Clinical Engineering
Management Committee

# Job Description

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| **Job Title** | **Biomedical Supervisor** |
| **Reports To** | **Director** |
| **FLSA Status** | **Exempt** |
| **Date** | |

## Job Summary

Function as primary responsible contact with the Clinical Engineering (CE) Department. Supervise repair and maintenance activities performed by CE staff. Provide on-site leadership for all components of the medical equipment management program. Participate in the development of departmental and entity continuous quality improvement initiatives. Maximize patient safety by supporting proper use, application, and operational performance of patient care equipment. Act as technical resource to CE staff for repair and maintenance activities on selected equipment and related systems.

## Job Responsibilities

**To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions. Other duties may be assigned to meet business needs.**

Duties include:

- Develop work schedules for all staff technicians and make adjustments as needed to accommodate changing workloads.
- Evaluate staff productivity, efficiency, and other specific work quality performance indices.
- Audit work completed by in-house staff and take corrective actions where necessary.
- Perform staff performance evaluations and make decisions regarding merit increases or promotions.
- Interview potential new hire candidates and makes hiring decisions.
- Initiate disciplinary actions and counsel employees when required.
- Ensure all resources are available to staff members as needed to allow them to perform maintenance and repair of medical equipment and systems as assigned.
- Provide training to biomedical technicians as appropriate.
- Verify process exists to ensure appropriate response to all service requests.
- Produce, review, and make assessments of various reports related to work completion, unfinished work, preventive maintenance completion rates, and repeat equipment failures.
- Monitor monthly expenditures and work with management staff in recommending how best to control equipment service related costs.
- Recommend equipment renovation, refurbishment, replacement, or re-deployment based on equipment age, failure rate, cost of service, and overall ability to support the clinical use for which it is intended.
- Lead and/or participate in CE system projects, including deciding on sole source service vendors, system service contracts, best practices, and policy and procedure development.
- May be required to perform safety testing and preventive maintenance on clinical equipment.
- May be required to perform complex repairs involving extensive troubleshooting to the component level.
- Collaborate with other support entities (e.g., Information Services or Facilities Management) to develop support plans for devices or systems that require multi-disciplinary support.
- Function as a resource person to areas of responsibility. This may include providing instruction as to the safe and proper use of medical equipment or acting as a technical resource to assigned staff.
- Understand and comply with Joint Commission and other applicable standards and regulations.

**Supervision Received**
Individual will report directly to the manager of the Clinical Engineering Department.

**Working Relationships**
Individual will maintain good personal relationships with fellow workers, nursing and medical staff, vendors, manufacturers, and the general public. Will be expected to participate in meetings, seminars, and training as required.

**Minimum Qualifications**
**To perform this job successfully, an individual should possess the knowledge, skills, and abilities listed and meet the amount of education, training, and/or work experience required.**

Education/Experience
Associate's degree in biomedical engineering technology or related field, and a minimum of five years' experience in this field is highly desirable. A comparable combination of education and additional appropriate experience may be substituted.

Knowledge, Skills, and Abilities
- Knowledge of anatomy, physiology, electro-mechanical and electronic fundamentals, medical equipment function and operation, safety in healthcare facilities, and medical equipment troubleshooting required.
- Interpersonal skills necessary to work effectively with customers and supervise employees.
- Manual dexterity and visual acuity required to repair and replace electronics components and parts and to use precision tools and instruments.
- Advanced employee training and management skills required.

**Working Conditions**
Generally good working conditions. Possible hazards include exposure to electrical shock, infectious disease, and various other hazards associated with clinical engineering work. Protective clothing and safe work practices are required.

**This job description should not be construed to imply that these requirements are the only standards for the position. Incumbents will follow any other instructions and perform any other related duties as may be required. (Name of Company) has the right to revise this job description at any time. (Name of Company) is an "at will" employer and as such, neither this job description nor your signature constitutes any form of contractual arrangement between you and (Name of Company).**