**Job Description**

**Section 1 - Description**

**Job Title:** Equipment Technician – Clinical Anatomy Skills Centre (CASC) – 5 days flexible across 7 days – (35 hours)

**Grade:** Salary Grade 4 (£25,852 - £29,546)

**Location:** CASC, University of Glasgow

**Reports to:** Surgical Manager, Education, Training & Professional Development Unit

**Date:** July 2019

**Section 2 - Job Purpose**
Reporting to the Surgical Manager within the Education Training & Professional Development Unit, the technician at the Clinical Anatomy Skills Centre (CASC) is responsible for the maintenance and operation of the College’s equipment at the Centre. CASC is a joint project with Glasgow University (GU), providing surgical training for all stages of a surgeons’ career using hands-on training with cadaveric material.

The post holder will be required to provide a full support service to include set up and breakdown, AV & technical services for the development and running of courses held in CASC and to ensure all equipment/materials required are prepared and available in a safe and functioning position.

**Section 3 - Organisation Chart**

![Organisation Chart](image)
Section 4 - Main Responsibilities and Role

- Set up and operation of CASC equipment and instruments for all cadaveric courses as required.

- Dedicated AV/technical support for CASC events and courses including operation and utilisation of all ICT equipment and software systems as required.

- Responsible for care and organising maintenance of all CASC equipment/instrumentation including, testing, calibration and upgrades, ensuring maximum uptime. To ensure all necessary equipment and AV requirements are tested and fully operational for each course. (e.g. AV systems, laparoscopic stacks, diathermy, harmonic generators, x-ray equipment, ultrasound and videoconferencing systems, suction and compressed air)

- To be responsible for full set up of lab, equipment, instrument preparation, AV system, disposables, gowns, gloves etc. as required for each course. To be responsible for dismantle and clean-up of all equipment and instruments following each course.

- Maintain and supply various courses with the correct medical instruments and identify any medical instruments required for future courses. To organise stock control of instrumentation, equipment and disposables and maintain an inventory. Order stock of aforementioned as required.

- To ensure that Health and Safety legislation and code of conduct is adhered to; that operating procedures are monitored. Employing best practice and the use of personal protective equipment as appropriate.

- Liaise with CASC manager, Clinical Director and course leads to determine future course requirements including:
  - Specifying new equipment for use on specific courses and negotiating with industry to get a preferential purchase price/or a commitment to supply equipment for use on specific courses
  - Working with GU staff and Estates and Buildings to ensure changes made within TCAL to satisfy the continuing demands required to host courses
  - Provide (often ad hoc) custom solutions for courses to meet with clinicians’ specific requirements in terms of body positioning, equipment capability and operating AV equipment if required

- In consultation with course lead and supervisor to be responsible for the identification and sourcing of appropriate medical/technical equipment to meet course specifications (e.g. CO2 gas, oxygen, insufflations, disposables, power tools, instrumentation, gowns/gloves etc.)

- Provide reciprocal cover for the Macewen Lab Technician (based in St Vincent Street, Glasgow) for annual leave etc. if required.

- To liaise with sponsors and industry representatives.
• Identify areas of improvement and scope requirements for future upgrades to ensure CASC remains ‘state of the art’ and ‘fit for purpose’. Purchase of diathermy ensuring best value and liaising with GU radiation officer to allow for use of radiation and CO2 lasers).

• Ad-hoc photography of courses or procedures as required.

• Organise delivery and collection of external equipment as required for each course.

• Arrange for autoclaving of instruments, and servicing of equipment as required.

Any other Technician duties as designated by the Surgical Manager, Education, Training and Professional Development.

Section 5 – Planning and Organising

The technician will be expected to plan independently the purchase of additional equipment/disposables ensuring that the purchase of equipment/disposables has been approved and that all equipment is available, calibrated and functioning for all planned events. This includes the set-up of AV equipment and organising arrangements with external customers.

S/he will be expected to liaise directly with equipment suppliers in order to organise and compile quotes and plan for negotiations with suppliers.

S/he will also organise own workload to include arrangements for regular maintenance of all the equipment/disposables at the Centre.

Section 6 – Decision-Making

The technician may be expected to take decisions directly relating to the maintenance, operation and purchase of equipment at the Centre. S/he will also require independently taking quick decisions and finding solutions at short notice where unforeseen problems arise. S/he must be confident of communicating these decisions to clinicians running or attending the training course.

Section 7 – Knowledge, Experience and Skill Set Required

The post-holder will require the following:

• Technical qualification or experience in a relevant clinical support role.
• Be comfortable working in a cadaveric environment and alongside cadaveric material or instruments which have been in contact with cadavers.
• Work hours flexibly around the needs of each course which will include early mornings, evenings and weekends.
• Physically able to deal with routine regular lifting of deliveries and moving heavy equipment.
• Awareness of Health & Safety requirements.
• A working knowledge of AV system, HD monitors etc.
• Ability to liaise with medical professionals and scope out technical requirements.
• Experience of negotiating with suppliers on pricing.
• Good communication skills and willingness to cooperate as part of a multi-disciplinary team, but comfortable working on own initiative.
• Excellent customer and service delivery skills
• Ability to work under minimum supervision and prioritise own work load to meet demands of the service

The following would be desirable:

• Experience of working in a cadaveric environment.
• A working knowledge of the care and use of a range of medical equipment including:
  o Laparoscopic equipment and instrumentation
  o Suction
  o CO2
  o Harmonic generators
  o Diathermy
  o Compressed air
  o Surgical instruments
  o Power tools