



Clinical Engineering Technician – Radiation Therapy (Staff Grade) Job Specification & Terms and Conditions

Job Title and Grade	Clinical Engineering Technician (Staff Grade) Radiation Therapy (Grade Code 3161)
Competition Reference	NRS02161
Closing Date	Wednesday 22 nd April 2015 at 12 noon
Proposed Interview Date(s)	Week Commencing 25 th May 2015
Taking up Appointment	A start date will be agreed at job offer stage.
Location of Post	<ul style="list-style-type: none"> • From 2010 the Physics and Engineering Service for delivery of radiation oncology services in Dublin is delivered by a network model and posts may be located in one or more of the St. Luke's Radiation Oncology Network (SLRON) locations: St. Luke's Hospital, Rathgar, St. Luke's Radiation Oncology Centre (SLROC) at Beaumont Hospital, Dublin or SLROC at St. James's Hospital, Dublin. • Location of posts will be determined based on workforce priorities as determined by the SLRON. • The incumbent will be expected to attend from time to time at locations other than his/her designated location and his/her designated location is subject to change based on workforce priorities. <p>A recruitment panel will be created for St. Luke's Radiation Oncology Network (SLRON) from which current and future vacancies will be filled.</p>
Organisational Area	<ul style="list-style-type: none"> • HSE: Dublin Midlands Hospitals Group
Details of Service	<ul style="list-style-type: none"> • To provide Clinical Engineering and Radiation Therapy (RT) ICT services to support the delivery of a safe and high quality radiation therapy to cancer patients.
Reporting Relationship	<ul style="list-style-type: none"> • The reporting relationship will be to the Chief Physicist through the Head of Clinical Engineering and RT ICT or designate.
Purpose of the Post	<ul style="list-style-type: none"> • To contribute to the provision of a professional Clinical Engineering and RT ICT support service to the SLRON Network. • To support the development of radiation therapy through managing changes that are introduced as part of the roll out of the National Plan for Radiation Oncology (NPRO) • To provide clinical engineering services to support the delivery of a safe and high quality radiation therapy to cancer patients.
Principal Duties and Responsibilities	<p>Principal duties and responsibilities include:</p> <ul style="list-style-type: none"> • Providing as directed, comprehensive maintenance and repair services for radiotherapy, electromedical, diagnostic imaging, and other equipment in respect of its functional, electronic, optical, electrical and mechanical aspects to a standard of safety, accuracy and reliability consistent with its function and with professional standards. • Providing first line support for hardware and software faults/issues on all Radiotherapy ICT systems • Providing start-up and run-down of radiotherapy equipment, in line with the clinical environment and as specified by the head of department. • Performing as directed, routine Quality Assurance (QA) checking and measurements on radiotherapy, diagnostic imaging and other electromedical equipment. • Performing as directed, Quality Assurance on the hospital's electronic infrastructure to ensure integrity of the radiotherapy treatment process. • Performing as directed, quality control of items manufactured within the network and used in support of the radiotherapy treatment process. • Contributing as required, to systems administration duties of clinical network systems including Treatment Planning and Oncology Information Systems. • Contributing to the use of the Department's equipment management database.

	<ul style="list-style-type: none"> • Contributing to the construction, testing, service and repair of auxiliary equipment. • Be available for consultation with medical, paramedical, technical and administrative staff on appropriate matters. • Assisting with the implementation of preventative maintenance schedules and safety programmes. • Providing the Department's administration with such records of his/her work as are deemed to be necessary. • Liaising and working, as required, with other staff and grades, both within and outside the Physics Department. • Supporting the nursing, medical and technical staff in the implementation of patient care involving technology. • Participating in the maintenance and inventory of proper stock levels of spare parts and accessories as required, to ensure minimum equipment downtime. • Contributing to the support of research activities in the Physics Department. • Performing other duties as may be assigned to him/her. <p><i>The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office. Service needs may dictate additions or modifications from time to time.</i></p>
<p>Eligibility Criteria</p> <p>Professional Qualifications and experience etc.</p>	<p>Candidates must on the latest date for receiving completed application forms, possess the following:</p> <p>(a)(i) *Hold as a minimum a recognised qualification at Quality and Qualifications Ireland (QQI), Level 7 or higher, in one of the following engineering disciplines;</p> <ul style="list-style-type: none"> (i.1) Electronic, (i.2) Electrical, (i.3) Instrument Physics, (i.4) Industrial Instrumentation, (i.5) Applied Physics, (i.6) Mechanical, (i.7) Mechatronic, (i.8) Biomedical Engineering; <p style="text-align: center;">or;</p> <p>(ii) Hold a recognised qualification at least equivalent to one of the above;</p> <p style="text-align: center;">and;</p> <p>(b) Candidates must possess the requisite knowledge and ability (including a high standard of suitability and administrative capacity) for the proper discharge of the duties of the office.</p> <p>* Please see note in Additional Campaign information document which relates to Undergraduates 2015.</p> <p>Age Age restriction shall only apply to a candidate where s/he is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.</p> <p>Health Candidates for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</p> <p>Character Candidates for and any person holding the office must be of good character.</p>
<p>Post Specific Requirements</p>	<ul style="list-style-type: none"> • Demonstrate interest in and/ or knowledge of a Radiotherapy Department. • Demonstrate interest in holding or be currently actively seeking to hold an

	Engineers Ireland (EI) registered title (e.g. Engineering Technician or Associate Engineer).
Other requirements specific to the post	<ul style="list-style-type: none"> Flexibility will be a key feature of this position, and therefore shift, weekend, and/or rostering out of hours for on call services, is required.
Skills, competencies and/or knowledge	<p>Demonstrate the following:</p> <ul style="list-style-type: none"> An awareness of the primacy of the patient in relation to all SLRON activity and the importance of providing a quality service. The ability to plan and organise work in a busy working environment, including the ability to meet deadlines. A commitment to the delivery of a high quality, person-centred service. The ability to solve problems and make decisions in a timely manner. Effective interpersonal and communication skills, including the ability to present information in a clear and concise manner. The ability to operate independently and demonstrate effective team skills in the multi-disciplinary environment. Demonstrate flexibility and openness to change. A commitment to continuing professional development. A willingness to develop IT skills relevant to the role. Sufficient knowledge and experience to carry out the duties and responsibilities of the role. <p>Professional Knowledge</p> <ul style="list-style-type: none"> The ability to maintain and enhance their professional knowledge and skills in order to keep pace with changes in the delivery of health care, and in particular the delivery of radiotherapy. Knowledge of electrical, electronic and mechanical technology and systems. The ability to develop the skills to fault find on complex electromedical and radiotherapy equipment. The ability to provide a professional, quality service for clinical systems with regard to medical equipment performance and safety. Knowledge of Information and Communications Technology.
Campaign Specific Selection Process Ranking/Shortlisting / Interview	<p>A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.</p> <p><u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u></p> <p>Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in 'bands' depending on the service needs of the organisation.</p>
Code of Practice	<p>The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commissioners for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Codes also specifies the responsibilities placed on candidates, feedback facilities for applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE's review process is available in the document posted with each vacancy entitled "Code of Practice, information for candidates. "</p> <p>Codes of practice are published by the CPSA and are available on www.hse.ie in the document posted with each vacancy entitled "Code of Practice, information for candidates or on www.cpsa-online.ie</p>

The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.

This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.



HEALTH SERVICES EXECUTIVE

**Terms and Conditions of Employment
Clinical Engineering Technician (Staff Grade)**

<p>Tenure</p>	<p>This post is permanent and whole time. This post is pensionable.</p> <p>A panel will be formed from this recruitment campaign and future permanent or specified purpose vacancies of full time or part time duration will be filled from this panel. The tenure of these posts will be indicated at “expression of interest” stage.</p> <p>Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004.</p>
<p>Remuneration</p>	<p>The Salary scale as at 01/11/13 for the post is: €28,574 – €29,792 - €31,749 - €32,423 - €33,780 - €36,463 - €38,456.</p>
<p>Working Week</p>	<p>The standard working week applying to the post is 37 hours</p> <p>HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016).</p>
<p>Annual Leave</p>	<p>The annual leave will be outlined at job offer stage.</p>
<p>Superannuation</p>	<p>This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004.</p>
<p>Probation</p>	<p>Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71.</p>
<p>Protection of Persons Reporting Child Abuse Act 1998</p>	<p>As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated office in accordance with Section 2 of the Act. You will remain a designated office for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointed.</p>
<p>Infection Control</p>	<p>Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc.</p>