



Provincial Job Description

TITLE:
**(030) Biomedical Engineering
Technologist**

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

Assembles, installs, repairs, calibrates, inspects and performs preventative maintenance on biomedical equipment. Responds to critical equipment repairs to address patient safety in a timely manner.

QUALIFICATIONS:

- ◆ Biomedical Engineering Technology diploma

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Advanced computer skills
- ◆ Interpersonal and communication skills
- ◆ Ability to work independently
- ◆ Valid drivers license

EXPERIENCE:

- ◆ Previous: Twenty-four (24) months previous experience in a clinical engineering setting to consolidate knowledge and skills.

KEY ACTIVITIES:

A. Maintenance, Troubleshooting and Repair

- ◆ **Plans, designs, builds and modifies solutions to existing equipment.**
- ◆ **Troubleshoots and repairs malfunctioning patient care, diagnostic and therapeutic equipment – the equipment may or may not be in use during repair.**
- ◆ **Provides engineering solutions for custom requirements or out-of-support equipment including preventative maintenance procedures.**
- ◆ **Monitors equipment and performs regular corrective and preventative maintenance in accordance with manufacture guidelines and ensures proper calibration for safe and efficient operation.**
- ◆ **Reviews Medical Alerts ensuring medical equipment is in compliance.**
- ◆ **Provides technical and service support to other Health Regions/facilities/departments.**
- ◆ **Maintains local area clinical networks in conjunction with Information Technology unit, where required.**

B. New Equipment Testing and Calibration

- ◆ **Analyses cost and benefit trends for equipment purchases.**
- ◆ **Evaluates new equipment prior to purchase through consultation with physicians, nurses, managers, manufacturers and suppliers.**
- ◆ **Develops installation and site plans for new equipment.**
- ◆ **Unpacks, assembles, inspects and calibrates all new equipment according to manufacturer specifications.**
- ◆ **Installs new equipment.**
- ◆ **Writes, develops, modifies and implements operating and testing procedures.**
- ◆ **Participates in internal and external quality assurance/quality control programs as required by local protocol and government regulations/standards (e.g., Health Canada Medical Device licensure program).**

C. Documentation/Data Entry

- ◆ **Develops and maintains a comprehensive database for all medical systems, their components and scheduled maintenance.**
- ◆ **Organizes schedules to ensure inventory is available for planned maintenance.**
- ◆ **Maintains comprehensive logs of equipment maintenance and repairs.**
- ◆ **In conjunction with Risk Management, participates in incident investigations involving medical equipment that affects patients or staff.**

D. Education/Training

- ◆ **Researches and reviews new technologies and equipment.**
- ◆ **Acts as a medical equipment information resource for various departments, staff and equipment users.**
- ◆ **Conducts training for physicians, staff and patients on the operation and maintenance of various medical devices.**
- ◆ **Informs staff and equipment users of possible problems that may occur and solutions to correct those problems.**
- ◆ **Informs staff and equipment users of upgrades and operational changes to medical equipment.**

E. Inventory

- ◆ **Maintains spare parts inventory for high maintenance equipment.**
- ◆ **Orders parts for routine maintenance items.**
- ◆ **Provides cost-effective alternative parts solutions.**
- ◆ **Reviews service contracts for efficiency.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE: _____

SEIU: _____

SGEU: _____

SAHO: _____

Date: August, 2006

