

**Oibríochtaí Gnó, Foireann**

**Teicneolaíocht & Tarfhoirmiú**

FSS, Ospidéal Dr. Steevens’,

Baile Átha Cliath 8, D08 W2A8

Business Operations, HR Team
Technology & Transformation

HSE, Dr. Steevens’ Hospital,

Dublin 8, D08 W2A8

**Clinical Engineering Informatics Lead, Chief CE.**

**Technology & Transformation**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Clinical Engineering Informatics Lead, Chief CE.****(Grade Code: 3164)** |
| **Campaign Reference** | T&T/24/24 |
| **Closing Date** | **12 noon, Monday, 11th November 2024** |
| **Proposed Interview Date (s)** | Interviews will be held as soon as possible after closing date. Candidates will normally be given at least one weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | The line manager is open to engagement in respect of flexibility around location subject to reaching agreement on a minimum level of availability at Dr Steevens’ Hospital and/or for relevant Dublin based meetings.Technology and Transformation currently have a number of offices throughout Ireland and it is expected that the successful candidate will work from one of these locations.* Dublin
* Kells
* Sligo
* Manorhamilton
* Cork
* Kilkenny
* Galway
* Limerick
* Tullamore
* Drogheda
* Kerry
* Ardee

A panel may be created for the post from which permanent and specified purpose vacancies of full or part time duration may be filled.Currently there is one whole time specified purpose post available, assigned to the Technology and Transformation Critical Care Programme to support the rollout of the Critical Care Clinical Information System (CCiS). |
| **Informal Enquiries** | Derek Cribbin, Director of Nursing, Project Lead, Critical Care Services, Access & Integration. Email: Derek.Cribbin@hse.ieKlaire Trench-Morris, Technology and Transformation, Critical Care Programme Manager. Email: Klaire.trenchmorris@hse.ie |
| **Details of Service** | The Critical Care Technology and Transformation Programme was formed with the purpose of focusing and coordinating the activities of several interrelated and interdependent Technology and Transformation projects to enhance their delivery and augment the benefits for patients and staff over time.Current active projects under the remit of the Critical Care Programme include:* Critical Care Clinical Information Systems (CCiS)
* Bed Information System (BIS)
* Clinical Audit System (CAS)

In scope of the CCiS project is the implementation of a clinical information system in 18 critical care hospitals across 5 Health Regions. The implementation focuses on hospitals not currently using a CCiS, with an implementation team per Health Region. The implementation is delivered in partnership with the local and regional teams and the vendor.The CCiS project facilitates the implementation of a multi-tenancy CCiS that is supplied by one vendor. A scalable model for implementation is underway to allow each area to build on their experiences and leverage learning. This is reinforced with a cohesive agile approach to support the Health Regions and the programme team to flex and adapt to change and emerging demands. The project is delivered using PRINCE II methodology, enhanced with Agile techniques. The CCiS provides a continuous, integrated electronic patient record which supports the information needs of the critical care environment and can be used by members of the multidisciplinary team caring for the patient. A national clinical standard configuration will be developed, clinical protocols, formulary etc. with capacity for local arrangements. Optimising the benefits of a CCiS is dependent on the standardisation of practice across disciplines and Health Regions, which requires input and support from a diverse range of stakeholders.The project is in line with the strategic aims of the Digital for Care – A Digital Health Framework for Ireland (2024-2030), HSE Digital Health Strategic Implementation Roadmap (2024-2030), The HSE National Service Plan 2024, Strategic Plan for Critical Care Programme (2020), Sláintecare and HSE Corporate Plan(s) (2021-2024). |
| **Reporting Relationship** | The post holder will initially be part of the Technology and Transformation division and assigned to the Technology and Transformation Critical Care Programme. They will report jointly to the Director of Nursing, Project Lead, Critical Care Services, Access and Integration, and the Critical Care Technology and Transformation Programme Manager. The post holder will maintain a professional working relationship with the HSE Capital & Estates National Medical Device Office in the delivery of medical device integration and medical Device cyber security related matters and Access and Integration. |
| **Purpose of the Post**  | The primary purpose of the Clinical Engineering Informatics Lead (Chief CE) post is in the provision of management, technical support and expertise to the Critical Care Clinical Information System (CCiS) National project. In particular, with respect to all matters relating to medical device equipment, medical device integration and medical device software. The post will play a key role for advancing medical device equipment policies, strategies and implementation within the project. This post will also assist in coordinating input for the 26 Health and Social Care Professional across the domains for therapies, psychosocial and diagnostic services into the CCiS National project.The expected duration of this post is approx. 5 years. |
| **Principal Duties and Responsibilities** | * The successful candidate will be required to support the principle that the care of the patient comes first at all times and will approach their work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree.
* Performance management systems are part of role and the successful candidate will be required to participate in the HSEs performance management programme.

*The successful candidate will:***Professional /Operational/ Health Informatics*** Support the CCiS project to plan, direct and coordinate medical device equipment initiatives so that a uniform approach to medical device equipment management is achieved for the project.
* Provide the assessment and evaluation of proposals relating to all aspects of medical equipping aspects of the project.
* Define, develop and implement the medical device interoperability requirements for the CCiS solution to ensure:
* the solution promotes secure transfer and appropriate documentation of information from medical devices in a seamless manner, and supports the range of devices in use within the project
* To advance the adoption of medical device interoperability with the goal of improving patient safety and healthcare efficiency.
* Advance medical device connectivity and networking Cyber security needs together with the need for the following functions;
* Establishment of project based medical device antivirus task group that is multidisciplinary inclusive of clinical engineering and ICT and others.
* Establish and maintain specific database of all medical equipment connected to the hospital’s external ICT network that may be adversely affected by vulnerability scanning.
* Provide regular reports, updates and guidance on all medical device aspects relating to the project.
* Provide effective management of medical device budgets and all resources to meet the service needs.
* To advance compliance with the Medical Devices Regulation (EU) 2017/745. In particular, to advance the need for the project to have supporting systems in place for medical device equipment and medical device software MDR compliance where required.
* Work in a collaborative manner, liaise, and consult with the project management team in relation to matters pertaining to medical device equipment requirements and medical device integration.
* Support the delivery of the project implementation including the management of individual projects within the project plan.
* Provide Clinical Engineering technical support and expertise for medical device hardware and medical device software facets applying their knowledge and experience to diagnose mechanical, electrical, electronic, IT problems / issues to resolve.
* Operate within scope of practice and in accordance with local guidelines.
* Ensure that equipment maintenance and repairs are carried out to the highest standards.
* Provide advice on new technical installations and/or updates.
* Assist with the coordination and implementation of preventative maintenance schedules and safety programmes.
* Consultation with medical, paramedical, HSCP, technical and administrative staff on appropriate matters as a member of the National Implementation Team.
* Support the clinical and technical staff in the implementation of patient care involving technology.
* Define and seek approval for the system design and specifications to ensure the system meets operational and clinical objectives.
* Lead in the development of streamlining data collection in collaboration with key stakeholders.
* Identify and analyse the reporting requirements for each site/group/area, and design and implement standardised electronic processes.
* Engage with HSCP frontline staff and managers and key national stakeholders to identify infrastructure, equipment and information technology requirements for the implementation of the CCiS.
* Establish network groups and communities of practice to lead the development of HSCP critical care services nationally and create linkages between inter-professional network groups as appropriate.
* Promote research and collate and share best practice evidence to enhance HSCP competency, knowledge and skill.
* Lead in the integration of the CCiS across all units.
* Engage in Technology and Transformation developments as they apply to service user and service administration.
* Provide CCiS team leadership.
* Contribute to the operational and strategic development of data collection plans.
* Liaise with CCiS system administrators and managers as required.

**Education & Training*** Participate in mandatory training programmes.
* Demonstrate commitment to continuous professional development (CPD) and participate in education and training relevant to the role.
* Develop, as required, specialist fields of interest within the fields of clinical engineering.
* Participate in professional supervision.
* Attend specific technical training courses and contribute to research programmes as defined by line management.
* Develop self and others by identifying teaching / learning / audit opportunities.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.

**Performance Management*** The identification and development of Key Performance Indicators (KPIs) which are congruent with implementation plans and targets.
* The development of Action Plans to address KPI targets.
* Driving and promoting a Performance Management culture.
* Assist in the development of a Performance Management system for your profession.
* The management and delivery of KPIs as a routine and core business objective.

**Quality, Risk Management, Health & Safety** * Implement agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards.
* Ensure that professional standards are maintained in relation to confidentiality and ethics.
* Support a quality improvement culture throughout their area of responsibility; participate in quality improvement initiatives and perform required quality assurance checking.
* Ensure that all safety requirements, statutory and recommended, are satisfied ensuring the safest environment for own work, patients, staff, and others associated with the operation, control and application of electro-medical equipment.
* Contribute to risk management in the implementation of the CCiS; adequately identify, assess, manage and monitor risks within their area of responsibility.
* Document appropriately and report any near misses, hazards and accidents and bring them to the attention of the relevant person(s).
* Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.**  |
| **Eligibility Criteria****Qualifications and/or experience** | **Eligibility Criteria – Qualifications and/or experience** **Candidates must,**(i) Hold as a minimum a recognised qualification at National Framework of Qualifications (NFQ), Level 7 or higher, in **one** of the following engineering disciplines; (i.1) Electronic, (i.2) Electrical, (i.3) Instrument Physics, (i.4) Industrial Instrumentation, (i.5) Applied Physics, (i.6) Mechanical, (i.7) Mechtronic, (i.8) Biomedical Engineering;**Or;**(ii) Hold a recognised qualification at least equivalent to one of the above; **And;****(iii)** Have a minimum of seven years postgraduate satisfactory and relevant experience in an appropriate medical industrial field including at least three years in a clinical engineering environment; **Health** A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. **Character** Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | Please demonstrate at least two of the following post specific requirements as relevant to the role:* Depth and breadth of experience working with medical device equipment, medical device integration and medical device software.
* Depth and breadth of experience working in the area of critical care.
* Depth and breadth of experience in providing technical assistance, and professional/clinical project leadership.
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| **Other requirements specific to the post** | * Access to appropriate transport to fulfil the requirements of the role. The successful candidate will be required to travel to multiple hospitals sites throughout the implementation and for pre and post go live support.
* Flexibility in relation to working hours is required to meet any urgent service needs that may arise
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| **Skills, competencies and/or knowledge** | **Professional Knowledge and Experience***Demonstrate:** Sufficient knowledge and experience to carry out the duties and responsibilities of the role.
* Evidence of up-to-date knowledge and skills in Medical Device Equipment Management from an organisation wide perspective
* Have a working knowledge of the new Medical Devices Regulation (MDR) (EU) 2017/745 the In-Vitro Diagnostics Regulation (IVDR) (EU) 2017/746 and how the new provisions of the regulations will apply obligations on the HSE with regard to compliance with the various articles associated with the regulations.
* A broad knowledge of Health Policy, including Slaintecare Report, Project Ireland 2040, National Development Plan 2018-2027
* Knowledge of appropriate medical engineering principles and techniques.
* Knowledge of relevant standards and directives relating to medical equipment.
* Knowledge of Medical Equipment management principles.
* A knowledge and understanding of the healthcare environment, particularly matters pertaining to medical equipment within hospitals.
* Ability to manage within approved budgetary and employment resources
* Ability to promote a culture that encourages creativity, innovation and personal development.
* A good working knowledge of common medical devices used in acute hospital settings, and comprehensive knowledge of repair methodology for these appliances.
* Knowledge of electrical, electronic, and mechanical technology and systems.
* Technical knowledge of electronic equipment maintenance, this would include the ability to fault find on complex medical devices.
* Knowledge of relevant Medical Device standards, ISO 60601 series etc.
* Knowledge of Health Products Regulatory Authority (HPRA) and their role with medical devices.
* Knowledge of Health and Safety Legislation.
* Evidence of computer skills and a willingness to develop IT skills relevant to the role.
* Commitment to continuous professional development that demonstrates the ability and willingness to keep abreast of changing technology used in medical devices.

**Building and Maintaining Relationships Including Leadership skills** *Demonstrate:* * The ability to work within a multidisciplinary team (particularly in the context of the changing clinical and technical environment).
* A commitment to a service user focus
* An understanding of data metrics, KPIs, Standards setting and quality improvement methodology
* Capacity to work across interprofessional boundaries
* A track record as an effective leader who has led groups or projects and driven and delivered sustainable transformational change within previous engineering, leadership or management role.
* An ability to support and empower staff in changing work practices in a challenging environment in line with the reform agenda.
* A commitment to and focus on quality and promoting high standards to improve patient outcomes by consistently putting service users and clinicians at the heart of decision making and involving patients and the public in their work.
* Strategic awareness and thinking
* Excellent communication skills (verbal and written) and the ability to tailor messages to suit different audiences and convey complex information clearly.
* Excellent skills in relationship building and influencing to achieve objectives

**Evaluating information, Problem Solving and Decision Making***Demonstrate:* * Strong personal emphasis on achieving high standards of excellence and willingness to take personal responsibility to initiate activities and drive objectives through to a conclusion.
* Ability to rapidly assimilate and analyse complex information, make timely decisions and take ownership of those decisions and their implications.
* Capacity to anticipate problems and to recognise when to involve other parties at the appropriate time and level.
* Uses evidence to make improvements and seeks out innovations.
* Excellent project planning and organisational skills including an awareness of resource management and the importance of value for money
* Significant experience in effective operational problem solving utilising an inclusive approach which fosters learning and self-reliance amongst teams.

**Planning and Managing Resources***Demonstrate:* * Evidence of project management skills and the ability to manage a range of projects simultaneously, with attention to detail and delivery of results.
* The ability to proactively identify areas for improvement and to develop practical solutions for their implementation.
* The ability to embrace change and adapt national, regional and local work practices accordingly by finding practical ways to make policies work.
* Strong personal emphasis on achieving high standards of excellence and willingness to take personal responsibility to initiate activities and drive objectives through to a conclusion.
* Commitment of a high degree of energy to well directed activities and looks for and seizes opportunities that are beneficial to achieving organisational goals.
* Demonstrates the ability to effectively plan and manage resources, ensuring value for money and maximum benefit for the organisation.
* Good management skills (forward planning, problem anticipation, conflict resolution, flexibility, decision making).
* Has the proven ability to meet deadlines, work on own initiative and multi-task.
* Is flexible and open to change.

**Commitment to providing a quality service***Demonstrate:** Evidence of incorporating the needs of the service user into service delivery.
* Evidence of proactively identifying areas for improvement and the development of practical solutions for their implementation.
* Evidence of practicing and promoting a strong focus on delivering high quality customer service for internal and external customers.
* A commitment to continuing professional development.

**Communication & Interpersonal Skills***Demonstrate:** Ability to identify a vision, effectively communicate it to a diverse audience and provide direction for medicine related aspects of CCiS development.
* Ability to effectively chair meetings.
* Excellent negotiating and influencing skills.
* Effective communication skills including the ability to present information in a clear and concise manner and deliver complex information in understandable terms to diverse audiences.
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| **Campaign Specific Selection Process****Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore, it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process. Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, Information for Candidates”.Codes of practice are published by the CPSA and are available on www.hse.ie/eng/staff/jobs in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on www.cpsa.ie. |
| The reform programme outlined for the Health Services may impact on this role and as structures change the job specification may be reviewed.This job specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. |

**T&T/24/24 Clinical Engineering Informatics Lead, Chief CE.**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancy available is Specified Purpose Full Time.A panel may be created for **Clinical Engineering Informatics Lead, Chief CE**, from which permanent and specified purpose vacancies of full or part time duration may be filled Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration**  | The Salary scale for the post is: **Clinical Engineering Informatics Lead, Chief CE** €72,078, €74,886, €77,790, €80,025, €81,142, €83,508, €86,116, €88,317 (01.10.2024)New appointees to any grade start at the minimum point of the scale.  Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011).  Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard working week applying to the post is 35 hours HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at job offer stage |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004. |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.***\* Public Servants not affected by this legislation:***Public servants recruited between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.Public servants recruited since 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Persons Reporting Child Abuse Act 1998** | As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act.  You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS). Key responsibilities include:* Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work.
* Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection.
* Consulting and communicating with staff and safety representatives on OSH matters.
* Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee.
* Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2).
* Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.
* Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.

Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.  |

1. A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)