakes equipment trials/testing on new and loan equipment.

Freedom To Act

- To be supervised by senior staff however day-to-day prioritisation of work, including scheduled and emergency tasks particularly when away from base.
- To fill in initial invoices for labour and spares fitted for external income generating contracts.
- Responsibility to notify more senior staff with issues surrounding the departmental quality systems and promote a positive team performance.

Communication and relationships

- Verbally to staff of all levels both within and outside of department and reporting to location, area or site managers when carrying out instructed duties

Physical, Mental and Emotional demands of the post

- Will involve assembly moving and delivery of occasional heavy items. Working in all Clinical areas are required and on occasions visiting critical care areas such as Theatres and ITU, distressing circumstances may be encountered particularly with patient connected equipment and encountering relatives.
- Due to commissioning requirements, there may be times when there are high levels of repetitive tasks to ensure the devices are in an acceptable condition when leaving the department.
- Interruptions are expected, you must be able to prioritise workload and requirements of the Ward/Department
- There is a need to work to a high degree of precision with delicate and sensitive equipment. Often lifting requirement when commissioning or servicing of heavier equipment >15Kgs.

Working conditions

- Within workshops carrying out Light Industrial tasks. Although equipment prior to servicing is subject to decontamination protocol this may not always be achieved.
- Light engineering workshop environment and Office areas, Ward areas, Clinics, Theatres. Frequent visiting to other contracted service Hospitals or Healthcare establishments.
- Requirement to work in areas where there is exposure to hazardous substances (body fluids, anaesthetic agents, and mercury) and may work on equipment with potentially lethal electrical hazards.
- A COSHH system operates within the department area due to service aid chemicals. Although equipment prior to servicing is subject to decontamination protocol this may not always be achieved, so body fluids may be encountered.

KSF Outline of development areas specific to the post

- To attend approved specialist manufacturers technical training courses and participate in Trust training courses identified in the post holders Personal Development Plan to update the knowledge and skills required to promote the continuous development of professional competence.

Person Specification

	Essential	Desirable
Qualifications	A minimum NVQ3 or equivalent qualification / experience	ECDL or recognised IT competency qualification
Experience	Experience in an electronic related discipline. An appreciation of electrical, mechanical, pneumatic and electromechanical applications. Previous experience of working in a maintenance environment, working with tools and equipment, on a range of different equipment providing maintenance services including basic fault finding. An understanding of the operation and calibration of diagnostic test equipment.	Experience of PAT testing. Report writing skills
Knowledge and skills	Good interpersonal skills, in person and by telephone. Ability to effectively communicate with NHS staff at all levels. Good analytical skills. Computer use including database, word processing, internet and e-mail	
Other	Ability to work within a team of technicians and readily accept supervision. Calm under pressure. Self motivated. Positive to change.	

	Positive to team working. Respectful of colleagues Good levels of manual dexterity	
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General conditions

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

Health and safety

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

Infection prevention and control (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

Information governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.

Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.

Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

Professional standards and performance review

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

Safeguarding children and vulnerable adults

We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of

Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

- As an employee of the Trust you have a responsibility to ensure that:
 - you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
 - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

Social responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

Continuous improvement

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH

continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

Equal opportunities and diversity

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the

discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

