

## Summary of CPD Activity

<b>Name:</b>	██████████	<b>Year:</b>	████
<b>Role summary</b>	Technical Services Manager within the Clinical Engineering section of Medical Physics at ██████████ Responsibility for Medical Devices safety assurance, Medical Devices Contracts with suppliers external to ██████, Equipment Library & Medical Devices Training Coordination as well as departmental project manager		

Date	Description	Type of activity	Benefits to self /own practice	Benefits / Impact to service	Supporting Evidence	Time (hours)
Jan - Dec 2016	Responsible to Head of Clinical Engineering for the project to Roll out new models of Infusion Devices to the Trust.	Work-based Learning	These infusion devices incorporate new technologies which require new practices to be adopted by the device users in the Trust & new protocols developed for the use of the devices.  Working with the departmental project manager, I increased my knowledge of project management.  The project required the development of a “Drug Library” involving members of the Medicines Management & Pharmacy department. This has helped me to build my knowledge around the safe	Safely replace obsolete equipment with current models that have incorporated new safety features. These feature include: <ul style="list-style-type: none"> <li>• WiFi Tracking so that management and availability to users is maximised.</li> <li>• Additionally locating devices when required for servicing is easier.</li> <li>• Information regarding correct usage available by data interrogation.</li> <li>• Users trained to safely use new models of equipment.</li> </ul>	Project Plan  Staff Training records  Minutes of meetings with the supplier of these infusion devices.  Minutes of meetings with clinical users.	40

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			<p>delivery of drugs to patients.</p> <p>In addition the devices incorporated WiFi tracking and 2 way data exchange for evaluation of safe operator usage. This has enabled me to become more familiar with the use of sharing information over WiFi network working with our IT department.</p> <p>The project required training all Infusion device users in the Trust in the use of this device. My involvement working with the Trust's Medical Devices Training Co-ordinator and training representatives of the equipment supplier has given me a greater insight into how training is best delivered within a large multi sided NHS Trust.</p>			
May - Dec 2016	Responsible to Head of Clinical Engineering for the development of monthly assurance reports to provide assurance to the Trust's Quality & Improvement committee on Medical Equipment Maintenance, Incident reporting & Medical Devices Training Compliance	Work based Learning	<p>This was an opportunity to work with colleagues to develop assurance reports. It involved using techniques and learning from a Post Graduate Certificate in Healthcare management that I graduated from in December [REDACTED]. Techniques included mentoring and coaching a new member of staff (Medical Devices Safety Officer)</p>	This work provided assurance reports to the Trust and additionally to the Care Quality Commission regarding standards of services attained within the Trust.	Minutes of meetings with service users. Course material	20

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15/02/16	I-procurement training	Formal / educational	This was an opportunity for a formal introduction to a new procurement system to be rolled out within the Trust and to network with potential useful contacts in or procurement department and other clinical locations within our organization.	An opportunity for the roll out of a new more efficient service that reduces paperwork and increases control of purchases within the Trust, including greater control of Medical Devices purchased through revenue streams.	Email request in CPD folder & diary booking	2
23/02/16 & 09/08/16 & 01/11/16	Presentation along with the Training Coordinator of the Trust's process for recording training in the use of Medical Devices including software developed in house and general discussion around the role of Training Coordinator.  In addition supply a business case template to assist these organizations in securing funding to implement the software which had been co-developed between Clinical Engineering and a commercial software developer	Work based Learning	An opportunity to practice and consolidate the presentation and negotiation skills in addition to the writing of business cases which had formed part of a Post Graduate Certificate in Health Care Management that I attained in December [REDACTED]	This work helped promote the Trust as one of the innovators in the area of Medical Devices Training recording and Medical Devices safety. In addition it provided an opportunity to generate income from the sale and support of a software package.	Calendar entries, Course notes.	20
16/03/16	Attendance Management Training	Formal / Educational	This training has served to update my knowledge of current practice and policy content with regard to Attendance Management	Using this knowledge I can better manage staff absence to maximise staff availability.	Email correspondence,	3
13/04/16	Visit to a maintenance supplier to investigate a system for tracking of Medical Equipment	Work Based learning	This was an opportunity to see a live tracking system and speak with the users of that system. This is good background	The Trust will benefit with better informed implementation of a tracking system. The practicalities of implementing such a system		4

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			knowledge to help me in a project to track the Medical Equipment based in the Trust.	will be better informed thus potentially eliminating unnecessary costs and providing a better first implementation.		
27/04/16 & 04/08/16	Sit on interview panels to recruit Technologists to work in the Dental hospital	Work Based learning	A chance to help me maintain and develop interview skills and better understand the available pool of potential staff that are currently practising as Medical Device technicians	Identify suitable staff for working in the field of Medical Devices Maintenance, thereby helping maintain & repair the devices for safe and reliable use within the Trust.	Email correspondence. Diary entries, interview notes.	8
June - Dec 2016	Responsible to head of Medical Physics for identifying a suitable system to electronically track Medical Equipment and Medical Gas cylinders		Better understand current technology and systems available for tracking equipment.	This project will reduce the time taken to locate equipment within the Trust. This has the dual benefits of targeting available equipment and supplying it in a timelier manner, and reducing the amount of time staff spend searching for that equipment. Equipment maintenance can be better managed by understanding usage patterns and location.	Email correspondence. Calendar entries	8
June 2016	Provide risk assessment and contingency plan in conjunction with the Deputy Clinical Director in respect of a major repair to the Liquid Oxygen Supply.	Work based learning	This project helped me understand the complexities involved in planning a multi-disciplinary operation involving engineering and clinical services. It helped to consolidate learning from a Post Graduate Certificate in Healthcare Management, around risk assessment.	Provided a contingency for ensured supply of Oxygen to an entire hospital, in the event that essential repairs did not proceed as planned.	Email correspondence, SBAR document Course notes.	8

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22/08/16 - 25/08/16	Appear as witness for a case in the Coroners Court with regard to a Serious Untoward Incident.	Professional activity	This experience gave me a view of what happens when things go wrong, and the legal process involved. It helped to consolidate the importance of following departmental and Trust processes and recording information and events accurately.	As an outcome of mine and my colleague's involvement in this case a review of processes within the Clinical Engineering section has been commissioned. This should lead to greater assurance that training and recording practices within our section are current and robust.	Email correspondence. Solicitor's letters. Letter from Coroners court. SUI report	24
05/09/16	Read a paper called "An Evaluation of indoor location determination technologies" by Kevin Curran, Eoghan Furey, Tom Lunney, Jose Santos & Derek Woods (2011)	Self-directed learning	Gain an understanding of tracking systems available technology involved & feasibility of implementation	Selection of correct tracking system will benefit the Trust as a whole and Equipment users and reduce the possibility of trial and error wastage.	Article	2
06/09/16	Meet with colleagues to discuss the process of disseminating lessons learned from incidents reported in the Trust as part of a "Lessons learned Group"	Work based learning	Learn from experience of and discussion with colleagues regarding techniques for disseminating important information with maximum impact.	Important lessons regarding incidents that have occurred within the Trust are shared with colleagues, with the aim that the incidents will be less likely to occur in the future.	Email & calendar entry	2
14/09/16	Sit as part of a group to inform future direction with regard to provision pressure relief equipment within the Trust including the setting up of a 2 day event for various suppliers to demonstrate their equipment.	Work Based learning	Better understand the use of equipment and its mode of usage. Updated on current equipment available and users opinion of that equipment	To feed in to a more economical and appropriate use of available equipment and improve the experience of patient treatment within the Trust.	Email correspondence & diary entry	8
28/10/16	Read product evaluation paper	Self-directed	The review of this article provided me with some	Inform the future direction of equipment purchase and pressure	Article	4

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	<p>“Real-world evidence from a large-scale multisite evaluation of a hybrid mattress” by :</p> <p>Jacqui Fletcher <i>Independent Nurse</i></p> <p>Matt Tite <i>Improvement Analyst, The University in Edinburgh</i></p> <p>Michael Clark <i>Professor in Wound Study, Birmingham City University and Commercial Director, Welsh Wound Innovation Centre</i></p>	Learning	information regarding the use of a relatively new development in wound management from both the clinical and engineering point of view.	sore management within the Trust.		
Oct - Dec 2016	Work with Head of Clinical Engineering and other Technical Service Managers on an initiative to develop staff within the department as part of departmental continuity planning. This involved creating a new Development Post within the department and agreeing mentoring for staff involved.	Work-based learning & Professional activity	A chance to practice mentoring, planning and Business Case writing skills all of which helped to consolidate learning from a Post Graduate Certificate in Health Care management attained in December [REDACTED]	This work is to help provide continuity in the Clinical Engineering department workforce and in providing the correct skills in the workforce required to deliver a current and appropriate service.	Calendar entry & Agenda	10
15/11/16 & 13/12/16	Attend group meeting set up to improve efficiency of Medical Equipment Management and procurement in Acute Trusts across the region	Work-based learning / Other	Regional networking opportunity and a chance to update knowledge of best practice within the field of equipment management and procurement	A potential to leverage better pricing for maintenance and purchasing with benefit to an association of Trusts and therefore benefiting the NHS and service users.	Meeting minutes, calendar entries	
01/12/16	Attend apprentice open morning	Work-based learning / Other	This event helped me in understanding the challenges in the current jobs market and those	Assist in ensuring a consistent approach and inform best practice and share learning across the	Calendar entry & invite.	3

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			entering our service as apprentices. This knowledge will help when planning workforce continuity as part of the management team in Medical Physics	department in the important aspect of apprentice training & management.		
21/12/16	Annual Information Governance Training	Formal / Educational	Consolidate understanding and importance of ensuring sensitive information is handled correctly	Protect service users and the Trust from improper use of sensitive and confidential information	Outcome recorded on the Trust training interface	0.5
31/12/16	Annual Fire Safety Training	Formal / Educational	Consolidate understanding of fire safety processes and procedures.	Assist in protect service users from the dangers of Fire within the Trust.	Outcome recorded on the Trust training interface	0.5