



Provincial Job Description

TITLE:
**(074) Biomedical Engineering
Technologist Working
Supervisor**

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides supervision and technical direction for Clinical Engineering Department staff. Assembles/installs/repairs, calibrates, inspects and performs preventative maintenance on biomedical equipment.

QUALIFICATIONS:

- ◆ **Biomedical Engineering Technology diploma**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Intermediate computer skills**
- ◆ **Analytical skills**
- ◆ **Organizational and leadership skills**
- ◆ **Interpersonal, organizational and communication skills**
- ◆ **Ability to work independently**
- ◆ **Valid drivers license**

EXPERIENCE:

- ◆ **Previous: Thirty-six (36) months previous experience as a Biomedical Engineering Technologist in an acute care setting to consolidate knowledge and skills.**

KEY ACTIVITIES:

A. Supervision

- ◆ Supervises, prioritizes workload, schedules staff and deals with staff payroll issues.
- ◆ Assists in preparation and monitoring of operating and capital budgets.
- ◆ Maintains department inventory, estimates repair/alteration/upgrade costs, screens purchase orders and follows up on unfilled orders.
- ◆ Determines when replacement of equipment is more cost-effective than repair.
- ◆ Provides input into service contract evaluation to determine vendor performance and cost effectiveness.
- ◆ Updates and revises forms.
- ◆ Provides input into performance appraisals and performance reviews.
- ◆ Coordinates orientation and training for technologists.
- ◆ Assists with development of policies and procedures.
- ◆ Ensures the appropriate policies and standards are implemented and maintained.

B. Preventative Maintenance / Quality Control / Risk Management

- ◆ Develops, maintains and audits a comprehensive database of all medical systems/equipment, their components and scheduled maintenance.
- ◆ Coordinates and supervises the preventative maintenance program, ensuring compliance with preventative maintenance schedule.
- ◆ Organizes schedules to ensure equipment is available for planned maintenance.
- ◆ Adheres to recognized government and hospital standards, ensuring patient and staff safety.
- ◆ Receives, processes and distributes Medical Device Alerts, and ensures that appropriate action is taken.
- ◆ Participates in Quality Assurance/Quality Control programs as required by local protocol and government regulations/standards.
- ◆ Develops, modifies and implements operating, testing procedures and Quality Control indicators.

C. Maintenance / Troubleshooting / Repair

- ◆ **Plans, designs, builds and modifies solutions to existing equipment.**
- ◆ **Troubleshoots and repairs malfunctioning patient care equipment (equipment may or may not be in use when it is being repaired).**
- ◆ **Provides engineering solutions for custom requirements or out-of-support equipment.**
- ◆ **Performs regular corrective and preventative maintenance in accordance with manufacturer guidelines and ensures proper calibration for safe and efficient operation.**
- ◆ **Provides cost-effective alternative parts solutions.**
- ◆ **Maintains comprehensive logs of equipment maintenance and repairs.**

D. New Equipment Testing / Calibration

- ◆ **Provides cost analyses and benefit trends for equipment purchases.**
- ◆ **Evaluates new equipment prior to purchase.**
- ◆ **Develops installation and site plans for new equipment.**
- ◆ **Unpacks, assembles, installs, inspects and calibrates all new equipment purchased according to manufacturers' specifications.**
- ◆ **Inspects and verifies all new medical equipment, ensuring conformance to purchase specifications.**
- ◆ **Provides technical support to manufacturers/vendors during installation and calibration of new equipment.**

E. Education / Training

- ◆ **Researches and reviews new technologies and equipment.**
- ◆ **Acts as a medical equipment information resource for staff and other departments.**
- ◆ **Coordinates and conducts training for physicians, staff and patients on the operation and maintenance of various medical devices.**
- ◆ **Informs staff of possible problems that may occur and solutions to correct those problems.**
- ◆ **Informs users of upgrades and operational changes to medical equipment.**
- ◆ **Provides technical and service support to other Health Regions.**
- ◆ **Organizes and ensures staff receive applicable vendor/equipment training.**

F. Documentation / Data Entry

- ◆ **Develops and maintains a comprehensive database for all medical systems, their components and scheduled maintenance.**
- ◆ **Organizes schedules to ensure equipment is available for planned maintenance.**
- ◆ **Maintains comprehensive logs of equipment maintenance and repairs.**
- ◆ **Aids in incident investigations involving medical equipment that affect patients or staff.**

G. 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: 2005

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