SUPERVISOR, BIOMEDICAL ENGINEERING GS-29

DEFINITION:

This is supervisory work which involves managing and overseeing the biomedical/medical equipment needs of a hospital facility, through planning, organizing, directing and controlling of all clinical, and administrative engineering functions.

Work involves recommending the purchasing of calibration, operation, maintenance and disposal of medical equipment. Work is performed under the direction of the Chief Executive Officer, Assistant Administrator, or designee but the individual is expected to perform independently and exercise considerable judgment.

DUTIES (NOT ALL INCLUSIVE):

Directs and coordinates the activities of a staff engaged in the maintenance, operation, and repairing the hospital’s medical equipment. Interviews and recommends applicants for hire; orients/trains, assigns and schedules the work of subordinates.

Organizes department structure and develops short and long-term goals and objectives for the department in consultation with administration. Prepares annual capital and expense budgets and ensures that the agency operates within the funds allocated.

Develops, implements, administers and modifies programs to maintain the hospital’s medical equipment through effective utilization of personnel and materials.

Establishes and implements policies and procedures for department’s operation. Establishes standards of performance and productivity; such as preventive maintenance program, staffing needs, a quality assurance and safety programs in cooperation with quality assurance and risk management personnel.

Investigates irregularities and policy violations and takes corrective actions. Reviews, evaluates, and monitors work schedules, work flow, work hours, and duty assignments of personnel, and effect changes as needed. Promotes good employee relations and solves departmental problems.

Plans for major repairs, and/or procurement of medical equipment to meet new increases in-services. Investigates needs for major repairs in collaboration with administration and departmental heads. Makes recommendations on major repairs and purchasing. Makes recommendations regarding servicing of medical equipment by in house personnel versus servicing by outside contact.

Coordinates life safety training for general and annual orientation.
Provides monthly and quarterly reports on the hospitals medical equipment and PM program.

Directs monthly meetings with staff.

Participates in educational programs and in-service meetings.

Performs other related work as required.

**FACTOR-1- KNOWLEDGE REQUIRED BY THE POSITION:**

Knowledge of biomedical engineering and the professional ability to apply such knowledge to equipment problems.

Knowledge of federal, state and local standards and codes, as well as the requirements of regulatory and accreditation agencies.

Knowledge of the relationships between utilities systems, equipment, and the services provided in a medical facility.

Ability to organize, analyze, interpret and evaluate data in the solution of equipment problems.

Ability to read and interpret manufactures recommendations and requirements on servicing equipment.

**FACTOR-2- SUPERVISORY CONTROLS:**

Work is assigned by the Assistant Hospital Administration or designee in terms of project objectives and priorities. The employee is given wide latitude in the performance of his/her duties, and work is reviewed to determine objectives have been met, according to established policies and regulations.

**FACTOR-3- GUIDELINES:**

Departmental policies and procedure Manuals, National Fire Associate (NFPA) regulations, National Electrical Code (NEC), JCAHO and HFCA Standards, and life safety code.
FACTOR-4- COMPLEXITY:

Work involves calibration, repair, and servicing of all medical equipment throughout the facility. It also involves planning, organizing, directing and controlling of all clinical, and administrative engineering functions.

FACTOR-5- PERSONAL CONTACTS:

Contacts are made with administrators, physicians, nurses, department heads, other hospital staff, and outside governmental and private agencies.

FACTOR-6- PURPOSE OF CONTACTS:

Contacts are made for procurement of equipment and maintenance services and also to follow-up on work order request.

FACTOR-7- PHYSICAL DEMANDS:

Work is performed mostly standing. However, extensive walking is required at times to inspect equipment and respond to emergency calls.

FACTOR-8- WORK ENVIRONMENT:

Work is performed throughout the facility; however, a fair percentage of time will be spent in biomedical shop working on equipment. There is limited exposure to hazardous chemicals and equipments.

MINIMUM QUALIFICATIONS:

Bachelor’s Degree from an accredited school in biomedical engineering plus at least two (2) years related experience, or, an Associate’s Degree in electrical, medical, or other related engineering field and four (4) years experience in the biomedical field.

DATE:______________   APPROVED: __________________

DIRECTOR