



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE BIOMEDICAL TECHNICIAN I	2. DIVISION □ SANGRE GRANDE HOSPITAL CAMPUS □ ST. ANDREW/ST. DAVID □ NARIVA/MAYARO	3. DEPARTMENT BIOMEDICAL ENGINEERING
4. ORGANIZATIONAL RELATIONSHIP The Biomedical Technician I will have a dual report relationship with the Biomedical Technician II and the Biomedical Engineer at the Sangre Grande Hospital and the Area Administrative Officer at the County.		5. NATURE & SCOPE The Biomedical Technician I is responsible for performing a variety of increasingly complex and specialized technical tasks in connection with installation, maintenance, calibration, commissioning, troubleshooting, repair and management of various types of biomedical equipment throughout the Authority so as to facilitate the achievement of operations goals and objectives in accordance with international safety standards as well as manufacturer’s recommendation of proper use and timely service.
6. SPECIFIC ACCOUNTABILITIES The Biomedical Technician I: □ Repairs, calibrates and troubleshoots specialized biomedical equipment on site as well as in the workshop. □ Plans preventative maintenance on specialized biomedical equipment as well as on medical electronic equipment in compliance with manufacturer’s service procedures. □ Provides on-call services for any area within the Authority. □ Trains relevant members of staff in the safe and proper usage of the equipment. □ Commission new biomedical equipment as instructed by their supervisor. □ Maintains asset register of all biomedical equipment by departments/facility and ensure all equipment is tagged and reports missing equipment to relevant heads of department. □ Prepares statutory reports as requested by the supervisor. □ Recommends user enhancements and equipment changes or updates to meet specific therapeutic or diagnostic requirements. □ Recommends the purchase of new or additional equipment and provide technical advice for specialized equipment. □ Assists in the preparation of specification for the purchase of new equipment. □ Liaises with vendors and/or manufacturer/suppliers to requisition parts and discuss problems with equipment such as projected down time and providing the end user with continuous information updates. □ Liaises with Heads of Departments ensuring equipment issues are reported and resolved in a timely manner. □ Maintains and upkeeps electronic patient beds. □ Supervises and ensure that end user knows how to correctly use and maintain proper use of their equipment ensuring longevity. □ Ensures that all equipment, tools and manuals are properly secured and accounted for. □ Orders replacement parts and accessories in order to minimize downtime. □ Performs other related duties as required by the approved Authority.		

7. KEY KNOWLEDGE, SKILLS AND ABILITIES

- Well-developed theoretical and practical knowledge of Biomedical Technology principles and practices.
- Knowledge of Anatomy, Physiology and Medical Terminology.
- Strong communicative and interpersonal skills.
- Sound comprehensive and analytical ability.
- Ability to persuade peers supervisors and subordinates to follow the desired courses of action.
- Sound understanding of the Institutional and Operational Framework in which the Authority operates.

8. MINIMUM TRAINING AND EXPERIENCE

- Technicians Diploma in Electronic and Electrical Engineering (EET)
- Two (2) years’ experience in maintenance of biomedical equipment or in a related technical field.
- Any equivalent combination of training and qualification.

9. SUPERVISORY RESPONSIBILITIES

Not applicable.

10. COMMUNICATION AND WORKING RELATIONSHIPS

Internal:

- Biomedical Engineer II
- Biomedical Engineer
- Facility Coordinator
- Manager-Hospital Administration
- Manager-Para Clinical Services
- Area Administrative Officer
- Primary Health Care Services Administrative Officer
- Primary Care Physician II
- Medical Director
- Management Team
- Heads of Department

External:

- Service Providers
- Suppliers of goods and services