

Introduction

Authoring Engineer – Medical Engineering (ME)

The IHEEM Policies and Principles define the roles and responsibilities of the professional support and management structures required to deliver the role of Authorising Engineer AE(ME).

IHEEM will maintain a register of Authorising Engineers (ME), the purpose of which is to:

- To establish a register of suitably qualified and experienced professionals.
- To promote the Register to the healthcare community, who will be able to appoint professionals who have been assessed by a peer review to be able to fulfil the role of AE(ME).

Why Should I join?

Among the key benefits of the Register will be:

- The Register of AE (ME) will comprise a group of like-minded professionals. Healthcare organisations will be able to see that these personnel have been through a peer review process, providing a level of assurance on the competency of individuals to fulfil the requirements of an AE (ME).
- The Register will be professionally acknowledged in the wider estates and facilities management communities.
- The AE (ME) Register will make a significant contribution to raising industry standards for statutory compliance for ME systems.
- The Register will be published on the IHEEM website, in Health Estate Journal, and at the IHEEM conference and exhibition. Registered Authoring Engineers (ME) will be able to use the IHEEM AE logo on all correspondence.

The IHEEM AE (ME) Panel

IHEEM maintains a register of Authorising Engineers (ME). The responsibility for maintaining the register within IHEEM is through the AE (ME) Registration Board, which is described in the Terms of Reference for that Group, held by the Institute.

The Panel set up to review and interview prospective candidates will comprise:

- A Panel Chair.
- Two registered AE(ME)s.
- IHEEM HQ representative (Panel secretary).

An interim arrangement will be put in place in order to establish the Register. When sufficient AEs(ME) are registered, the panel composition outlined above will be implemented. Representatives will be invited to act as advisors to the panel, with other professional bodies to be invited as observers.

The Board is also responsible for the publication of an AE(ME) Code of Conduct, the investigation of complaints, the endorsement of appropriate training courses, registration of new AE(ME), periodic re-registration of AE(ME) and general management of the scheme.

This document outlines the registration process of AE(ME) for new entrants to the scheme and re-registration procedures for those already registered. The registration procedure will be transparent and controlled.

Acceptance onto the register will be undertaken by successful completion of appropriate courses as detailed in this document, completion of an application form accompanied by a Practice Report, whereby a satisfactory level of professional competence including work experience and CPD will be displayed followed by an interview.

How do I join?

Please read the enclosed registration requirements document, if you feel that you meet the criteria then please complete and return the application form, AE Appendix and provide a supporting practice report and CPD log via post or email to: the Registration Board Secretary (membership@iheem.org.uk) IHEEM, 2 Abingdon House Cumberland Business Centre, Northumberland Road, Southsea, PO5 1DS

What happens next?

Once your application has been received, it will be reviewed by the AE(ME) Registration Board and if you are deemed to be eligible you will then be invited to an interview where 3 members of the AE(ME) Panel and the Board Secretary will be present.

For further information on the interview process please refer to the Professional Review Guidance document enclosed.