



IHEA

Institute of Healthcare
Engineering, Australia

Entrustable Professional Activities (EPAs)

All EPAs are intended to be focused on the healthcare or hospital setting inline with the objectives and intent of IHEA as the relevant organisation for healthcare engineering professionals. Any activity that is not specifically related to the healthcare setting will not attract LDP points.

CODE	TITLE	DEFINITION	EXAMPLES
HFM01	Budgeting and Financial Management	Any activity related to finance and financial management.	<ul style="list-style-type: none"> Undertaking budget planning & management activities. Undertaking financial analysis and reporting. Participating in meetings regarding finance, cost management, return on investment calculation, operational and capital finance.
HFM02	People Performance (Human Resource Management)	Any activity related to people, recruitment, induction / orientation, training, workforce management, role definitions, organisation structures, redundancy management, performance evaluation & management.	<ul style="list-style-type: none"> Undertaking performance review meetings. Undertaking recruitment activities. Preparing job descriptions & role statements. Undertaking and reporting on organisational reviews. Reviewing human resource management policies & processes.
HFM03	Safety in the Workplace	Any activity related to workplace induction, health, safety and wellbeing.	<ul style="list-style-type: none"> Developing a site specific induction process. Establishing or improving WHS processes, safety culture and awareness. Attending training on WHS management procedures. Participating / leading WHS Committee. Conducting / leading a safety review or workplace audit. Developing or enhancing any workplace system that focusses on safety and wellbeing of employees.
HFM04	Identifying and Managing Risk	Any activity related to the identification and management of organisational and personal risk.	<ul style="list-style-type: none"> Undertaking a risk review. Working with a risk matrix to develop outcomes that help to understand or mitigate workplace / financial / project risks.
HFM05	Sustainability	Any activity focussed on sustainability from economic, environmental, community and/or industry perspectives.	<ul style="list-style-type: none"> Developing a sustainability plan or specific sustainability project plan. Identifying, within the scope of a project, sustainability benefits. Implementing technologies, processes and systems that focus on improving sustainability and reducing impact on the environment with a focus on energy, water, waste reduction. Introducing or improving recycling and waste minimisation systems and controls. Reviewing contracts, initiatives or projects specifically for environmental sustainability, improved energy performance, and waste minimisation.
HFM06	Asset Lifecycle Management	Any activity relating to formal processes for the management of organisational assets, covering asset selection, acquisition, maintenance and disposal.	<ul style="list-style-type: none"> Developing, implementing or recommending a system that identifies life cycle cost benefit analysis with a focus on asset life or replacement.
HFM07	Facility Maintenance Planning & Management	Any activity involving management of facilities and assets, including planning, strategy, ongoing management and resource assignment.	<ul style="list-style-type: none"> Developing an asset management plan. Reviewing or improving any process or policy associated with asset management.
HFM08	Project Planning and Management	Any activity which enhances skills and expertise in project planning, implementation and management.	<ul style="list-style-type: none"> Participating in project review & stakeholder consultation meetings. Preparing, managing and reporting against project plans and budgets.
HFM09	Understanding Plans and Specifications	Any activity involving the use and interpretation of specifications and plans for the management of physical assets such as buildings, plant and equipment.	<ul style="list-style-type: none"> Reviewing or developing plans, drawings, schematic diagrams for a project or activity (including CAD, BIM or manual documentation). Providing reports and/or briefings that explain technical documentation to other stakeholders. Participating in project / contract review meetings requiring an understanding of plans & specifications.
HFM10	Advising on Design and Use	Any activity involved in providing advice regarding the design or use of space, buildings, plant and equipment.	<ul style="list-style-type: none"> Participating in planning / project review meetings for projects associated with any healthcare asset where physical asset management requirements are an integral component of the activity.
HFM11	Coordinating Capital Projects	Any activity which enhances skills and know-how in project implementation and management.	<ul style="list-style-type: none"> Developing or significantly contributing to a business case for a capital project. Presenting a business case to peers, stakeholders or management. Leading or involvement in coordination, planning or delivery of a project.
HFM12	Space Management and Resource Utilisation	Any activity that increases skills and know how regarding space utilisation and resources allocation.	<ul style="list-style-type: none"> Review of and reporting on space utilisation, planning for changed use of space and resources. Participating in or leading working parties, project or capital planning groups reviewing use of resources and assets.
HFM13	Managing Client Relationships	Any activity relating to clients & stakeholders of the organisational unit, including external and internal clients, vendors and industry representatives.	<ul style="list-style-type: none"> Leading / managing client meetings. Managing / coordinating stakeholder engagement activities. Meeting with clinicians, end-users, vendors on projects or planning.
HFM14	Innovative Practice	Any activity involving the development and implementation of innovative practice, technology and systems. Innovation is defined as creativity put into practice through entrepreneurship, leadership or project management.	<ul style="list-style-type: none"> Participating in opportunities for exposure to new technologies and systems, to learn about new technologies and how they could improve an existing or new activity, or process. Reviewing and reporting on use of new technologies. Working with individuals or teams to improve any system or process or to introduce new technology or systems of work (e.g. theatre upgrade, technical suite modifications, plant and equipment reviews that consider new or innovative thinking or systems).

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CONTINUED

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HFM15	Procurement	Any activity related to procurement for the organisation, covering product and service research, tender management, purchase planning, contract negotiations, service & product delivery and evaluation.	<ul style="list-style-type: none"> Undertaking contract / tender development or review. Scoping technical information to support a procurement process. Reviewing a contractor, contract or supplier performance and/or advising on same.
HFM16	Principles of Contract Law	Any activity regarding the development, implementation and evaluation of commercial / service agreements, that reflects and understanding of contract law and / or the principles of agreement. Includes the management of agreements including dispute resolution.	<ul style="list-style-type: none"> Considering and advising on probity requirements for contracts / agreements for goods or services. Developing, advising on or reviewing terms and conditions of a contract or service agreement. Negotiating a contract for supply of goods or services.
HFM17	Business Case Development	Any activity involving the development of a business case for management review / consideration. Involves the evaluation of a business opportunity, consideration of needs and requirements, consideration of solutions, return on investment and other matters relating to the rationale for a significant business decision.	<ul style="list-style-type: none"> Undertaking research / investigations / fact-finding leading to the development of a business case. Undertaking specific business case development training. Developing financial analyses for inclusion in a business case. Preparing / providing presentations to support the consideration / approval of a business case.
HFM18	Energy Management	Any activity related to energy management, including gas, electricity and other forms of energy.	<ul style="list-style-type: none"> Identifying opportunities for making energy reduction savings. Advising on projects that will deliver energy or resource reduction benefits (such as solar PV systems, solar pre-heat water systems, innovative energy or utility systems, BMS systems that focus on energy management).
HFM19	Business Systems and Applications	Any activity involving the effective utilisation of business systems and applications to deliver organisational outcomes.	<ul style="list-style-type: none"> Attending a software training course. Undertaking self-directed learning of new systems, or new features of existing systems. Participating / leading meetings and training sessions where groups are learning. Teaching others about software and systems you know and understand. Developing new business systems and applications to support the facilities management function, the organisation and the business.
HFM20	Engineering Systems	Any activity that demonstrates an effective understanding, utilisation and management of engineering systems (eg HVAC, ICT, Hydraulics, Electrical).	<ul style="list-style-type: none"> Obtaining approvals to implement changes to engineering systems. Receiving acknowledgement that engineering services performance meets required standards and up-time / user acceptance KPIs.
HFM21	Infection Control	Any activity related to identification and management of infection risk.	<ul style="list-style-type: none"> Undertaking investigations & reviews and/or preparing reports dealing with the infection control processes, design and/or technologies (e.g. clean rooms, filter systems, water filtration, hazardous substance management, cleaning processes, microbial control of water systems, technical suites and theatres, UV controls, chemical dosing systems).
HFM22	Horticulture and Grounds	Any activity related to the gardens & grounds including landscaping, gardening, production horticulture, landscape planning and site engineering.	<ul style="list-style-type: none"> Receiving acknowledgement that horticultural activities meets required standards and KPIs.
HFM23	Quality Systems	Any activity involving an understanding and use of organisational quality management systems that are derived from relevant Australian or International standards	<ul style="list-style-type: none"> Implementing changes to policies, processes and systems that reflect best practice as described within quality & accreditation systems and relevany Australian and International Standards.
HFM24	Privacy, Confidentiality and Security	Any activity demonstrating an awareness and compliance with relevant privacy, confidentiality and security legislation, standards, principles, standards and policies.	
HFM25	Legislation & Standards Compliance	Any activity involving compliance with other standards and regulatory requirements not captured on HFM24 or HFM 25.	