

Medical Engineering Entry Level Technologist

Candidate Pack



Colleague Benefits

General

- 27 days annual leave entitlement, 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
- 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
- Salary sacrifice schemes
- Generous pension scheme
- Access to a financial support booklet
- Pre-retirement courses
- Free Will writing service
- Savings and Loan schemes

Learning and Development

- Coaching and Mentoring
- Leadership Academy – leadership and management training for all staff
- Access to E-Learning courses
- Apprenticeships – growing number of apprenticeship opportunities across all disciplines
- Secondment and acting up opportunities
- Support to complete qualifications whilst on the job

Wellbeing

- Coaching
- Mental Health First Aiders
- Chaplaincy
- Fast track physiotherapy service
- Free eye test vouchers
- Slimming World referral scheme
- Cervical screening service
- Long Covid support
- Access to wellbeing/rest rooms
- Menopause support
- Men's Health forms and MOT
- Discounts with local gyms

Poppy's Promise

Poppy's Promise is a compassionate care initiative introduced within this Trust to enhance communication, respect and empathy across every aspect of patient care.

The initiative was founded by Katie Russell, following the loss of her daughter Poppy, who tragically died at just twelve hours old due to failures in care and communication. Born from that experience, Poppy's Promise serves as a powerful reminder that while clinical skill saves lives, it is compassion, listening and respect that define the quality of care and human connection. By embedding this promise across our organisation, we ensure that no patient or family ever feels unseen, unheard, or uncared for.

Poppy's Promise is a five-stage framework that supports NHS staff to provide compassionate, consistent and patient-centred care. It aims to create a culture where empathy and communication are prioritised at every level - from education and recruitment to daily patient interactions.

At the heart of the initiative lies the C.A.R.E. framework, which outlines four guiding principles for staff to follow. The CARE principles form the foundation of Poppy's Promise. They describe the behaviours, attitudes and values that underpin every interaction — between staff and patients, staff and families, and colleagues with one another.

CARE is not an additional task. It is how care is delivered.

C.A.R.E. Meaning and Practice

Compassion - Demonstrate genuine kindness, empathy and humanity in every interaction.

Compassion means recognising the emotional as well as the physical needs of patients, families and colleagues, and responding with care, patience and understanding. Small acts of compassion can have a lasting impact.

Acknowledge - Actively listen and be fully present.

Use eye contact, names and open body language, and acknowledge the individual's feelings, concerns and lived experience. Every person should feel seen, heard and taken seriously.

Respect - Treat everyone with dignity, honesty and fairness at all times.

Respect individual differences, personal circumstances and lived experience. Trust is built through respectful behaviour, consistency and integrity.

Empower - Enable people to be active participants in their care and work.

Communicate clearly, encourage questions and shared decision-making, and ensure patients, families and colleagues feel informed, confident and included.

Poppy's Promise is more than a framework - it represents a cultural shift towards human-centred care. By adopting these principles, we:

- Strengthen trust and communication between staff and patients
- Reduce avoidable harm through better understanding and listening
- Improve patient experience and staff wellbeing
- Foster a culture of openness, empathy and shared responsibility

Every member of staff has a role to play in bringing Poppy's Promise to life. Whether you are clinical, administrative or support staff, compassion and communication are part of everyone's role.

In daily practice, you can:

- Take a moment before entering a patient's space - centre yourself, focus on the person, not the task
- Use clear, respectful and kind language
- Listen without interruption and acknowledge emotions expressed
- Be honest and transparent, even when conversations are difficult
- Reflect after interactions - consider how your approach made the patient or family feel

All staff within the Trust are expected to:

- Uphold the values of Poppy's Promise in all patient and colleague interactions
- Attend any training, workshops or refreshers provided as part of the initiative
- Support colleagues in modelling compassionate behaviours
- Raise concerns constructively when communication or respect fall short
- Reflect these principles in both professional and personal conduct within the workplace

Together, we can make every interaction an opportunity to care, listen and make a difference.

That is Poppy's Promise.

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.

- You will help check, fix and look after medical equipment used in hospitals and clinics.
- You will make sure the equipment is safe to use and works properly. You will keep records of the work you do and help order parts when needed.
- You may work in different places and sometimes help other team members.
- You will follow safety rules and wear protective gear when needed.
- You will also go on training to learn new skills and keep up to date with changes in technology.

Job Description

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| Job title: | Medical Engineering Entry Level Technologist |
| Grade: | 4 |
| Site: | The Royal Shrewsbury Hospital |
| Accountable to: | Medical Engineering Manager |
| DBS required: | Standard |

Main Duties

- To carry out Medical Equipment commissioning, calibration, safety checks, repairs, 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.
- Work will be allocated by a team leader however there will be times when autonomous and self-management will be required to achieve goals.
- 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 complete Service Records of all the items in use and be responsible for the data entry into an electronic database.
- To be accountable and personally responsible for all actions taken and carried out, along with information given out.
- Promote the services provided by the MES to further increase income generation.
- When appropriate to support qualified technologists in technical duties either within the workshop or onsite across the hospital or other external locations
- 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 Dept/Trust's Health and Safety Policies as well as COSHH procedures for maintaining safe, clean, and methodically laid out work.
- To undertake any other duties that might arise as the service develops and are commensurate with the 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., Lathes, Milling machines, Callipers, Digital Multimeters, electronic analysers and Temperature recorders. This equipment is used to a high degree of accuracy.

Decisions, Judgements, and 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

Communications 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.

Person Specification

| | Essential | Desirable |
|-----------------------------|---|---|
| Qualifications | <ul style="list-style-type: none"> ONC/BTEC/A Levels in appropriate subjects (science or engineering based) <p style="text-align: center;"><i>OR</i></p> <ul style="list-style-type: none"> Equivalent work experience or qualification to diploma level with addition of short courses | <ul style="list-style-type: none"> Certificated training courses/competencies for maintenance of Medical Equipment. |
| Experience | <ul style="list-style-type: none"> Experience of working within an engineering/maintenance environment Experience of working within a support service environment | <ul style="list-style-type: none"> Experience of working within a Medical Maintenance/calibration environment Previous work with Engineers or Technicians |
| Knowledge and skills | <ul style="list-style-type: none"> Use of computers Technical abilities Use of basic tools and test equipment Assembly, moving and collecting of Equipment | <ul style="list-style-type: none"> ECDL Computing Microsoft Office programmes for data entry |
| Other | <ul style="list-style-type: none"> Work within a team environment and quality system Resilience when demand exceeds supply Tact, diplomacy and discretion when dealing | <ul style="list-style-type: none"> Flexibility of working times Own vehicle |

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| | with clinical Staff, patients and relatives | |
| | <ul style="list-style-type: none"> • Good self-discipline & attitude to work • Customer service • Ability to work autonomously • Self-motivated to provide a level of service to customer expectations • Drive to succeed and develop engineering skills • Full drivers licence • Out of hours service as required | |

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;
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to;
- 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;
- 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;
- 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;
- 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 and sensitive 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;
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates;
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

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.

NHS Sexual Safety Charter

The Trust is committed to ensuring that all employees work in an environment that is safe, inclusive, and free from sexual misconduct, harassment, and discrimination. As a signatory to the NHS Sexual Safety Charter, the Trust upholds a zero-tolerance approach to sexual harassment and supports anyone affected by inappropriate behaviour. In accordance with the Workers Protection (Amendment of Equality Act 2010) Act 2023, the Trust has a statutory duty to take reasonable steps to prevent sexual harassment of its employees. All staff, are required to treat others with dignity and respect at all times and to cooperate with Trust policies, procedures and training designed to maintain a culture of safety, professionalism, and mutual respect.

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 aims 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.

To support this, we have developed the SaTH Improvement Method, a structured approach to change that provides practical tools and techniques to help you understand what success looks like with clear aims, enables you to measure progress and plan meaningful improvements.

You won't be doing this alone. Whether you're new to improvement or already leading change, the Improvement Hub is here to guide you with expert advice, hands-on support, and a wide range of training opportunities to help you grow and thrive throughout your time at SaTH whilst making improvements in your area of

work. Join us in shaping a culture of continuous improvement, where every colleague is supported to make a difference.

Equal opportunities and diversity

The Shrewsbury and Telford Hospital NHS Trust is an Equal Opportunities Employer, fully committed to fostering an inclusive workplace where all staff feel valued and able to thrive. We believe that a diverse workforce, reflective of our community, is essential for delivering the best patient care.

We will not discriminate against any job applicant or colleague based on any protected characteristic, including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, ethnic or national origin), religion or belief, sex, or sexual orientation. Selection for appointment, training, development, and promotion will be based purely on merit and the individual's ability to meet the role requirements.

As a post-holder, you have a personal responsibility to uphold the Trust's commitment to equality by treating all colleagues and patients with respect and dignity. You must actively support measures introduced to ensure equality of opportunity and will not discriminate, harass, or bully others, or condone such behaviour.

