



Provincial Job Description

TITLE:
**(309) Biomedical Engineering
Technologist Supervisor**

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

Responsible for the supervision and administration of the Clinical Engineering services.

QUALIFICATIONS:

- ◆ Biomedical Engineering Technology diploma

KNOWLEDGE, SKILLS & ABILITIES:

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

EXPERIENCE:

- ◆ **Previous:** Forty-eight (48) months previous experience as a Biomedical Engineering Technologist in an acute care setting to consolidate knowledge and skills.

KEY ACTIVITIES:

A. Administration / Supervision

- ◆ Supervises, prioritizes work load, schedules staff and deals with staff payroll issues.
- ◆ Provides input into staffing, performance evaluations and performance review.
- ◆ Coordinates orientation, education and training for staff and students.
- ◆ Develops policies and procedures for approval.
- ◆ Ensures the appropriate policies and standards are implemented and maintained.
- ◆ Assists Director in preparation and development of budget and department strategic planning.
- ◆ Monitors monthly budget reports and makes adjustments to spending.
- ◆ In consultation with Director, plans and implements short/long-term plans for capital spending within the department.
- ◆ Manages and maintains department inventory, estimates repair/alteration/upgrade costs, screens purchase orders and follows up on unfilled orders.
- ◆ Authorizes equipment maintenance expenditures.
- ◆ Determines when replacement of equipment is more cost-effective than repair.
- ◆ Evaluates service contracts to determine vendor performance and cost effectiveness.
- ◆ Provides input into and negotiates service contracts for approval.
- ◆ Assists user departments in selection of equipment and vendors for evaluation.
- ◆ Ensures plans/designs/builds and fits solutions to existing equipment or creates new solutions independent of existing equipment.
- ◆ Coordinates engineering solutions for custom requirements or out-of-support equipment.
- ◆ Facilitates staff meetings.
- ◆ Updates and revises forms.

B. Preventative Maintenance / Quality Control / Risk Management

- ◆ Develops, administers and audits a comprehensive database of all medical systems/equipment and their components.
- ◆ Maintains a comprehensive database for 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.

B. Preventative Maintenance / Quality Control / Risk Management (cont'd)

- ◆ 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.
- ◆ Ensures compliance with internal and external 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.
- ◆ Participates in incident investigations involving medical equipment that affects patients or staff.

C. New Equipment Testing / Calibration

- ◆ Coordinates installation and site plans for new equipment.
- ◆ Unpacks, assembles, inspects and calibrates all new equipment purchased according to manufacturers' specifications.
- ◆ Supervises the inspection and verification all new medical equipment, ensuring conformance to purchase specifications.
- ◆ Coordinates technical support to manufacturers/vendors during installation and calibration of new equipment.
- ◆ Sets evaluation criteria (technical, environmental) for capital equipment evaluations.

D. Education / Training

- ◆ Researches and reviews new technologies and equipment.
- ◆ Acts as a medical equipment information resource for staff and other departments.
- ◆ Informs staff of possible problems that may occur and solutions to correct those problems.
- ◆ Informs users of upgrades and operational changes to medical equipment.
- ◆ Coordinates and conducts training for physicians, staff and patients on the operation and maintenance of various medical devices.
- ◆ Strategically coordinates staff for vendor-specific training.
- ◆ Serves as laser safety training officer and performs safety audits of diagnostic and therapeutic laser procedures.
- ◆ Coordinates technical, educational and service support to other Health Regions.

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.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: January 6, 2012