

Job description

Role title	Equipment & Library Co-ordinator – Peterborough
Grade	Technical
Reporting to	Clinical Equipment Manager
Role duration	Permanent, 37.5 hours per week, flexible shift pattern to cover 07:00 to 20:00 Equipment Library opening hours

Purpose of the role

Responsibilities

- Provide an efficient and effective Equipment Library service to North West Anglia NHS Foundation Trust based at the Peterborough City Hospital
- Provide support to the onsite Althea management team and staff in the delivery of a high quality managed equipment service

Potential Development

- This post may be able to attend further education on a day release basis to gain formal engineering qualifications – subject to assessment and eligible qualifications

Key accountabilities

- Ensure items in the library are ready and fit for use
- Ensure requests are completed within agreed time frames
- Ensure collections are completed when items are no longer required, within agreed time frames
- Accurate record keeping and ensuring the equipment database is up to date
- Responsible for informing of any health and safety concerns you identify and for completing an adverse event form for any accidents, incidents or near-misses that happen to you or that you are aware of to reduce injuries or loss

- Confidentiality of all matters that they may learn in the course of their employment, meeting the requirements under the Data Protection Act
- Any other relevant duty that assists in the smooth operation of the Equipment Library
- Assisting the EBME Team in the management of medical devices including collection and delivery and administrative duties as required

Performance indicators

- Accurate and timely communication with Clinical Equipment Manager.
- Delivery of medical equipment to requesting clinical area, within agreed time ensuring that all durables are complete
- Regular collections throughout the day as required by clinical need.
- Ensure that returned equipment is fit for purpose by carrying out inspection and functional check on return to the Equipment Library is escalate to designated technician
- Maintain a basic knowledge of equipment function
- Advise the Clinical Equipment Manager of any equipment issues that occur e.g. prescribing, advice on usage, maintenance, transportation or decontamination and highlight issues to the Clinical Equipment Manager
- Respond to telephone requests for equipment
- Record all requests for loans on form and enter details onto equipment database. Ensure all requests, including those unable to be honoured or requested out of hours are transcribed
- Ensure equipment is decontaminated in accordance with Trust Infection Control Policy, prior to collection and return to Equipment Library
- Assist in monitoring the quality of the service provided
- Assist in the training and induction of new staff
- Ensure that equipment returned or collected which is approaching planned maintenance date is isolated and removed from service
- Ensure that all battery powered equipment is recharged whilst in the Equipment Library
- Assist the EBME department in meeting KPI's by assisting in providing an effective managed equipment service

Capability profile

Qualifications	Essential	Desirable
English O Level/GCSE		✓
Maths O Level/GCSE		✓

Skills	Essential	Desirable
Good communication skills, verbal & written	✓	
Literate and numerate	✓	
Ability to prioritise	✓	
Computer literate, especially MS Office and Outlook	✓	
Ability to work as part of a team	✓	
Ability to record details accurately and on time	✓	

Experience	Essential	Desirable
Follow processes and procedures	✓	
Use of equipment database		✓
Working in an equipment library		✓
Working within NHS environment		✓

Languages	Essential	Desirable
English	✓	

Mobility requirements

Role location	Peterborough – Acute Hospital, MHU, CCC & Stamford Hospital
UK travel	Rarely - Travel to Theale office (HQ) as requested
International travel	No



Other

DBS - Disclosure & Barring Service disclosure (formally Criminal Records Bureau disclosure)

A DBS Enhanced Disclosure is required for all applicants.

The successful applicant must agree to an Enhanced Disclosure under the Disclosure Barring Service Records Bureau procedures. Employment will be offered to the successful applicant subject to a satisfactory Disclosure report.

ALTHEA IS AN EQUAL OPPORTUNITIES EMPLOYER AND POSITIVELY ENCOURAGES APPLICATIONS FROM SUITABLY QUALIFIED AND ELIGIBLE CANDIDATES REGARDLESS OF SEX, RACE, DISABILITY, AGE, SEXUAL ORIENTATION, GENDER REASSIGNMENT, RELIGION OR BELIEF, MARITAL STATUS, OR PREGNANCY AND MATERNITY.