

BIOMEDICAL SERVICES NEW ZEALAND LIMITED

JOB DESCRIPTION

Biomedical Services NZ Ltd provides tailor made biomedical asset management solutions to the New Zealand health sector. Our head office is located in Upper Hutt with a base in Rotorua, Hamilton and an Auckland workshop based in Penrose.

POSITION DESCRIPTION

Date prepared 10 July 2018

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| TITLE | Biomedical Technician |
| RESPONSIBLE TO | NZ Technical Operations Manager |
| PRIMARY OBJECTIVES | <p>To maintain, test, repair and manage medical devices to applicable New Zealand/Australian standards.</p> <p>To ensure all on-site contractual obligations with respect to the provision of biomedical services are met in an effective and efficient manner.</p> |
| BACKGROUND | <p>Our business is in the health-care industry. Medical devices are used in health care and ranges through all types of electronic and computerised equipment.</p> <p>The role provides for the provision of a range of Biomedical services including, the testing and repair of medical devices to a variety of client sites within the BOP region (Tauranga, Rotorua and Whakatane).</p> <p>As the business has clients throughout New Zealand, working away from the employee's home base, may be required from time to time.</p> <p>Working at night may be required at times to maximise access to medical devices.</p> |
| TRAINING | A training regime will be agreed to ensure appropriate knowledge and exposure to the systems and procedures of Biomedical Services NZ Ltd. |
| KEY RELATIONSHIPS | |
| Company Management | Work performance, allocation of duties, advice, administrative procedures (invoicing, time sheets, work scheduling), employment matters, Technical advice, oversight and training |
| Manufacturers/Suppliers Service technicians | Workplace communication, scheduling of work and advice |

KEY RESPONSIBILITIES

EXPECTED PERFORMANCE

Safety Testing (Electrical, Performance and Preventative Maintenance)

All equipment maintained to comply with the relevant regulations and standards and in accordance with manufacturers' specifications and contractual requirements.

Repairs effected

All medical devices are appropriately maintained in accordance: with required standards, good practice, company procedures and contractual requirements.

On-Call Cover

Provide out of hours on-call cover to the Lakes DHB as part of a scheduled rostered company system.

Biomedical Work Areas

Ensure work areas are maintained in a clean and tidy state.

Customer requirements are met

Customer requirements are met on a technical level and in accordance with contractual requirements. A professional approach is maintained in respect to all activities including customer liaison and conduct on client premises.

Documentation

All documentation is completed promptly and fully to the correct standards and in accordance with company requirements and policy.

Effective Communication is Practiced

Open channel of communication with staff and clients is maintained.

Maintain effective communication with customers, staff, managers, suppliers, and others as necessary.

Documentation/record keeping is of a high standard and in accordance with company policy.

Records are maintained accurately, are up to date and in accordance with company policies.

Appropriate meetings, team briefings and information sessions are attended.

Personal Presentation

Maintain appropriate professional image through personal grooming, conduct and dress.

Care of Equipment

All equipment allocated is maintained in good condition, and not mistreated or misused.

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| Training | Appropriate level of relevant technical knowledge is maintained. |
| Practicing Licenses | Practicing licenses are kept current. |
| Health and Safety | <p>Actions in accordance with Health and Safety legislation</p> <p>The company's Health and Safety at Work Manual Policy and requirements are adhered to</p> <p>The Health and Safety committee is informed of any actual or potential risk to self or others</p> <p>An awareness of hazards is maintained</p> <p>Familiarises self with the safe operation of any equipment used in the course of employment</p> <p>All contractor obligations with respect to Health and Safety at client sites are adhered to including policies and procedures and agreed site safety plans.</p> <p>All work carried out is undertaken according to relevant safety standards</p> <p>Protective clothing is used as required.</p> <p>An awareness of hazards is maintained</p> |
| Quality Assurance | <p>Work produced complies with the recognised policies and standards</p> <p>Customer satisfaction is attained</p> <p>Cultural awareness and sensitivity is demonstrated.</p> <p>All procedures are adhered to and where appropriate to recommend improvements and assist in system review.</p> |
| Policies | <p>All employer requirements are met including those associated with confidentiality for both patient and commercially sensitive information.</p> <p>All company policies and procedures are adhered to including code of conduct, sexual harassment and fraud.</p> |

PERSON SPECIFICATION

Qualifications

- NZ Trade Certificate in Electronics Servicing or equivalent qualification
- NZCE Electronics or NZ Diploma of Engineering or NZ Degree of Electrical Engineering preferred.
- Electrical Service Technicians Registration and current practicing license.
- Knowledge of medical devices and specific usage in the clinical setting.
- **New Zealand residency or a valid New Zealand work permit.**

Experience In:

- Maintaining electronic and/or computerised biomedical equipment to required Standards (includes electrical and performance testing and repair of medical devices)
- The health-care industry
- Working as part of a team providing maintenance services.
- Explaining technical information to people without a background in electronics
- Assessing and costing repairs
- Sourcing electronic parts and services
- Applying regulatory requirements to repair and testing work.

Skill and Expertise

- Ability to maintain a wide range of medical devices.
- Ability to explain functions, faults and fault solutions of biomedical equipment to people without an electronic background.
- Ability to schedule work appropriately having regard to clients needs
- Ability to complete job documentation accurately and quickly

Personal Attributes

- Demonstrated ability to communicate orally to a wide range of people
- Demonstrated ability to empathise with client problems while maintaining a balanced, prioritised work schedule.
- Ability to present a professional image which enhances company public relations
- Demonstrated desire to maintain technical knowledge of electronic fields.

EMPLOYMENT ENTITLEMENTS

In addition to any other provisions of this agreement, the Employee shall also be entitled to;

1. Salary

A base salary per annum is to be negotiated and paid in regular fortnightly instalments.

2. Other Costs

All actual and reasonable costs incurred during the execution of the Employees duties, as directed by the Employer, shall be refunded in full by the Employer. Guidelines for the reimbursement of costs incurred while on Company business will be determined by the Employer's policy.