

Bio-Medical Engineering Technician

1. PURPOSE OF POSITION

This position is responsible for the continuity of the maintenance programme for clinical equipment and the life cycle maintenance of a broad range of medical devices. The programme is delivered in accordance with the New Zealand Standards (AS/NZS 3551:2012), statutory requirements and manufacturers' recommendations as applicable.

This position is responsible for continuity of the provision of preventative and corrective maintenance of a broad range of Medical and Electro-medical devices in accordance with New Zealand Standards (AS/NZS 3551:2012), statutory requirements and manufacturers' recommendations.

2. ORGANISATIONAL VALUES

The Te Whatu Ora Taranaki's our mission (Te Kaupapa) is improving, promoting, protecting and caring for the health and well-being of the people of Taranaki. Our values define who we are as an organisation, the way we work with each other, our patients, whanau and external partners. Our Te Ahu Te Whatu Ora Taranaki values are:

Partnerships	WHANAUNGATANGA	We work together to achieve our goals
Courage	MANAWANUI	We have the courage to do what is right
Empowerment	MANA MOTUHAKA	We support each other to make the best decisions
People Matter	MAHAKITANGA	We value each other, our patients and whanau
Safety	MANAAKITANGA	We provide excellent care in a safe and trusted environment

3. DIMENSIONS

Reports to:	Clinical Engineering Supervisor
Number of people reporting to you	-
Financial limits authority	-
Operating Budget	-

4. WORKING RELATIONSHIPS

External	Internal
New Zealand Institute of Healthcare Engineers	Finance Clinicians

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External Suppliers Service Agents Community Providers	Facilities Engineering Team Clinical Engineering Team Clinical Nursing Managers Procurement
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5. ACCOUNTABILITIES

Key area of responsibility	Expected outcomes
1. Clinical Equipment Maintenance	<ul style="list-style-type: none"> • Maintain and repair medical equipment in an efficient manner, complying with relevant standards and in line with manufacturer specifications where applicable. • Test equipment for electrical safety and functional performance both in the workshop and on site, within allocated timeframes and planned maintenance schedules in accordance with AS/NZS 3551 or AS/NZS 3760. • Maintain equipment in within the required/agreed timeframes and to high standard. • Provide installation resource for new or modified systems as required by clients, complying with the relevant standards and manufacturer specifications. • Provide advice on equipment specification, installation, maintenance, safe use, condition and disposal, as required by clients, and in keeping with the organisation expectations. • Apply knowledge of safe practice relating to medical locations for example, cardiac protected areas, body protected areas, equi-potential bonding, RCDs, medical gas, radiation, lasers • Ensure appropriate audit trails of both equipment and related activity are recorded and maintained in an effective and efficient manner, including updating databases, asset details, goods ordered and receipted in line with engineering departmental practices. • Encourage and support clinical staff awareness of AS/NZS 2500. "Safe use of electricity in patient locations" • Apply knowledge of AS/NZS 3200, 3000, 3003 – electrical wiring regulations • .Assist with ad hoc project(s) when needed.
2. Inventory, Asset Control	<ul style="list-style-type: none"> • Assist in maintaining Stock levels including (not

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<p>and budget support</p> <p>Regularly check and maintain stock levels.</p>	<p>limited to) ensuring orders are placed in a timely manner.</p> <ul style="list-style-type: none"> • Participate and attend Health Assessment Management Improvement (HAMI) and National Asses Management Plan (NAMP) meetings to ensure that asset maintenance meets national, ministerial and regulatory benchmarks. • Identify cost efficiencies in line with relevant standards.
<p>3. Compliance, technical and end user clinical engineering services</p>	<ul style="list-style-type: none"> • All engineering staff members are familiar with engineering department work procedures including those specific to the clinical engineering work areas. • All new equipment information is recorded in relevant systems e.g. CMMS and Te Whatu Ora Taranaki Asset register. • Ensure asset/equipment handlers/users are made aware of relevant technical, legislative requirements prior to commissioning clinical asset(s). • Ensure all repairs are undertaken in accordance with ASNZS3551:2012 and end users are informed to support technical documentation as per ASNZS3551:2012. • Complete and keep up to date all relevant technical information within engineering department and clinical management unit.
<p>4. Preventative maintenance</p>	<ul style="list-style-type: none"> • Ensure all relevant PM schedules are up to date at all times. • Ensure relevant documentation including PMs, PVs, corrective maintenance documentation are completed accurately and up to date at all times. • Track progress and take appropriate action where needed. • Requests spare parts, resources etc. in a timely manner using appropriate departmental / Te Whatu Ora Taranaki processes. • Ensure details for ongoing PM work are established and appropriately recorded in e.g. CMMS. • Assist with ad hoc project(s) when needed.
<p>5. Teamwork and communication</p> <p>Effectively communicate with all staff, stakeholders, engineering team members,</p>	<ul style="list-style-type: none"> • Ensure healthy rapport exist when interacting with all staff, stakeholders, engineering team members, etc. • Cascade training where received from manufacturers and created performance verification procedures. • Provide consistent feedback to supervisor/manager

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etc.	<p>regarding support needed, work challenges and workload.</p> <ul style="list-style-type: none"> • Communicate technical compliance related information with relevant supervisor(s)/manager(s), etc.
<p>6. Health and safety</p> <p>Demonstrate safe behaviours and make sure that you and others are kept healthy and safe at work</p>	<ul style="list-style-type: none"> • Refer to organisational accountabilities – health and safety. • Always be aware of health and safety risks and hazards. • Complete a Job safety analysis relevant documentation as and when required for relevant tasks performed. • Follow safe work practices, standard operating procedures, rules and instructions. • If there is something you don't know, or you have any health and safety concerns, ask a manager/supervisor or Te Whatu Ora Taranaki health and safety team. • Maintain a clean and orderly work area. • Contribute to the overall safety culture (Te Whatu Ora Taranaki Safety Manaakitanga Value) by voicing ideas and suggestions and collaboratively develop solutions for health and safety within the unit/engineering department (get involved in safety improvements activities). • Help others to be safe at work • Participate in return to work (RTW) plans if and when applicable.
<p>7. Performance, development and training</p>	<ul style="list-style-type: none"> • Ensure all mandatory and other training related documentation is kept up to date. • Develop KPI's and maintenance goals in partnership with supervisor/manager and participate in regularly communicated and agreed performance goals. Participate in annual My Feedback (performance) discussion.

Organisational Accountabilities	Expected Outcome for all Employees
Health Equity	Te Whatu Ora Taranaki strives to eliminate health inequalities and achieve health equity for the Taranaki population. In practical terms this means all staff are required to implement relevant health equity policies, procedures, approaches and guidelines issued from time

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Organisational Accountabilities	Expected Outcome for all Employees
	<p>to time including:</p> <ul style="list-style-type: none"> • the Pae Ora Framework which requires: <ul style="list-style-type: none"> • Demonstrating the principles of Partnership, Participation and Protection under the Treaty of Waitangi; • improving understanding of the determinants of ethnic inequalities in health, in particular the “Drivers of ethnic inequalities in health” and the “Pathways to Inequalities” both of which are referenced in Te Whatu Ora Taranaki Pae Ora Framework, Appendix 1; • Ensuring Health Equity assessment is embedded into your practise where services, policies or programmes are expected to improve outcomes for Māori; • Effectively implementing health equity approaches outlined for Health Professionals in “Equity of Health Care for Maori: A Framework” published by the Ministry of Health to support He Korowai Oranga Refresh 2014, national Maori Health Strategy; • Ensuring appropriate health literacy responses are used for effective engagement with Māori; • You must ensure accurate ethnicity data is collected or held for patients and clients you interact with by following the Te Whatu Ora Taranaki Ethnicity Data Collection Policy and procedures; • You must attend the Cultural Competency training provided by and for staff of Te Whatu Ora Taranaki including Treaty of Waitangi workshop, General/Clinical Refreshers, Engaging Effectively with Maori and any other training identified as essential for staff.

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Health and Safety	<ul style="list-style-type: none">• Maintains a safe and healthy environment• Complies with health & safety policies and procedures• Carries out work in a way that does not adversely affect their health and safety or that of other workers• Complies with procedures and correctly use personal protective equipment and safety devices provided• Contributes to hazard identification and management process• Reports accurately near misses/incidents/accidents in a timely manner• Participates in health and safety matters
Personal Development	<ul style="list-style-type: none">• Fully contributes to the individual's team performance and is committed to identify and pursue opportunities for developing new knowledge and skills.• Participates in the performance appraisal process where personal performance and development is reviewed.• Willing to accept new responsibilities, acquire and demonstrate relevant new knowledge.

8. VARIATION TO DUTIES

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities can be amended from time to time either by additional, deletion or straight amendment to meet any changing conditions, however this will only be done in consultation with the employee.

9. CAPABILITY REQUIREMENTS

Capabilities are the behaviours demonstrated by a person performing the job. Capabilities identify what makes a person most effective in a role. Those listed below are expected for the team roles in the organisation. The required capabilities can change as the organisation develops and the roles change.

Capability
Effective Communication Shares well thought out, concise and timely information with others using appropriate

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Capability
mediums. Ensures information gets to the appropriate people within the organisation to facilitate effective decision making
Decision Making/Problem Solving
Demonstrates effective and timely decision making/problem solving techniques. Aware of the impact of decisions on key stakeholders and consults as appropriate utilizing available resources. Is proactive and effective when problem solving is required.
Innovation/Initiative
Continually strives for new and improved work processes that will result in greater effectiveness and efficiencies. Questions traditional ways of doing things when choosing a course of action or finds new combinations of old elements to form an innovative solution.
Resilience/Flexibility
Articulates differing perspectives on a problem and will see the merit of alternative points of view. Will change or modify own opinions and will switch to other strategies when necessary. Adjusts behaviour to the demands of the work environment in order to remain productive through periods of transition, ambiguity, uncertainty and stress.
Cultural Safety
Demonstrates a commitment to cultural safety by meeting and exceeding the cultural needs of clients/customers/colleagues. Manages cultural ambiguity and conflicting priorities well. Understands concepts of whanaungatanga and manaakitanga and Maori cultural orientation to whanau, hapu and iwi.
Teamwork
Works to build team spirit, facilitates resolution of conflict within the team, promotes/protects team reputation, shows commitment to contributing to the teams success

10. EDUCATION

Essential:

- Minimum Level 5 Diploma in an Engineering Discipline (Electronics, Mechanical, Electrical) or a Bachelor of Science (Medical Technology) or Bachelor of Engineering (Biomedical Engineering)
- Current registration with the NZ Electrical Workers Registration Board as EAS or higher
- Current Practising Licence as required by the NZ Electricity Act 1992
- Full Drivers Licence

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Desirable:

- Multiskilled in electronic and mechanical repair
- National Radiation Servicing Registration
- Manufacturer Training certificates

11. SKILLS

- Intermediate to advance computer literacy; and IT networking knowledge and application
- Knowledge of engineering and biology
- Skill in interpreting design specifications
- Awareness and knowledge of AS/NZS 3200, 3000, 3003 – electrical wiring regulations; and AS/NZS3551:2012.
- Technical Report writing skills
- Practical Medical Engineering Skills including knowledge of anatomy and physiology (the science of how the body functions), and medical terms.
- Ability to perform high acuity repairs independently
- Knowledge of safe practice relating to medical locations for example, cardiac protected areas, body protected areas, equip-potential bonding, RCDs, medical gas, radiation, lasers

12. EXPERIENCE

- Minimum of 3 years' experience in a Clinical Engineering environment (desirable)
- Minimum of 3 years engineering work experience
- Experience working with computers and electronics
- Experience in the health care industry (desirable)
- Previous experience with clinical equipment maintenance and repairs
- Experience in asset management
- AS/NZS3551:2012 Clinical Equipment Maintenance experience
- Experience of CMMS management
- A proven focus on customer service and engagement