



# *Provincial Job Description*

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

***PAY BAND:***  
**17**

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

**Assembles/installs/repairs, calibrates, inspects and performs preventative maintenance on biomedical equipment to ensure compliance with medical safety standards.**

***QUALIFICATIONS:***

- ◆ **Biomedical Engineering Technology diploma**

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ **Advanced computer skills**
- ◆ **Interpersonal skills**
- ◆ **Organizational skills**
- ◆ **Communication skills**
- ◆ **Ability to work independently**
- ◆ **Valid driver's license**

***EXPERIENCE:***

- ◆ **Previous: Twenty-four (24) months.**

## **KEY ACTIVITIES:**

### **A. Maintenance/Troubleshooting/Repair**

- ◆ **Plans/designs/builds and modifies solutions to existing equipment.**
- ◆ **Troubleshoots and repairs malfunctioning patient care equipment, 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.**
- ◆ **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.**
- ◆ **Provides cost-effective alternative parts solutions.**

### **B. Acquisition Support and New Equipment Testing**

- ◆ **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.**
- ◆ **Ensures the appropriate policies and standards are implemented and maintained.**

### **C. 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.**
- ◆ **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.**
- ◆ **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.*

*Validating Signatures:*

**CUPE:**

**SEIU:**

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**SGEU:**

**SAHO:**

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**Date: October 09, 2014**