Waitemata District Health Board

Best Care for Everyone

Biomedical Engineering Technician

Position Description

Date: **September 2013**

Job Title	:	Biomedical Engineering Technician
Department	:	Clinical Engineering
Location	:	Waitemata DHB
Reporting To	:	Team Leader (Clinical Engineering)
Direct Reports	:	None
Functional Relationships with	:	<u>Internal</u> Group Manager Hospital Operations Hospital Operations Group staff Director of Allied Health Operational and Service Managers Clinical, technical and administrative staff in wards and departments as relevant Quality team staff Occupational health and safety representatives Project Managers Facilities Team <u>External</u> Contract Service Providers Appropriate clinical, technical, scientific and administrative staff within customer departments and support services. Other external providers as required

Purpose:

To provide medical electronics and/or mechanical engineering services relating to the maintenance, safety/performance testing, and calibration and technical evaluation of clinical equipment within WDHB Hospitals/Services.

To provide a prompt, professional and efficient clinical engineering service to meet WDHB internal customer needs, ensuring all relevant biomedical equipment is maintained to an acceptable standard and in compliance with all relevant standards and regulations.

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KEY TASKS	EXPECTED OUTCOMES
To ensure that clinical equipment is maintained in a safe and operational condition over its whole life cycle and is managed/serviced according to appropriate CE protocols, procedures and standards:	This includes: • The installation, acceptance testing and/or commissioning of capital clinical equipment • The manufacture, modification, upgrade or refurbishment of relevant clinical equipment • The on-going performance/electrical testing and calibration of relevant equipment • The follow-up of hazard alerts and equipment recalls as appropriate • The provision of advice to customers on alternative external resources should CE be unable to undertake work of a specialist nature • Independently performing an agreed level of complex or non-routine technical tasks seeking guidance from the BMET Team Leader or other specialist CE staff if required. • Following up any customer concerns appropriately, professionally and in a timely manner
To provide:	• Technical advice, support and instruction to customers in the selection, purchase and safe operation of equipment • Training and mentoring of appropriate CE staff as agreed with Team Leader/Supervisor • Complete and timely service documentation/information so that an accurate and up-to-date record of personal workload is available to CE team Leader and Management
To support/assist:	• Clinical staff with the introduction and/or on-going provision of appropriate services involving clinical technology • CE Management and staff with appropriate CE-wide or service specific duties, projects or one-off service initiatives • CE colleagues by contributing a positive, friendly and mutually supportive input to the working environment within the Department. • CE Management maintain CE's corporate profile, reputation and customer service standards at the highest level possible

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KEY TASKS	EXPECTED OUTCOMES
To be responsible for aspects of own professional development by:	• Participating in relevant CE educational, training and development programmes. • Establishing and agreeing specific annual objectives, performance targets and strategies to achieve specific development goals • Participating in other continuous improvement activities relevant to a senior role.
To contribute to the overall services of CE and WDHB by:	• Ensuring CE resources are used effectively and that departmental priorities are met. • Achieving the personal and collective annual performance objectives documented in the WDHB annual performance plan • Contributing with vision, enthusiasm and initiative (a "solutions not problems" approach) to team/divisional meetings and discussions • Providing helpful and timely contributions to Dept. reports, submissions and other appropriate CE documents • Ensuring all relevant WDHB policies and procedures are observed at all times • Assisting CE achieve specific WDHB key goals as issued from time to time.
To recognise the principles of the Treaty of Waitangi and how they apply within service	• Waitemata DHB's commitment to biculturalism is honoured. • Cultural advice is sought as appropriate
To recognise Individual Responsibility for Workplace Health and Safety under the Health and Safety in Employment Act 1992	• Company health and safety policies are read and understood and relevant procedures applied to their own work activities • Workplace hazards are identified and reported, including self management of hazards where appropriate • Can identify health and safety representative for area

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Behavioural Competencies

Adheres to Waitemata District Health Boards 4 Organisational Values of:

Every single person matters, whether a patient / client, family member or a staff member

We see our work in health as a vocation and more than a job, We are aware of the suffering of these entrusted to our care. We are driven by a desire to relieve that suffering. This philosophy drives our caring approach and means we will strive to do everything we can to relieve suffering and promote wellness.

We need to be connected with our community. We need to be connected within our organisation – across disciplines and teams. This is to ensure care is seamless and integrated to achieve the best possible health outcomes for our patients/clients and their families.

We seek continuous improvement in everything we do. We will become the national leader in health care delivery.

Behavioural Competencies	Behaviour Demonstrated
Communicates and Works Co-operatively	• Actively looks for ways to collaborate with and assist others to improve the experience of the healthcare workforce, patients & their families and the community & Iwi.
Is Committed to Learning	• Proactively follows up development needs and learning opportunities for oneself and direct reports.
Is Transparent	• Communicates openly and engages widely across the organisation. • Enacts agreed decisions with integrity.
Is Customer Focused	• Responds to peoples needs appropriately and with effective results • Identifies opportunities for innovation and improvement
Works in Partnership to Reduce Inequality in Outcomes	Works in a way that: • Demonstrates awareness of partnership obligations under the Treaty of Waitangi. • Shows sensitivity to cultural complexity in the workforce and patient population. • Ensures service provision that does not vary because of peoples’ personal characteristics.
Improves health	• Work practices show a concern for the promotion of health and well-being for self and others.
Prevents Harm	• Follows policies and guidelines designed to prevent harm. • Acts to ensure the safety of themselves and others.

VERIFICATION:

Employee: _____

Manager: _____

Date: _____

Note: This job description forms part of an individual’s contract of employment with WDHB and must be attached to that contract.

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PERSON SPECIFICATION

POSITION TITLE: Biomedical Engineering Technician

	Minimum	**Preferred**
Qualification	***Either:*** a) NZCE Electronics or equivalent qualification b) Relevant work experience in the electronics or electrical engineering field c) Limited Electrical Registration (registration requirements must be achieved asap if not held on appointment) ***And/or:*** a) NZCE Mechanical or relevant trade certificate/equivalent qualification b) Relevant work experience in the mechanical engineering field c) Limited Electrical Registration (registration requirements must be achieved asap if not held on appointment	Work experience within the healthcare/medical electronics sector
Skills/Knowledge/Behaviour	• Team player • Customer/quality focus • Excellent written and verbal communication skills • Ability to work autonomously • Relevant IT skills • Current car drivers license as required to drive both manual and automatic service vehicles on occasions.	