



PERFORMANCE MANAGEMENT AND APPRAISAL SYSTEM – GOVERNMENT OF JAMAICA  
**MINISTRY OF HEALTH**

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**JOB DESCRIPTION AND SPECIFICATION**

<b>JOB TITLE:</b>	Bio-Medical Engineer
<b>JOB GRADE:</b>	SOG/ST 7
<b>DEPARTMENT:</b>	Standards Research and Development
<b>REPORTS TO:</b>	Director, Standards Research and Development
<b>MANAGES:</b>	N/A

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

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Department/Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date received in Human Resource Division

\_\_\_\_\_  
Date created/revised

## **JOB PURPOSE**

To ensure the safety and reliability of health care equipment through timely maintenance and adherence to appropriate standards and norms and to ensure that construction of health facilities and installation of equipment conform to established codes. Provide guidance to the health sector regarding procurement of medical equipment, which comply with specifications.

## **KEY OUTPUTS**

1. Specifications and standards for all diagnostics, therapeutic and other equipment used in health care institutions are communicated for adherence.
2. An effective programme for maintenance or replacement of equipment used in health care institutions is developed and implemented.
3. Codes for construction of health care facilities and installation of diagnostics and therapeutic equipment established.

## **KEY RESPONSIBILITY AREAS**

1. Develops and recommends specifications for all diagnostics and therapeutic equipment used in health care institutions.
2. Establishes norms for a programme of maintenance of equipment used in health care institutions.
3. Develops codes for construction of health care facilities and installation of diagnostics and therapeutic equipment.
4. Ensures the existence of standards for the safety and reliability of health care equipment.
5. Recommends specifications for all diagnostic, therapeutic equipment used in health care institutions.
6. Establishes norms for a programme of maintenance for all diagnostic and therapeutic equipment.
7. Assesses specifications for all new equipment to be purchased for health care institutions and makes recommendations based on safety, cost and reliability.

8. Inspects equipment on site for purpose of accreditation of health care institutions.
9. Recommends construction codes for health care institutions and for equipment installation.
10. Monitors construction and installation to determine if codes are complied with.
11. Develops innovations to keep the maintenance costs for health care institutions to a minimum while ensuring safety and smooth operations.
12. Assists in training maintenance personnel in health care institutions.
13. Recommends the replacement of health care equipment that has become unsafe and too costly to maintain.
14. Performs other related duties as assigned by the Director, Standards Research and Development

### **PERFORMANCE STANDARDS**

#### **The Job is satisfactorily performed when:**

1. A high level of performance is demonstrated consistently.
2. Stipulated deadlines are consistently met.
3. Specifications are developed for diagnostic and therapeutic equipment
4. Codes for construction of health facilities are developed and communicated.

### **REQUIRED COMPETENCIES**

<b>Functional/Technical Competencies</b>	<b>Level</b>
Analytical and forecasting skills	2
Compliance	2
Excellent knowledge of construction practices for health facilities	3
Excellent knowledge of diagnostic and therapeutic equipment	3
Sound use of technology	2
Sound technical skills	3

<b>Core competencies</b>	<b>Level</b>
Excellent time management and reasoning skills.	2
Must display a high level of integrity.	2
Good oral communication skills	2
Good written communication skills	2
Good human relation skills.	2
Display high level of initiative	2
Excellent planning and organization skills	2

### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- B.Sc. in Electrical, Mechanical or Industrial Engineering

Plus

- Three (3) years working experience, preferably in the health sector.

### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

Typical working environment, no adverse working conditions

### **AUTHORITY**

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