

## Job Description

<b>Job title:</b>	<b>Workshop Technician</b>
<b>Reporting to:</b>	<b>Logistics Supervisor</b>
<b>Location</b>	<b>Cambridge and Peterborough</b>

### Job Purpose

The Workshop Technician is responsible for providing workshop service engineering repairing, servicing and maintaining wheelchairs. The job holder will also undertake bench based engineering in terms of servicing and repairs. The role will assist with stock and stores activities as and when required and directed by management.

The role will also include delivery and collections duties, which will require the job holder to hold a valid driving licence. This role is working in a regulated activity and subject to an enhanced DBS disclosure.

### Main Duties and Responsibilities

#### Servicing, Maintenance and Repairs

- To safely load and unload equipment to and from company vehicles.
- To efficiently conduct repairs, servicing and maintenance in a time manner.
- To ensure that chairs are reconditioned to the required standard and to the highest achievable level as per the recommended manufacturer's guidelines.
- To test/check batteries, chargers and control boxes.
- To complete work sheets accurately and to submit them to the Logistics Team Leader at the end of each working work.
- To understand and have the ability to demonstrate the correct functionality and safe installation of equipment.
- To ensure paperwork is correctly documented, logged and filed creating a clear audit trail.
- To comply with company and ISO9001:2015 processes and procedures.
- To ensure that the work area is kept clean and tidy at all times.
- To comply with Health & Safety Policies at all times.
- To assist with deliveries and collections when required during busy periods and periods of absence.
- To recondition wheelchairs as directed by the Workshop Manager.

## Decontamination

- To ensure all contaminated stock arriving at the depot is covered with an orange bag and segregated from clean stock.
- To ensure paperwork is correctly documented, logged and filed creating a clear audit trail.
- To comply with work instructions for Decontamination and the procedure QPA010.
- To ensure that the correct PPE is worn at all times during the decontamination process.
- To ensure that stock levels for chemicals and accessories are maintained.
- To ensure that Jet Wash has been PAT tested and is in date.
- To wash contaminated product according to work instructions.
- To dry product after washing and segregate from decontamination area.
- When dry cover product with blue bag ready for return to normal stock or workshop for reconditioning or repair.

## Additional Information

### Professional Standards

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 Policies. 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.