

1. JOB DETAILS	
Job title:	Medical Devices Safety Officer (MDSO)
Accountable to:	Deputy Director Estates Head of Medical Devices
Agenda for Change Band:	7
Location:	Medical Equipment Library, HDH
2. JOB SUMMARY	
<p>As MDSO, the post holder will be involved in medical device incident reporting and learning within the Trust. The post holder will act as the main contact for NHS England, the MHRA and manufacturers of medical devices.</p> <p>The MDSO will be a member of the new medical devices safety network.</p> <p>The post holder will provide support to all Harrogate Health Care NHS trust employees using medical devices in their roles. They will co-ordinate and deliver an approach to training in the use of medical devices, ensuring the principles of clinical governance are implemented</p> <p>The post holder will provide direct training and support to staff in the clinical area and classroom, liaising with the clinical leads, subject matter experts, medical engineers, estates and the workforce development department to develop an approach to the provision of this. The post holder will work with clinical staff to identify training needs locally, supporting staff in the delivery of this training and in the establishment and maintenance of a work force development data base.</p> <p>In addition the post holder is responsible for the management and day to day activities of the Medical Equipment Library (MEL) Service; this includes the management of staff, recruitment, appraisal, CPD and discipline along with the physical resources of the department, including the delivery, retrieval, decontamination and checking after use of devices supplied by the MEL.</p>	

3. ORGANISATIONAL RELATIONSHIPS

see separate flowchart

4. KEY WORKING RELATIONSHIPS

Corporate nursing
Deputy Director of Facilities
Deputy Director of Estates
Estates Team
Matrons
Ward and department Sisters/Charge Nurses/ Managers
Workforce Development
Medical Engineers
Hotel Services Staff
Human Resource Team
Clinical Lead Clinical Governance
Risk Management Team
I.T
Medical Director

5. DUTIES AND RESPONSIBILITIES OF THE POST

1. MANAGERIAL OBJECTIVES

Manage a multidisciplinary team of staff to provide high quality support to clinical areas. This to include the provision of medical device training programmes and the management and on-demand delivery of on loan medical devices.

Promote good working relationships and communications within all clinical areas.

Chair the Equipment Group in the absence of the Deputy Director of Facilities, take forward and implement any actions from the Group as necessary.

Overall responsibility for the day to day management of the Equipment Library whilst effectively delegating tasks or projects to other members of staff.

Review the existing equipment IT system and database with a view to update and expand to meet future needs and Trust reporting requirements for each of the Clinical Directorates.

Work within all policies, particularly in relation to Fire Safety, Health and Safety, Security and Infection Control. Ensure members of the team remain updated.

Participate in staff recruitment and training.

Support the effective management of sickness and absence. Promote flexible ways of working to actively promote the retention of staff.

Undertake staff appraisal in accordance with Trust Policy.

Build and promote team and network with medical devices teams locally and nationally and work towards the introduction of national frameworks and standards.

Manage and review the hiring and rental arrangements of all equipment.

Gather statistics, prepare reports and develop business cases to support the equipment replacement program for the MEL.

Manage the content of the Trust's asset based management system for all medical devices within the Equipment Library and work with departmental managers and equipment co-ordinators in providing up to date inventories of equipment.

Ensure that returned equipment is fit for purpose by ensuring that inspections and functional checks on return to the Equipment Library are undertaken/escalated to designated technician. Ensure that equipment returned or collected which is approaching planned maintenance date is isolated and removed from service.

Act as a signatory on the Equipment Library budget.

Evaluate new equipment as part of the equipment purchasing strategy – this will include the preparation of reports.

7. CONFIDENTIALITY

The post holder must maintain the confidentiality of information about patients' staff and Trust business in accordance with the Data Protection Act 1998 and Caldicott principles.

8. INFECTION CONTROL

In order to comply with the Health Act 2006 (Code of Practice for the Prevention and Control of Health Care Associated Infections) it is the responsibility of every member of staff to prevent and control the spread of infection following the Trust's infection control policies. These are available on the intranet in the document library under clinical policies and guidelines, infection control. If, as a routine part of your job, you do not have access to the intranet please discuss with your line manager how you can access this information to ensure that you are familiar with your responsibilities.

9. HEALTH AND SAFETY

All Managers have a general accountability for ensuring, so far as is reasonably practicable, the health, safety and welfare of the employees under their direction at work.

- Each employee is responsible to take reasonable care for his or her own acts or omissions and the effect that these may have upon the safety of themselves or any other person.
- Every employee must use safety equipment or clothing in a proper manner and for the purpose intended.
- Any employee who intentionally or recklessly misuses anything supplied in the interests of health and safety will be subject to disciplinary procedures.
- Every employee must work in accordance with any health and safety procedures, instructions or training that has been given.
- No employee may undertake any task for which they have not been authorised and for which they are not adequately trained.
- Every employee is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.
- All employees are under a duty to familiarise themselves with the Risk Management/ Fire, Health & Safety Policies.

The Trust will provide an annual update on Governance and Health & Safety issues to staff as a minimum.

10 SMOKING

Harrogate and District Foundation Trust has a No Smoking Policy. All Health Service premises are considered as non-smoking zones, other than specific externally designated smoking areas. There will be a strict no-smoking policy within Trust premises.

11. RISK MANAGEMENT

You are responsible for ensuring that you become familiar with the requirements stated within the Trust's Risk Management Strategy and that you comply with the Trust's Risk Management Policies and Procedures.

Your specific responsibility for Risk Management will be clarified to you by your Head of Department at your local induction.

12. EQUAL OPPORTUNITIES

The Trust has adopted an equal opportunities policy and all employees must be aware of their obligations to abide by the spirit and nature of the policy to avoid direct and indirect discrimination.

13. IMPROVING WORKING LIVES

You will be expected to give a commitment to apply the principles of Improving Working Lives, and participate in any events and initiatives as and when appropriate.

14. CORPORATE GOVERNANCE ARRANGEMENTS

You will be expected to familiarise yourself with the Trust's Governance Strategy which outlines the Management and Committee Structures and Procedures for the Governance of the Trust's activities.

You will have a duty to familiarise yourself with the relevant Policies and Procedures, i.e.

- Health & Safety Policies
- Risk Management Policies
- Infection Control Policies
- Data Protection and Confidentiality Policies

These must be complied with by staff at all times.

15. JOB DESCRIPTION AGREEMENT

Post holder's signature

Date

Line Manager's signature

Date

PERSON SPECIFICATION

POST TITLE: Lead Practitioner for Medical Devices Training, Medical Equipment Library Manager and Medical Devices Safety Officer.

Factor	Essential	Desirable
Qualifications	<p>Registered Nurse/practitioner. (Degree or equivalent experience)</p> <p>Expert in the management and use of medical devices</p> <p>Excellent verbal and written communication skills.</p> <p>Evidence of relevant post-registration study.</p> <p>Evidence of ongoing professional development.</p>	<p>Potential to lead and influence practice..</p> <p>Degree/Masters in relevant field.</p> <p>A recognised teaching qualification</p>
Experience	<p>At least two years working at Band 6 in a relevant speciality.</p> <p>Experience in managing a team</p> <p>Experience in budget management</p>	<p>Experience as a medical devices safety officer.</p> <p>Involvement in clinical audit and/or research.</p> <p>Involvement in managing complaints.</p>
Knowledge	<p>Current professional issues.</p> <p>Ability to organise and prioritise own workload.</p> <p>Knowledge of current NHS issues.</p>	<p>Assertiveness.</p> <p>Advanced teaching and assessing skills.</p> <p>Counselling skills.</p> <p>IT literate.</p> <p>Involvement in research or audit.</p> <p>Research/audit skills.</p> <p>Clinical Supervision.</p>
Skills and Aptitudes	<p>Mature professional approach.</p> <p>Able to foster positive relationships with co-workers.</p> <p>Shows initiative, enthusiasm, and commitment.</p> <p>Self-awareness.</p>	<p>Able to motivate others.</p> <p>Understanding of role in relation to wider hospital pressures and organisational objectives.</p> <p>Commitment to the support of hospital-wide medical devices service.</p>
Personal Circumstances	<p>Independently mobile.</p> <p>Manual dexterity.</p> <p>Good attendance record.</p> <p>Satisfactory health screening.</p>	<p>Car driver/owner</p>

O t h e r requirements		

PERSON SPECIFICATION AGREEMENT

Post holder
Date
Line Manager
Date

Each of the above points should be considered in the light of minimum requirements listed in the job description.