

## Job Description

<b>Job title:</b>	<b>Rehabilitation Engineer</b>
<b>Band:</b>	<b>Band 6 or 7</b>
<b>Responsible to:</b>	<b>Clinical Lead and Service Manager</b>

## Job Purpose

AJM Healthcare provides specialised seating for patients with postural needs and mobility within the home. Patients range from child to adult and the service covers the area of Cambridge and Peterborough. All patients have a long term mobility related condition and the majority have highly complex needs.

The main responsibilities for this post include:

- Providing quality rehabilitation engineer support across a multi-disciplinary team in clinic and in the patients home
- Providing support in the moving and handling of patients and equipment
- To share some generalised tasks with the other technicians posts within the team

## Clinical and Technical Responsibilities

1. Attend and carry out, both independently and as a member of the specialist wheelchair service team, clinics held in; hospitals, nursing homes, schools and domestic residences and other places, for the assessment and review of complex mobility and postural needs of severely disabled patients.
2. Determine, individually or as the member of the team, what clinical and technical investigations need to be carried out to fully understand the clinical needs and rehabilitation objectives of the patient and other stakeholders. Investigations include; posture, functional capability, environment and tissue viability. Balance the depth of proposed investigations with the clinical needs of the patient.
3. Ensure that any equipment likely to be used in assessment, review or clinical work is ready and fit for use, functioning correctly and, where required, calibrated/serviced.
4. Sensitively exchange complex clinical and technical information with the patient and other stakeholders, using terminology that ensures understanding by all parties, noting that there is likelihood that English is not the first language. Understand cultural and ethnic issues and use terminology that is understandable by all parties.
5. To physically manipulate the patients postural position to provide the best clinical solution and ensuring continued environmental function while understanding the limitations that the patient condition presents.

6. Manufacture and/or construct prototype solutions during the time of, or in response to, a patient review or assessment.
7. Record, accurately, the outcome of the assessment or review, particularly any physiological/technical information obtained utilising specialist diagnostic equipment e.g. pressure mapping of skin contact areas, extent of joint movement etc.
8. Report on the assessments or reviews, relating the findings to the agreed clinical needs and rehabilitation objectives of the patient.
9. Propose further action where the previous clinical information is in conflict with the findings of the assessment or review e.g. pain management, patient environment changes etc.
10. Independently, or as part of a team, propose solutions for the needs of the patient, prioritising and weighing options against; needs, risk, availability, cost and patient/other stakeholder preferences.
11. Achieve agreement on optimum solution and produce accurate cost estimates to assist decision making.
12. Independently produce a specification in appropriate recognised format (design, calculations, drawings, work instructions etc.) for the solution, ensuring that production and implementation are feasible and timely and that it integrates with the overall treatment plan of the patient.
13. Undertake risk management of the proposed solution, by analysing and quantifying the hazards and potential medical benefits associated with the proposed solution. Develop risk-managed solutions communicating these to all stakeholders.
14. Manage the production of the solution/prescription, ensuring that; documentation, testing, inspection and risk management are carried out where needed. This may also include the physical manufacture and/or construction of the solution in whole or in part.
15. Take responsibility for liaison with the logistics team and outside agencies to ensure that the overall solution is available for delivery within identified and agreed timescales.
16. Physically modify, assemble and install equipment prior to, or during, handover ensuring that manufacturer's instructions, documentation, testing, inspection and risk management are carried out where needed.
17. Carry out pre-delivery inspection of equipment and in the case of powered equipment ensure that the device/s are re-programmed to function as detailed in the associated assessment report or prescription.
18. Manage delivery and commissioning of the solution and any associated documentation, including team members and delivery date/time.
19. At the time of handover, assemble and demonstrate the equipment to the patient and any other stakeholders (carers etc.), confirm suitability and effectiveness and that any necessary adjustments are made to fine tune the equipment to the patient.
20. At the time of the assessment and subsequent handover of the equipment, the post holder will provide training for the patient and other stakeholders to ensure correct use of equipment. This will include the negotiation of obstacles in and around the patient's environment, which may require visiting their place of work etc.

## Quality Responsibilities

1. Ensure that all work complies with the company quality system procedures and that any changes in practice are notified to your line manager.

2. Report, using the Medicines and Healthcare products Regulatory Agency (MHRA) adverse incident report and local stakeholder clinical risk management system, any failure of medical devices that could potentially cause harm.
3. Participate in clinical audit as required by the service.
4. Assist in developing the service for the purposes of improved quality and more effective clinical solutions.

## Management Responsibilities

1. Maintain a caseload of clinical cases for intervention in regard to the client's rehabilitation needs and prioritise caseload tasks in response to clinical and service demands.
2. Plan and manage personal activity to maintain quality of service to the wheelchair services, patients and other stakeholders.
3. Accurately record the work carried out for individual services and report this as collated data on a monthly basis. Ensure that over a longer period (6 months) the required activity targets are met. If issued, record detail of lease vehicle usage and advise manager appropriately if annual mileage totals are likely to be exceeded.
4. Participate in regular meetings with the services and with the local RED group of staff.
5. Commission and manage the design and production of medical devices for use in the rehabilitation process using 3rd party contractors.
6. Participate in service management and development meetings.
7. Take responsibility for assigned staff in basic training including rotational A-grade trainees. Ensure all work performed by such staff is supervised and checked.

## Teaching, Training and Research

1. Give presentations to groups at local level, to other health professionals and, where required, at national seminars and conferences.
2. Provide equipment training to patients, stakeholders and other team members.
3. Provide teaching and mentoring of Rehabilitation Engineers and trainees during their induction period.
4. Maintain practical knowledge of current legislation in the field of disability and rehabilitation and ensure work practice is within the boundaries of the regulations, rules and guidelines.
5. Attend, as appropriate, conferences, seminars and meetings, in agreement with the line manager and Head of Rehabilitation Engineering Division.
6. Participate in trials of new equipment, reporting on these as appropriate. Also development of new and novel ideas in medical engineering.
7. Participate in appraisal and personal development plan process. Manage and maintain continuing professional development (CPD) in accordance with the requirements of the professional registration.
8. To be responsible, with management support, for your own personal development and to actively contribute to the development of colleagues.

## Professional

1. Achieve and maintain registration as a Clinical Technologist with the Institute of Physics and Engineering in Medicine (IPEM) and the Health Professions Council (HPC).
2. Achieve registration as an Incorporated Member of the IPEM.
3. Ensure knowledge of, and links with, professional and other bodies with an interest in rehabilitation engineering.

## Health and Safety

1. The post holder has a general duty of care for their own health, safety and wellbeing and that of work colleagues, visitors and patients within the hospital, in addition to any specific risk management or clinical governance accountabilities associated with this post.
2. Be familiar with the content of the departmental safety policy, the Trusts safety policy and the divisional safety procedures contained in the quality system.
3. The post holder has an important responsibility for and contribution to make to infection control and must be familiar with the infection control and hygiene requirements of this role. These requirements are set out in the National Code of Practice on infection control and in local policies and procedures which will be made clear during your induction and subsequent refresher training. These standards must be strictly complied with at all times.
4. Have sound knowledge and understanding of patient and equipment manual handling principles and practice. Participate in the Company's mandatory safety training.
5. Understand and adhere to all workshop practices.
6. Carry out all duties in accordance with the requirements of the Health & Safety at Work Act, relevant statutory requirements, approved codes of conduct and the local policies and procedures.
7. Report all hazardous situations and defective equipment to the appropriate authority.

## Additional Information

This job description is intended as a guide to the general scope of duties and is not intended to be definitive or restrictive. It is expected that some of the duties will change over time and this description will be subject to review in consultation with the post holder.

### Professional Standards

All staff must comply with the AJM Healthcare Code of Conduct. Senior Managers must also comply with the AJM Healthcare Code of Conduct for Managers, based on the Nolan principles of public accountability. All staff employed in recognised professions are required to ensure they work to the professional standards and/or Codes of Practice set out for their professional group.

### Equal Opportunities and Dignity at Work

It is the aim of AJM Healthcare to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, creed, nationality, ethnic or national origin, sex, marital status or on the grounds of disability or sexual preference, or is placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job. To this end AJM Healthcare has an Equal Opportunities Policy and it is for each employee to contribute to its success. All staff should treat other staff, patients and the public with dignity and respect.

### Appraisal

All staff will actively participate in an annual Appraisal process. All staff should have a personal/professional development plan and in conjunction with their manager, should actively determine and pursue agreed training and development needs and opportunities.

### Safeguarding

AJM Healthcare is committed to safeguarding and protecting children and vulnerable adults. All health employees have responsibility for safeguarding and promoting the welfare of children and young people in accordance with "Working Together to Safeguard Children" HM Gov 2006. This applies to employees with both direct and indirect contact with children and families.

Employees who do not provide specific services for children and families or vulnerable adults require basic knowledge of their responsibilities to identify and refer concerns appropriately. All employees must undertake training in safeguarding children and vulnerable adults but will have different training needs to fulfil their responsibilities depending on their degree of contact with vulnerable groups and their level of responsibility.

### Confidentiality and Data Protection

Employees will have access to confidential information and will be required to ensure that the highest level of confidentiality is maintained at all times, adhering to all policies relating to confidentiality.

Employees are required to obtain, process and/or use person identifiable information in a fair and lawful way. The use of such information is governed by the Data Protection Act 1998 (DPA) and includes both manual and electronic records. Staff are expected to hold data only for the specific

registered purpose and not to use or disclose it in any way incompatible with such purpose, and to disclose data only to authorised persons or organisations as instructed, in accordance with the Data Protection Act 1998.

### **Access to Health Records**

All staff who contribute to patients' health records are expected to be familiar with, and adhere to AJM Healthcare's Records Management Policy. Staff should be aware that patients' records throughout AJM Healthcare will be the subject of regular audit. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the Data Protection Act 1998. All staff that have access to patients' records have a responsibility to ensure that these are maintained and that confidentiality is protected in line with AJM Healthcare Policy.

### **Health and Safety**

All staff are required to comply with the requirements of the Health and Safety at Work Act and other relevant health and safety legislation and AJM Healthcare Policies and Procedures. All staff are required to make positive efforts to promote their own personal safety and that of others by taking reasonable care at work, by carrying out requirements of the law or following recognised codes of practice and co-operating with safety measures provided or advised by AJM Healthcare to ensure safe working.

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the appropriate Committee if resolution has not been satisfactorily achieved.

All staff must ensure that waste produced within AJM Healthcare is disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the policy.

### **Infection Control**

All staff are required to follow AJM Healthcare infection control policies and comply with all measures known to be effective in reducing infection risk. All staff must complete infection control training at induction, and all staff whose duties involve patient contact must also complete infection control refresher training annually.

### **No Smoking Policy**

There is a no smoking policy in operation in AJM Healthcare. In accordance with this policy smoking is positively discouraged and is not permitted in any areas.

### **Job Description**

The above list of duties is not intended to be exhaustive and you will be required to undertake any other duties commensurate with the grade and in line with the requirements of the post. The duties and responsibilities may be subject to change, which will be done in discussion with the post-holder.