



Provincial Job Description

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

PAY BAND:
18

FOR FACILITY USE:

SUMMARY OF DUTIES:

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

QUALIFICATIONS:

- ◆ Biomedical Engineering Technology diploma

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Advanced computer skills
- ◆ Analytical skills
- ◆ Organizational and leadership skills
- ◆ Interpersonal skills
- ◆ Communication skills
- ◆ Ability to work independently
- ◆ Valid driver's 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. Preventative Maintenance / Quality Control / Risk Management

- ◆ Coordinates and supervises the preventative maintenance program, ensuring compliance with preventative maintenance schedule.
- ◆ Organizes schedules to ensure equipment is available for planned maintenance.
- ◆ 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.
- ◆ Provides technical support to manufacturers/vendors during installation and calibration of new equipment.

B. Supervision/Administration

- ◆ 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.

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. Acquisition Support and New Equipment Testing

- ◆ Provides cost analyses 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, installs, inspects and calibrates all new equipment purchased according to manufacturers' specifications.
- ◆ Inspects and verifies all new medical equipment, ensuring conformance to purchase specifications.

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, maintains and audits a comprehensive database for all medical systems, their components and scheduled maintenance.
- ◆ Maintains comprehensive logs of equipment maintenance and repairs.
- ◆ Aids in incident investigations involving medical equipment that affect patients or staff.
- ◆ 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:

SGEU:

SAHO:

Date: October 09, 2014