

JOB DESCRIPTION

Job Title:	Medical Device Capital Equipping Manager
Band:	Band 7 (pending AfC evaluation)
Directorate:	Estates
Job Group:	Medical Engineering Services
Location:	Royal Shrewsbury Hospital
Hours of Work:	37.5 per week
Accountable to:	Medical Engineering Services Manager
Professionally accountable to:	Medical Engineering Services Manager
Date:	April 2022

1. Job Purpose

The post holder will be responsible for the creation and management of a multi-year capital replacement programme for medical equipment. This includes facilitating the process of acquisition and standardisation; replacement planning and expenditure forecasting; ensuring compliance with governance, good practice and standards; and data analysis and reporting. Creation of relevant ISO9001 processes will be part of this role.

The post holder will monitor the progress of medical equipment capital projects in collaboration with clinical leads, general managers, procurement specialists, the capital finance team and a wide range of other staff acting as project managers for medical equipment procurements.

The post holder will also maintain and develop information systems and communications channels to support the medical equipment capital programme and the day-to-day management of the medical equipment database.

2. Main Duties and Responsibilities

To support the Medical Engineering Services Manager to proactively manage the Trusts capital equipment plans, ensuring that the capital equipment programme minimises business continuity and financial risks from planned obsolescence, poor reliability, or high cost of ownership of medical equipment, whilst accurately reflecting replacement back-log.

Lead the Trust's actions to manage the life cycle of Medical Technology. Through updating Medical equipment records in the Trust equipment database recording acquisition and disposal information and liaising with the procurement and finance department as required.

Analyse the performance of key items of medical equipment, in terms of reliability, cost of ownership and other key performance indicators to inform the prioritisations of replacement programme and maximise impact in terms of cost of ownership and reliability.

To monitor poor equipment or supplier performance and substitute items within current programme to effect early or in-year replacement when necessary.

Provide technical and professional engineering support to the application of medical equipment in clinical areas and to meet the demand for a range of medical equipment through an equipment library service.

Liaise with suppliers, clinical end users and budget holders/local managers with the aim of selecting the device that best meets the clinical need as well as satisfying budgetary allocations. Adhering to Trust standing financial instructions during the selection process.

Pursue standardisation of equipment and devices in pursuit of best value and thereby to contribute to the reduction in the cost consumables and maintenance as part of the Trust cost improvement programme.

Ensure equipment identified as replaced is removed and disposed of, identifying and realising any residual value.

Obtain, with the purchase of medical equipment, the manuals, maintenance costs, test procedures, spare parts lists, IG status and other documentation necessary for future maintenance. Evaluate and authorise pre-acquisition related documentation. Manage documentation storage of this data.

Co-ordinate the training of users of medical devices.

Update and develop the technical skills and academic knowledge of technical staff within Medical Engineering Services, to reflect the changing needs of the service and developments in technology as new devices are introduced.

To work with IT to ensure that devices integrate efficiently with other Trust IT systems, ensuring that virus protection and security updates are delivered remotely over the Trust domain and that individual items of equipment do not compromise security.

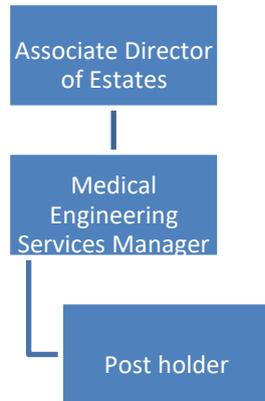
Ensuring that the Trust equipment complies with all relevant Acts, Statutes, Directives, Regulations and Codes of Practice.

Participate in the auditing of procedures.

Suggest improvements to systems and processes locally and trust wide to gain efficiencies and reduce costs where possible.

Compilation and presenting reports to groups or committees as required on replacement, schedules, provision, planning and progress

3. Organisational Chart



Health & 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

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action.

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 staff; and
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and on-going 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. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **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** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. 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. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face 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 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; and
- participate in the Trust's appraisal processes

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.

Equality, Diversity and Inclusivity

- Create a culture of equality, diversity and inclusivity by personally embedding these factors into everyday working life.
- Report any behaviours or acts that may be discriminatory

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 Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower staff at all levels to have the confidence, capability, passion and knowledge, to test changes and make improvements at the Trust and the communities we serve. Following a successful five-year partnership with the Virginia Mason Institute in the USA, the Trust 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 to make improvements, whilst also providing training at various stages of your time at the organisation, as part of your continuing professional development.