

JOB DESCRIPTION

JOB TITLE:	Systems Commissioning Technician	
DIVISION:	Finance (Estates)	
SALARY BAND:	5	
RESPONSIBLE TO:	Maintenance Supervisor	
ACCOUNTABLE TO:	Workshop Manager	
HOURS PER WEEK:	37.5 You may be required to participate in a split day working pattern Mon-Fri 7am-3:30pm, 11am-7:30pm. Total weekly working hours are 37.5	
LOCATION:	Royal Free Hospital	
MANAGES:	Directly:	
	Indirectly:	
JOB SUMMARY:		
<p>Undertake maintenance, repairs, minor improvements and capital work across the Trust as directed by management, ensuring compliance with Trust safety standards and procedures. Test and inspection of installations to ensure compliance with BS7671.</p> <p>Assist the Maintenance Supervisor with the day-to-day running of the department, monitoring and controlling workshop performance, including deputising for the Supervisor for short term absences or annual leave.</p> <p>The post-holder will be required to work a split shift system, and to participate in the out of hours emergency on-call rota.</p>		

Date of the JD review: 4th December 2018

Positively **welcoming** Actively **respectful** Clearly **communicating** Visibly **reassuring**

MAIN DUTIES AND RESPONSIBILITIES

Royal Free World Class Values

The post holder will offer World Class Care to service users, staff, colleagues, clients and patients alike so that everyone at the Royal Free can feel:

- **Welcome** all of the time
- **Respected** and cared for
- Confident because we are clearly **communicating**
- **Reassured** that they are always in safe hands

Operational responsibilities:

- To work in accordance with the requirements of Health Technical Memorandums (HTMs) on Sterilization HTM 01, Medical Gases HTM 02 and Water Systems HTM 04 as appointed Competent Person for the Trust
- To be prepared to work in hazardous areas taking all safety measures to prevent danger, avoid injury and prevent damage to equipment
- To actively participate in the operation and control of engineering planned maintenance schemes
- Actively participate in the operation of the Trust works labour control scheme by working within the scheme including completion of all paperwork required of the scheme. (Including completion of all job dockets and timesheets).
- Work overtime to carry out emergency repairs as required by management
- At all times to carry Trust communications devices (pagers and/or two-way radios) to facilitate immediate response to emergencies

Maintenance Responsibilities:

- Discuss with Estates Managers and building services consultants commissioning of new and existing building services and equipment
- Carry out all preparatory works to facilitate systems and equipment commissioning eg: liaise with all necessary persons to ensure successful commissioning
- Under the management of Estates Manager undertake commissioning and suitably record test results
- Liaise with the relevant persons before during and after commissioning exercises
- Diagnose and repair faults in engineering (mechanical and plumbing) and electrical installations, plant and equipment, and deal with new situations as they arise and pass on knowledge to others
- Instruct others on aspects of his/her work
- Perform a wide range of work of other crafts, including building works where appropriate
- Carry out repairs, maintain and run plant and equipment efficiently.
- Completes all paperwork as necessary
- Participate in the undertaking on-call duties outside of normal working hours when requested
- Work within all the properties of the Trust
- Use computerised information-reporting technology if requested
- Deputise in the absence of the Workshop Supervisor
- Any other duties commensurate with the grade.

Training:

- To attend training establishments as necessary

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- Provide training, technical advice and support to trainees and Maintenance Assistants.
- Any other duties appropriate to the grade

GENERAL RESPONSIBILITIES

Infection Control

Infection control is everyone's responsibility. All staff, both clinical and non clinical, are required to adhere to the Trust's Infection Prevention and Control policies and procedures and the Health Act (2006) Code of Practice for the prevention and control healthcare associated infections and make every effort to maintain high standards of infection control at all times thereby reducing the risk of Healthcare Associated infections.

It is the duty of every member of staff to take personal responsibility for the prevention and control of infection, as laid down in the Trust's policies and procedures which reflect the statutory requirements of the Hygiene Code.

- To work in close collaboration with the Infection Control Team.
- To ensure that monitoring of clinical practice is undertaken at the agreed frequency.
- To ensure that the ward environments are cleaned and maintained to the highest standards; ensuring that shortfalls are rectified, or escalate as necessary.
- To ensure that all relevant monitoring data and issues are provided to the Directorate's Governance structures.
- To ensure that all staff are released to attend infection control-related educational sessions and staff with specialist roles, e.g. link practitioners, are released to undertake their duties.

Health and Safety at Work

The post holder is required to:

- Take reasonable care for the health and safety of himself/herself and other persons who may be affected by their actions or omissions at work.
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

Confidentiality & Data Protection

The post holder has a responsibility to comply with the Data Protection Act 1998 and maintain confidentiality of staff, patients and Trust business.

If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose.

You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance of the Data Protection Act 1998. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training (e.g. HISS induction, organising refresher sessions for staff when necessary.)

Conflict of Interest

The Trust is responsible for ensuring that the services for patients in its care meet the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position, to gain or benefit themselves, their family or friends.

Equality and Diversity

The Trust values equality and diversity in employment and in the services we provide. It is committed to promoting equality and diversity in employment and will keep under review our policies and procedures to ensure that the job related needs of all staff working in the Trust are recognised. The Trust aims to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual's ability to meet the requirements for the job.

You are responsible for ensuring that the Trust's policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

Vulnerable Groups

- To carry out responsibilities in such a way as to minimise risk of harm to children, young people and vulnerable adults and to promote their welfare in accordance with the Children Act 2004, Working Together to Safeguard Children (2006) and No Secrets guidance (DH 2000).
- To demonstrate an understanding of and adhere to the trust's child protection policies.

No Smoking

The Trust implemented a No Smoking Policy, which applies to all staff. Staff contravening this policy will be subject to disciplinary procedures.

Standards of dress

All staff are expected to abide by the Trust's guidance on standards of dress.

This job description outlines the current main responsibilities of the post. However the duties of the post may change and develop over time and may therefore be amended in consultation with the post holder.