



MEDICAL ENGINEERING APPRENTICE

INFORMATION FOR CANDIDATES

ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.



OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

Our Vision:

“To provide excellent care for the communities we serve”

Our Values:



OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

COLLEAGUE BENEFITS

GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

HEALTH AND WELLBEING

PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

LEARNING AND DEVELOPMENT

COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



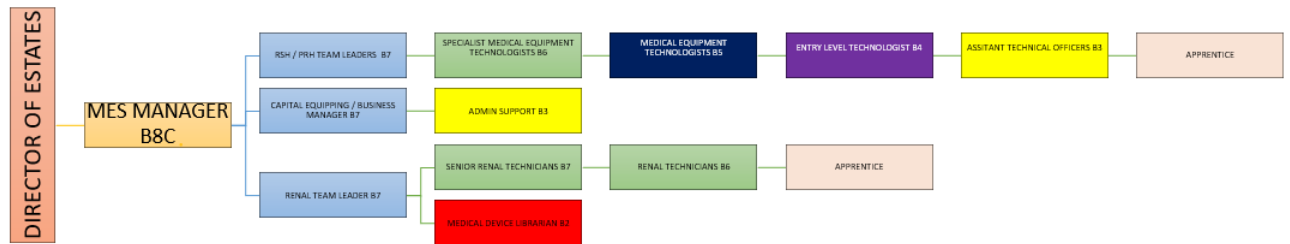
JOB DESCRIPTION

Job Title	Medical Engineering Apprentice
Band	Apprentice
Directorate	Estates
Accountable to	Team Leader
DBS Required?	No

JOB OVERVIEW

This position is for an apprentice to develop a broad range of skills within a Medical Engineering environment. The position will take a progressive and developing route for servicing and repair of equipment within a medical engineering. The apprentice will take on commissioning, safety checks, maintenance and repairs and ultimately disposes of a broad range of often complex and specialised Medical Equipment.

Organisational position:



Scope and range:

- A Countywide service including all Shropshire NHS Hospitals as well as the Primary Care PCT Trusts and other external contracts. More than 32,000 assets valued at ~£43M
- This post is a Monday to Friday position, covering 37.5 hours a week.
- The post holder would be expected to cover the areas of the other Technologists within the Department.

Main duties and responsibilities of the postholder:

These typical duties are not an exhaustive list or in order of importance.

- The apprentice will be required to carry out the following tasks under the direct supervision of a Medical Engineering Technicians and Team leaders and in accordance with the MES Quality management System:
- Personnel are responsible for ensuring all services process requirements are complied with and these include the disciplines of purchasing, receiving, manufacture, verification maintenance and other associated process activities.
- To carry out Medical Equipment commissioning, calibration, safety checks, repair- maintenance, adaptation to manufacturer's specifications and ultimately safe disposal.
- To ensure that Medical Equipment is commissioned in line with Trust's Policy and MHRA guidelines. Subsequently that it is integrated into a Medical Device equipment management system. Thus, to ensure that it is functionally checked, calibrated and safety tested according to standards.
- To certify that all necessary calibration tasks are performed regularly on equipment so that it can be used safely, correctly and ensuring patient safety and accuracy in use.
- Requisitioning of stock and materials for stores, receipt of goods, etc, including sourcing, cost coding and pricing.
- To adhere to the Department's Quality Assurance Manuals/Procedures.
- To ensure the operational safety, functional use of equipment and compliance with the appropriate safety standards and regulations.
- To carry out modifications and procedures as stated by Safety Alert Bulletins (SABS). –MHRA and to advise the Liaison Officer of safety or hazard issues that may arise.
- Attend such training and updating courses as appropriate and to keep abreast of new technology for continual professional development (CPD).
- To undertake administrative duties associated with the technical work, such as updating of appropriate

records which are all legally binding documents.

- To liaise with manufacturers and external agencies for equipment that may not be serviced in-house.
- To complete Service Records of all the items in use and be responsible for the data entry.
- To be accountable and personally responsible for all actions taken and carried out, along with information given out.
- Due to the nature of the work, and the purpose for which the equipment is to be used, it is essential for the post holder to follow and participate in the Trust's and Department's Health & Safety Procedures for maintaining safe, clean and methodically laid out work.
- To undertake such duties as may be assigned from time to time which are commensurate with such a position.

Systems and equipment:

- Networked multi-terminal computerised equipment management system. Normal Office equipment. Departmental specialised and dedicated test equipment, including specific servicing aids and tools, i.e., basic hand tools, Callipers, Digital Multi-meters, Calibration equipment, electronic analysers, and Temperature recorders. This equipment is used to a high degree of accuracy.

Decisions, judgements, and freedom to act:

- 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 maintain Quality system and team performance.

Communication and relationships:

- All grades of Clinical Staff. Para-Medical & ODA's, Technologists to provide equipment support information.
- Equipment Suppliers, Contractors, Hospital Procurement Dept for information and prices.
- External customers & patients for equipment support.

Physical, Mental and Emotional demands of the post:

- Working in all Clinical areas are required and on occasions when visiting critical care places like Theatres, ITU then distressing circumstances may be encountered particularly with patient connected equipment and encountering relatives.
- Interruptions are expected, you must be able to prioritise workload and requirements of the Ward/Department
- Concentration is a daily requirement and occasionally periods of intense concentration are required, sometimes in stressful circumstances when working on patient connected equipment.
- 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:

- 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 area's 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.



PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.

QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> 5 GCSEs grade A* - C (9 - 4) or equivalent in English, Maths and a Science subject <p>OR</p> <ul style="list-style-type: none"> a level 3 BTEC or equivalent in Engineering 2 Additional AS/A Levels grade A-E in Maths or relevant subject Informal interview with the college before enrolment 	

EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Good written and verbal communication skills. Competent in the use of Microsoft Office Able to work on own initiative as well as part of a team Ability to liaise with others at all levels High level of accuracy and attention to detail 	<ul style="list-style-type: none"> Evidence of practical knowledge and competences demonstrated through hobbies and interests or actual work place experience, (could be through Work Experience while in School / College) Some basic knowledge of mechatronic engineering principles and practical applications

SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Manual dexterity with a range of workshop tools to ensure defects can be repaired • Computer / keyboard skills to enable devices to be programmed or records to be kept using a range of available software (Microsoft, device manufacturer specific) • Ability to Package equipment for return to base repairs and unpacking new equipment as part of commissioning • Ability to undertake occasional lifting of heavy equipment using appropriate health and safety control measures, to assist MES maintenance team members • Developed multi-skilled working • Ability to prioritise • Ability to concentrate in a busy workshop environment, but respond to customer requests for urgent technical support to enable patient treatment / diagnosis to continue 	

OTHER

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Adaptable and Flexible • Cope with pressure • Tact, diplomacy and discretion when dealing with clinical Staff, patients and relatives • Committed to team performance • Committed to continual improvement • Requirement to work on contaminated equipment within Infection Prevention and Control guidelines • Demonstrate an awareness of electrical hazards and appropriate control measures associated with day to day care of equipment. • Willingness to undertake and satisfactorily complete the Apprenticeship within 3 years • Willingness to develop new skills and undertake apprenticeship training program. • Willingness to travel to meet the requirements of the post, with support and paid travel expenses in line with Trust policy • Must not hold a qualification at the same or higher level in the vocational subject area. 	

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 & 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 AND CYBER SECURITY

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.

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

- you are familiar with and adhere to the Trust's 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.

NO SMOKING POLICY

The Trust is a no smoking/e-cigarette/vaping organisation except for designated external areas, in accordance with Trust Policy.

MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.





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Getting to The Royal Shrewsbury Hospital

The Princess Royal Hospital

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Minicom: 01952 641222 Ext: 4995

Address:

The Princess Royal Hospital

Apley Castle

Telford

TF1 6TF

Getting to The Princess Royal Hospital