



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Senior Bio-Medical Technician
JOB GRADE:	SOG/ST 4
POST NUMBER:	27456 & 58031
DIVISION/BRANCH:	Corporate Services Division/Health Facilities Maintenance Branch
SECTION/UNIT:	-
REPORTS TO:	Bio-Medical Engineer
MANAGES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

_____ Employee	_____ Date
_____ Manager/Supervisor	_____ Date
_____ Head of Department/Division	_____ Date
_____ Date received in Human Resource Division	_____ Date Created/Revised

1. JOB PURPOSE (Reason for Existence)

Under the general direction of the Bio-Medical Engineer, the Senior Bio-Medical Technician is responsible to analyze reported maintenance work order data as entered by the Ministry of Health and all four (4) regions for bio-medical electronic equipment into the Maximo Maintenance Management System to evaluate the condition and performance of clinical equipment.

In addition, to provide training for Bio-Medical Technicians and users on the operation and care of bio-medical equipment.

2. KEY OUTPUTS (Results, Deliverables)

- Maintenance manuals for bio-medical equipment prepared;
- Clinical equipment inspected;
- New bio-medical equipment checked;
- Training workshops for bio-medical technicians conducted.
- Monthly reports prepared.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative Responsibilities

- Participates in the development of the Operational Plan for the Branch;
- Prepares individual work plan;
- Prepares monthly report on activities undertaken.

B.) Technical/Professional Responsibilities;

- Observes the clinical equipment performance data entered into the Maximo

Senior Bio-Medical Technician,
Facilities Maintenance Branch,

Corporate Services Division/Health
Ministry of Health.

Maintenance Management System by all four (4) Regional Maintenance Units, to develop an informed opinion of the conditions of those assets;

- Extracts the different pieces of clinical equipment maintenance history (costs, maintenance labour hours, spare parts, usage etc) for review and analysis of overall maintenance programme;
- Reads, understands and uses schematic drawings, blueprints and manufacturer's literature as necessary to prepare maintenance manuals as a guide to maintenance technicians and artisans in adjusting, repairing and modifying electronic equipment;
- Performs regular and random inspections of clinical equipment to ensure employee and patient safety. (This involves checking calibrations on bio-medical equipment using electronic test equipment and accepted standards);
- Checks new bio-medical/electronic equipment after it is received and before it is put in use as requested;
- Recommends frequently used locally and/or manufacturer's purchased replacement spare parts to be kept in inventory stores for the repair of clinical equipment;
- Recommends replacement of equipment based on the records of repair costs and down time etc. provided by the Maximo Maintenance Management System records;
- Designs and oversees the fabrication of minor electronic or associated devices to assist in the operation and/or application of bio-medical equipment;
- Conducts training workshops for bio-medical technicians in the field with tests for theoretical and practical proficiencies suitable for certification at each grade level for appointment of individual technicians;
- Assists the Regional Maintenance Units in conducting educational/orientation sessions for employees who operate electronic equipment, as required

C.) Other Responsibilities:

Perform any other related duties, as assigned by the Bio-Medical Engineer or Director, Health Facilities Maintenance.

Senior Bio-Medical Technician,
Facilities Maintenance Branch,

Corporate Services Division/Health
Ministry of Health.

Prepared by: HR Consultant,

November 03, 2016

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Maintenance manuals for bio-medical equipment prepared in accordance with local and international standards;
- Electronic equipment inspected as per maintenance schedule and/or on urgent requests;
- New bio-medical equipment checked to ensure effective operation;
- Training workshops for bio-medical technicians conducted as the need arises.
- Monthly reports prepared are accurate and comprehensive.

5. INTERNAL AND EXTERNAL CONTACTS

i) Internal

Contact (Title)	Purpose of Communication
Director, Health Facilities Maintenance	Obtain advice, receive directives and guidance, information regarding portfolio and provide feedback
Bio-Medical Engineer	Obtain advice, receive directives and guidance, work assignments information regarding portfolio and provide feedback
Regional Health Authorities - Directors, Operation and Maintenance, Maintenance Manager, Maintenance Technicians, Artisans	Matters relating to the use and maintenance of electronic equipment

ii) External Contact

Contact	Purpose of Communication
Suppliers	Matters relating to the availability of spares
Manufacturers	Matter relating to maintenance schedule

Senior Bio-Medical Technician,
Facilities Maintenance Branch,

Corporate Services Division/Health
Ministry of Health.

Prepared by: HR Consultant,

November 03, 2016

6. REQUIRED COMPETENCIES

Core

- Ability to communicate effectively orally and in writing;
- Good interpersonal skills;
- Good decision-making and problem solving skills;
- Good leadership skills;
- Good planning, organizing and time management skills;
- Ability to exercise sound judgment and conviction of purpose in unfavourable/unpopular situations;
- Ability to prioritise among conflicting demands;
- Good customer relations skills.
- Excellent skills in teamwork and cooperation;
- Ability to work harmoniously with a diverse group of people at various levels externally and internally;
- Strong goal/result orientation;
- Keen listener;
- Excellent integrity/ethics exercised in the performance of duties.
- Maintains a high level of productivity and self-direction;

Technical

- Broad based knowledge of the electronic equipment used in the public health sector;
- In-depth knowledge of the Maximo Maintenance Management System;
- Working knowledge of the Ministry of Health's maintenance standards and procedures;
- Proficiency in the use of relevant computer software;

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Diploma in Electronics, from a recognized tertiary institution;(preferably medical electronics);
- A minimum of five (5) years experience in the maintenance and calibration of bio-medical equipment;
- Any equivalent combination of education and experience.

8. SPECIAL CONDITIONS ASSOCIATED WITH JOB

- Required to work beyond normal working hours as the need arises;
- Required to travel island wide.

9. AUTHORITY TO:

- Recommend replacement of bio-medical electronic equipment;

10. WORKING CONDITIONS

- Normal office conditions;

Senior Bio-Medical Technician,
Facilities Maintenance Branch,

Corporate Services Division/Health
Ministry of Health.

Prepared by: HR Consultant,

November 03, 2016