



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Bio-Medical Engineer
JOB GRADE:	SOG/ST 7
POST NUMBER:	54118
DIVISION/BRANCH:	Corporate Services Division/Health Facilities Maintenance Branch
SECTION/UNIT:	-
REPORTS TO:	Director, Health Facilities Maintenance
MANAGES:	Bio-Medical Engineer SOG/ST 5 2 Senior Bio-Medical Technician SOG/ST 4

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 Director, Health Facilities Maintenance, the Bio-Medical Engineer is responsible for providing specialist assistance to the regions on preventative and corrective maintenance of bio-medical equipment and guidance regarding procurement of equipment which comply with specifications.

In addition, to develop standards, norms and procedures for the maintenance of bio-medical equipment in the public health sector to ensure safety and reliability of the equipment and further to ensure that installation of equipment conform to established codes.

2. KEY OUTPUTS (Results, Deliverables)

- Maintenance standards, norms and procedures for Bio-Medical equipment developed;
- Specifications and standards for all diagnostics, therapeutic and other equipment communicated;
- Programme for maintenance or replacement of equipment used in health care institutions developed;
- Codes for diagnostics and therapeutic equipment developed;
- Audits of Regional Maintenance Systems conducted;
- Training programmes designed and implemented;
- Technical advice provided;
- Reports prepared and submitted.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative Responsibilities

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- Participates in the development of the Operational Plan for the Branch;
- Develops in collaboration with those supervised work plan for the Section;
- Prepares individual work plan;
- Ensures that staff supervised have written job descriptions;
- Prepares monthly management report on activities undertaken.

B.) Technical/Professional Responsibilities;

- Participates in the formulation of maintenance policies and plans for the Ministry of Health and the Regional Health Authorities;
- Participate in the establishment of operating guidelines for the Regional Maintenance Units;
- Develops standards, norms and procedures for the maintenance of bio-medical equipment in the public health sector to ensure safety, reliability and cost effectiveness;
- Develops and recommends specifications for all diagnostics and therapeutic equipment used in health care institutions.
- Provides technical advice, codes and standards for bio-medical equipment used in health care facilities in the public health sector;
- Collaborates with the Director Standards Research and Development Unit to ensure that bio-medical equipment used in the government health sector are standardized to facilitate cost effective maintenance.
- Monitors the reported preventive and corrective maintenance data for bio-medical equipment as entered by the Regional Maintenance Units on the Maximo Maintenance Management System and make assessments as to condition, performance and the application of accepted maintenance standards;
- Assesses specifications for all new equipment to be purchased for health care institutions and makes recommendations based on safety, cost and reliability.
- Inspects equipment on site for purpose of accreditation of health care institutions.

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- Monitors construction and installation to determine if codes are complied with.
- Contributes to the development of National Standards for the certification of Bio-Medical Technicians;
- Liaises with the Bureau of Standards, and other local and international regulatory agencies in order to develop and keep abreast of internationally accepted established standards;
- Conducts audits of Regional Maintenance Systems to determine if maintenance procedures relating to bio-medical equipment are being adhered to and standards met. Take action to avert problems that are indicated and monitor outcome;
- Collaborates with the Regional Maintenance Manager and Director Human Resource and Industrial Relations to determine the priority areas for training;
- Collaborates with the Human Resource Planning and Development Unit in the design and implementation of training programmes for Regional Bio-Medical Technicians;
- Assists in training maintenance personnel in health care institutions.
- Provides expert advice to Senior Management on all matters pertaining to bio-medical equipment maintenance;
- Develops innovations to keep the maintenance costs for health care institutions to a minimum while ensuring safety and smooth operations.
- Collaborates with the Civil Works, Electrical and Electro-Mechanical Engineers in the establishment of a library of manufacturer's resource material, current manuals and periodicals on equipment/machines for training and reference purposes;
- Recommends the replacement of health care equipment that has become unsafe and too costly to maintain.
- Maintains professional growth and development through professional affiliations, conferences, manufacturers' seminars, internet correspondence to keep abreast of the current information, norms and standards in the field;
- Participates on committees, attends meetings relating to the maintenance of

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buildings and facilities.

C.) Human Resource Responsibilities

- Provides leadership to staff supervised through effective goal setting, delegation and communication;
- Manages the welfare and development of staff supervised through the preparation of Performance Evaluation and recommends training and other programmes;
- Provides guidance to staff supervised through coaching, mentoring and support as necessary;
- Monitors the operations of the Section and oversees and/or participates in the review and evaluation of the work of assigned staff;
- Promotes the building of institutional knowledge for the Section by ensuring that established systems and procedures are documented and disseminated;
- Ensures that staff adheres to the policies and procedures of the Branch;
- Participates in the recruitment and selection of staff and recommends movement when appropriate;
- Recommends vacation leave and approves sick and departmental leave for staff in the Section and participates in the administration of staff benefits in keeping with established human resource policies;
- Recommends/administers disciplinary action in keeping with established Human resource policies;
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Conducts monthly and ad hoc staff meetings.

D.) Other Responsibilities:

- Performs any other related duties, as assigned by the Director, Health Facilities Maintenance.

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Maintenance standards norms and procedures for Bio-Medical equipment developed in accordance with established guidelines;
- Specifications and standards for all diagnostics, therapeutic and other equipment used in health care institutions are communicated for adherence;
- Programme for maintenance or replacement of equipment used in health care institutions developed in a timely manner;
- Codes for diagnostics and therapeutic equipment developed in accordance with set guidelines;
- Audits of Regional Maintenance Systems conducted within a specified timeframe;;
- Training programmes of priority areas for Regional Bio-Medical Technicians designed and implemented;
- Technical advice provided are technically sound and timely;
- Reports submitted are accurate, comprehensive and prepared in a timely manner;

5. INTERNAL AND EXTERNAL CONTACTS

i) Internal

Contact (Title)	Purpose of Communication
Director, Corporate Services	Matters relating to maintenance of Bio-Medical equipment
Director, Health Facilities Maintenance	Obtain advice, receive directives and guidance, work assignments information regarding portfolio and provide feedback
Project, Planning and Implementation Unit	Matters relating to standardization of bio-medical equipment
Director, Standards and Regulations	Matters relating to the establishment of maintenance standards
Regional Health Authorities – Regional Directors, Directors, Operation and Maintenance	Matters relating to monitoring and maintenance of bio-medical equipment

ii) External Contact

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Contact	Purpose of Communication
Bureau of Standards	Matters relating to establishment of standards for bio-medical equipment
Private health facilities	Matters relating to bio-medical equipment

6. REQUIRED COMPETENCIES

Core

- Ability to communicate effectively orally and in writing;
- Good interpersonal skills and people management;
- Good decision-making and critical thinking skills;
- Good leadership, networking and relationship-building skills;
- Strong analytical and problem solving skills;
- Good planning, organizing, time management and reasoning skills;
- Ability to exercise sound judgment and conviction of purpose in unfavourable/unpopular situations;
- Ability to motivate, persuade and influence others;
- 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;
- Ability to exercise tact and diplomacy in dealing sensitive and confidential employee situations;
- Strong goal/result orientation;
- Keen listener;
- Managing external relationships

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- Excellent integrity/ethics exercised in the performance of duties.
- Maintains a high level of productivity and self-direction;

Technical

- Excellent knowledge of construction practices for health facilities
- Excellent knowledge of diagnostic and therapeutic equipment;
- Expertise in Maintenance Management;
- Working knowledge of any maintenance management software applications.

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in B.Sc. in Electrical, Mechanical or Industrial Engineering;
- A minimum of three (3) years working experience , preferably in the health sector;
- 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 locally.

9. AUTHORITY TO:

- Conduct site visits to inspect equipment;
- Recommend replacement of unsafe or obsolete equipment.

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10. WORKING CONDITIONS

- Normal office conditions;

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