

Te Whatu Ora Health New Zealand Te Matau a Māui Hawke's Bay	POSITION TITLE	Clinical Engineering Technician		
	DIRECTORATE	Procurement, Supply Chain and Health Technology Management	DEPARTMENT	Clinical Engineering
	REPORTING TO (operationally)	Clinical Engineering Manager	REPORTING TO (professionally)	Clinical Engineering Manager
DIRECTORATE RESPONSIBILITIES & DIRECT REPORTS	This role covers the Hastings, Napier Waipukurau, and Wairoa Sites in Te Whatu Ora - Health New Zealand, Te Matau a Māui, Hawke's Bay and occasionally other Te Whatu Ora sites			
PURPOSE OF THE POSITION	<ul style="list-style-type: none"> ▪ To provide support, repairs, and advice to all C.E customers relating to clinical medical equipment, in accordance with the Values and Visions of Te Whatu Ora - Hawke's Bay as listed below. ▪ To maintain clinical equipment, systems and networks owned, leased or trailed by the Hawke's Bay Regional Hospital to ensure patient safety through compliance with relevant standards. ▪ Through ongoing personal development, aligns own practice with National and International Clinical Engineering practices, guidelines and principles. ▪ To act in and advisory role to Clinical staff in all matters relating to medical equipment and its application in the treatment of patients and to apply both technical, anatomical and physiological knowledge to solve problems. 			
KEY DELIVERABLES	<p>Ensuring clinical equipment uptime:</p> <ul style="list-style-type: none"> ▪ Repair of medical equipment within the following turnaround KPI's: <ul style="list-style-type: none"> ○ 50% of repairs are completed in less than 1 day ○ >80% of repairs are completed in less than 7 days ○ >95% of repairs are completed in less than 28 days ○ <5% of repairs are complete in more than 28 days ▪ Inspection, preventive maintenance and performance verification of medical equipment, ensuring >93% compliance level is achieved ▪ Achieves >80% productivity through self-management of daily jobs and tasks <p>Duties include:</p> <ul style="list-style-type: none"> ▪ Provide technical support for clinical equipment throughout healthcare system as assigned, including scheduled and unscheduled maintenance, maintaining parts inventories and performing rounds in customer areas ▪ Document all actions and test results and according to the requirements of ASNZS3551, using computerised maintenance management software applications and other standard office software applications. ▪ Coordinate and/or participate in requests for special projects, such as new equipment acquisition pre-purchase planning, development of tender specifications, analysis of vendor submissions, installation planning, acceptance testing , equipment upgrades and equipment disposal ▪ Develop preventive maintenance schedules and guidelines, train all technical staff on proper testing and other procedures to be followed when performing scheduled maintenance on devices maintained by the department ▪ Participate in the development of department –and system-wide quality assurance indices or continuous quality improvement initiatives related to the proper use or maintenance and repair of patient care equipment and related systems. Generate reports based on the assessment of this data. Assist with assessment of department performance against quality standards, including performing quality audits as required. ▪ Perform incident investigation and equipment performance analysis as required ▪ Review patient care equipment safety alerts and recall notices and take appropriate actions to ensure the affected equipment is tested or removed from service, where appropriate ▪ Ongoing assessment of medical equipment condition, support, and risk to feed into asset replacement planning reports ▪ Ensures up-time of all clinical/medical equipment information system networks 			

HEALTH & SAFETY RESPONSIBILITIES	<p>Te Whatu Ora - Hawke's Bay is committed to maintaining and promoting the health & safety of all its staff, contractors, volunteers and patients. In this role, your duties are:</p> <ul style="list-style-type: none"> ▪ Not to do anything that puts your own H&S at risk ▪ Not to do anything that puts others H&S at risk ▪ To follow all health and safety policies and procedures ▪ To follow all reasonable health and safety instructions ▪ Ensures that all contractors that C.E engage with have been inducted and are registered on the contractor management system ▪ Completes all mandatory H&S and Fire Safety training annually <p>(You have the right to cease work if you believe that you, or others, are at risk of serious harm).</p>	
KEY WORKING RELATIONSHIPS	<p>INTERNAL</p> <ul style="list-style-type: none"> ▪ Clinicians ▪ Heads of Departments ▪ Senior medical staff ▪ Care Associates ▪ Health Service Managers and teams across the Hawke's Bay services and specialist community and regional services ▪ Health Service Support services ▪ Hospital Co-ordination Unit ▪ Duty Managers ▪ Chief Nursing & Midwifery Officer ▪ Facilities ▪ Maintenance 	<p>EXTERNAL</p> <ul style="list-style-type: none"> ▪ Other service providers – Royston, Royston Day Hospital, Kaweka Health, Lowe Rescue Helicopter staff etc. ▪ Nationally, C.E Departments ▪ Ministry of Health/National Health Board ▪ Medical Equipment suppliers/Service providers
DELEGATION AND DECISION	<p>Makes decisions within Clinical Engineering to meet service requirements</p> <p>Works autonomously with a high degree of independence within the unit to achieve the plan and problem-solve complex issues as they arise.</p> <p>Maintains relationships with Strategic business partners.</p>	
HOURS OF WORK	80 hours per fortnight (1.0 FTE)	
EMPLOYMENT AGREEMENT & SALARY	In accordance with the PSA Allied, Public Health & Technical Multi Employer Collective Agreement (MECA) \$53,035 to \$83,030 gross per annum according to qualifications and experience.	
DATE	December 2023	
EXPENDITURE & BUDGET ACCOUNTABILITY	Management of expenditure within operational budget line: \$ 1000 for spare parts and labour	
SCOPE & COMPLEXITY	<ul style="list-style-type: none"> ▪ Works alongside and cooperatively with varied range of professions i.e. Nursing Staff, Orderlies, Medical equipment suppliers etc. ▪ Effectively managing time and prioritising workload to ensure project work is completed within the agreed time. 	

ESSENTIAL CRITERIA

Qualifications

- EAS Registration with Electrical Workers Registration Board
- Diploma in Clinical Engineering
- Diploma in Electrical Engineering (Electronics) NZDE with minimum of 10 years' experience

Experience

- Extensive experience in Biomedical/Clinical Engineering field (ideally 5- 10 years)

Business / Technical Skills

- Proven customer service and interpersonal skills
- Knowledge of anatomy, physiology, electro medical and electronic fundamentals, medical equipment function and operation, safety in healthcare facilities and medical equipment troubleshooting
- Analytical ability to determine root cause of equipment failure or malfunction and to be able to repair and return faulty equipment to proper and intended function
- Ability to write reports and prepare/deliver presentations on operational and technical issues

Key Attributes

- Effective communication skills
- Positive attitude with problem solving focus
- Eager to learn and develop
- Team player

Effectively Engaging with Māori

- Demonstrates knowledge and understanding of local tikanga and Māori culture sufficiently to be able to respond appropriately to Māori
- Is visible, welcoming and accessible to Māori consumers and their whānau
- Actively engages in respectful relationships with Māori consumers and whānau and the Māori community
- Actively seeks ways to work with Māori consumers and whānau to maximise Māori experience
- Actively facilitates the participation of whānau in the care and support of their whānau member

Physical requirements for role: -

Physically fit, able to pick up, move and push equipment – standing for extended periods, walking moderate distances

Vaccination status for role:

Vaccinations as per the current employee immunisation policy including annual influenza vaccinations

DESIRABLE CRITERIA

Experience

- Previous experience in servicing Ventilators, Anaesthetic Machines, Haemodialysis and/or Dental equipment
- I.T related experience

Business / Technical Skills

- Understanding of organisational dynamics and able to work effectively in a complex multi-professional workplace.



Our Vision and Values

Te hauora o te Matau-a-Māui: Healthy Hawke's Bay

Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.



HE KAUANUANU RESPECT

Showing **respect** for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.

ĀKINA IMPROVEMENT

Continuous **improvement** in everything we do. This means that I actively seek to improve my service.

RARANGATE TIRA PARTNERSHIP

Working together in **partnership** across the community. This means I will work with you and your whānau on what matters to you.

TAUWHIRO CARE

Delivering high quality **care** to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.