



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:

- ◆ Advanced computer skills
- ◆ Analytical skills
- ◆ Interpersonal skills
- ◆ Communication skills
- ◆ Organizational and leadership skills
- ◆ Ability to work independently
- ◆ Valid driver's 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.
- ◆ Plans/designs/build and fits solutions to existing equipment or creates new solutions independent of existing equipment.
- ◆ Assists user departments in selection of equipment and vendors for evaluation.
- ◆ Facilitates staff meetings.
- ◆ Updates and revises forms.

B. Maintenance / Quality Control / Risk Management

- ◆ Develops, maintains, 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.
- ◆ 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.
- ◆ Coordinates and develops engineering solutions for custom requirements or out-of-support equipment.

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: October 09, 2014