

## Position Description

Employment Agreement:	DHBs/PSA Allied, Public Health & Technical Multi-Employer Collective Agreement
Position Title:	<b>Clinical Engineer</b>
Service & Directorate:	Surgical Services & Radiology Directorate
Location:	Southland
Reports to:	Clinical Engineering Team Coordinator
Number of direct reports:	Nil
Date:	May 2022

### Our Vision

Better Health, Better Lives, Whānau Ora

We work in partnership with people and communities to achieve their optimum health and wellbeing

We seek excellence through a culture of learning, enquiry, service and caring

### Our Shared Values and Behaviours

Kind <i>Manaakitanga</i>	Open <i>Pono</i>	Positive <i>Whaiwhakaaro</i>	Community <i>Whanaungatanga</i>
<b>Looking after our people:</b> We respect and support each other. Our hospitality and kindness foster better care.	<b>Being sincere:</b> We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.	<b>Best action:</b> We are thoughtful, bring a positive attitude and are always looking to do things better.	<b>As family:</b> We are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.

### Our statutory purpose

To improve, promote and protect the health of our population

Promote the integration of health services across primary and secondary care services

Seek the optimum arrangement for the most effective and efficient delivery of health services

Promote effective care or support for those in need of personal health or disability support services

Promote the inclusion and participation in society and the independence of people with disabilities

Reduce health disparities by improving health outcomes for Māori and other population groups

Foster community participation in health improvement and in planning for the provision of and

changes to the provision of services

Uphold the ethical and quality standards expected of use and to exhibit a sense of social and

environmental responsibility

<b>PURPOSE OF ROLE</b>
<p>Maintain and service medical equipment in accordance with manufacturer's specifications while ensuring regulatory compliance.</p> <p>Clinical Engineering is committed to providing high quality and cost effective support services to Health Providers whilst remaining focused on patient care excellence.</p>

## Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

<b>Organisational Competencies</b>	
<b>Customer Focus</b>	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect
<b>Integrity and Trust</b>	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
<b>Drive For Results</b>	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
<b>Role Specific Competencies</b>	
<b>Decision Quality</b>	Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
<b>Organisational Agility</b>	Knowledgeable about how organisations work; knows how to get things done both through formal channels and the informal network; understands the origin and reasoning behind key policies, practices, and procedures; understands the cultures of organisations.
<b>Managing and Measuring Work</b>	Clearly assigns responsibility for tasks and decisions; sets clear objectives and measures; monitors process, progress, and results; designs feedback loops into work.

<b>KEY RELATIONSHIPS</b>	
<b>Within Southern DHB</b>	<b>External to Southern DHB</b>
All Staff and Departments	Suppliers, Manufacturers, Representatives and Contractors

## PERSON SPECIFICATION

The expertise required for a person to be fully competent in the role. Position specific competencies:

	ESSENTIAL	DESIRABLE
<b>Education and Qualifications (or equivalent level of learning)</b>	<ul style="list-style-type: none"> <li>Current registration as a "Registered Electrical Appliance Serviceperson" or agree to obtain registration</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Accomplishes complex tasks with little supervisory requirement; actively seeks solutions to problems before being asked or directed</li> <li>Ability to prioritise work, meet deadlines and take responsibility for work.</li> <li>Excellent organisational and time management skills.</li> <li>Demonstrate ability to be flexible and cope with fluctuating work demands.</li> <li>Performs tasks reliably, skilfully and accurately.</li> <li>The ability to work effectively within a team framework.</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Experience in the Clinical Engineering field would be beneficial.</li> <li>Good interpersonal skills, including ability to work effectively with people at all levels of the organisation.</li> <li>Active participation in, and contribution to, team effectiveness</li> <li></li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Excellent written and oral communication skills, with the ability to communicate with a range of health professionals and members of the public.</li> <li>Uses knowledge of facilities and equipment to achieve tasks and solve problems</li> </ul>	<ul style="list-style-type: none"> <li>Ability to use initiative, recommend and implement change.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>A friendly, polite and customer focussed approach.</li> <li>A professional manner where confidentiality is maintained at all times.</li> <li>The ability to adapt to changing demands in work practice, active participation in change process.</li> <li>Maintains a high standard of personal presentation</li> </ul>	

### KEY RESULT AREAS:

Key Accountabilities:	Example of successful delivery of duties and responsibilities
<b>Clinical Engineering</b>	
Carry out all work allocated by the Clinical Engineering team (CE). This work would cover a range of medical equipment from Anaesthetic machines to vital signs monitors.	Adhering to Clinical Engineering Policies and Procedures, filed on MIDAS
<b>Participation</b>	
To actively participate in team duties as required by the team, including administration and documentation and entering into the CE Database.	Maintaining a team focus and ensuring relevant records are updated in accordance with Clinical Engineering Policy and Procedures.

<b>Compliance</b>	
Ensure all work carried out complies with Southern DHB's current safety regulations, and that all personal safety procedures are complied with when the working environment requires them. Repairs and maintenance is carried out in accordance with the manufactures specifications and AS/NZS 3551 Standard.	<ul style="list-style-type: none"> <li>• Will be required to attend manufacturer's service courses and keep up to date via technical service bulletins.</li> <li>• Manufacture's Medical Alerts are actioned within their stipulated time frame</li> </ul>
<b>Purchasing</b>	
Purchase parts as required and ensure parts stocks are replenished.	Parts and stock are replenished in a timely manner and ordering equipment parts according to CE Policy and Procedures.
<b>After Hours</b>	
To work after hours on essential equipment if required.	Work completed, within the expectations of ward or department.
<b>Document Updates</b>	
Ensure equipment manuals and drawings are updated and amended as necessary.	Update where possible and notify the Clinical Engineering Team Coordinator
<b>Prioritise</b>	
Ensure that all life support equipment and urgent work is promptly dealt with.	Urgent work is prioritised ensuring completion in a timely manner. Commitment to patient safety
<b>Security</b>	
Personnel must ensure work areas are adequately secured when not manned, especially outside normal work hours.	Compliance with hospital security protocol. When vacating the Clinical Engineering workshop entrance must be securely locked at all times.
<b>Prioritise</b>	
Ensure that all life support equipment and urgent work is promptly dealt with.	Urgent work is prioritised ensuring completion in a timely manner. Commitment to patient safety
<b>Team Work</b>	
To work in a team environment where it is often necessary to assist other team members in their immediate or related work areas.	Meet expectations of the Clinical Engineering Team as per "Main Objectives" statement.
<b>Certification &amp; Registration</b>	
Electrical Registration, current Practising Certificate and current Drivers Licence must be maintained.	Update before expiry.
<b>Other Duties</b>	
Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.  Act as a role model for the Southern DHB Organisational Values.	<ul style="list-style-type: none"> <li>• You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness.</li> <li>• You produce work that complies with SDHB processes and reflects best practice.</li> <li>• Research undertaken is robust and well considered.</li> <li>• Live and support the DHB values in everything you do.</li> </ul>
<b>Living Southern DHB Values</b>	
Proactively demonstrating Southern DHB values in all aspects of the role.	<ul style="list-style-type: none"> <li>• Demonstrates behaviours that we want to see from each other, at our best.</li> <li>• Contributes positively to a culture of appreciation, a learning culture, where people feel safe to speak up.</li> <li>• Contributes positively to team and other initiatives that seek to improve patient and whanau experiences and/or staffs experience of working.</li> </ul>

<b>Quality &amp; Performance</b>	
Performance is in alignment with HR quality audit standards, organisational requirements, and professional standards.	<ul style="list-style-type: none"> <li>• Maintain professional and organisational quality standards.</li> <li>• Ensure delivered work is planned, delivered, and implemented consistently against quality standards.</li> <li>• Continuously identify improvement opportunities to perform job in most effective manner.</li> <li>• Investigate opportunities to achieve goals in a more efficient way.</li> </ul>
<b>Professional Development – Self</b>	
Identifying areas for personal and professional development.	<ul style="list-style-type: none"> <li>• Training and development goals are identified/agreed with your manager.</li> <li>• Performance objectives reviewed annually with your manager.</li> <li>• You actively seek feedback and accept constructive criticism.</li> </ul>
<b>Health, Safety and Wellbeing</b>	
Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the Southern DHB's Health, Safety and Wellbeing policies, procedures and systems.	<ul style="list-style-type: none"> <li>• You understand and consistently meet your obligations under Southern DHB's Health and Safety policy/procedures.</li> <li>• You actively encourage and challenge your peers to work in a safe manner.</li> <li>• Effort is made to strive for best practice in Health and Safety at all times.</li> </ul>
<b>Treaty of Waitangi</b>	
Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your interaction with others on a day to day basis.	<ul style="list-style-type: none"> <li>• <i>Partnership</i> – You interact in good faith and in the nature of a partnership. There is a sense of shared enterprise and mutual benefit where each partner takes account of the needs and interests of the other.</li> <li>• <i>Participation</i> – You work in partnership with our treaty partners to enable our organisation to prosper. You are mindful of the varying socio-economic conditions that face our people and work hard to remove barriers of access to health and education.</li> <li>• <i>Protection</i> – You work proactively to protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori.</li> </ul>

Note: the above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager.

## CHANGES TO POSITION DESCRIPTION

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

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Employee

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Date

.....  
Manager

.....  
Date