

# Dilkon Medical Center

## Job Vacancy Announcement #DDH-21-23

Closing Date: Open until filled

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**POSITION TITLE: Biomedical Equipment Support Specialist      DEPARTMENT: Facilities Management**

### **Position Summary:**

Under general supervision of the Facilities Director, the Biomedical Equipment Support Specialist provides expertise to promote the safe, reliable, effective and economical use of resources in the delivery of health care. They also provide the following: Direct care support to the health care environment, professional/technical consultation relating to engineering technology and patient care equipment, and manage available resources. Projects for which the employee makes decisions are often valued in one to five hundred thousand dollar ranges with design impact on multi-million dollar construction projects. Uphold the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

### **Essential Duties & Responsibilities:**

- Maintains regular attendance and punctuality.
- Provides technical assistance to clinical departments. Chooses the most effective method to carry out the program.
- Maintains all tracking of the equipment replacement.
- Assists in the development of program budgets for the facility.
- Conducts program review, reporting results to the Facility Director.
- Writes instructional material and conducts training in the techniques and methods of testing, calibrating and operating medical and dental systems for station personnel.
- Assists the Facility Director in identifying their training needs. Acquires training from in-house as well as outside sources (e.g. attendance in community college courses, vendor service schools, conferences/seminars, etc.) to maintain and improve their working knowledge of medical equipment repair.
- Performs duties of broad scope and complexity to analyze, develop, design, modify, plan, install, evaluate, certify and correct system malfunctions on complex medical and dental systems that have vitally interrelated, and sometimes dispersed subsystems. The medical and dental systems are located throughout the Winslow service unit.
- Formulates methods and techniques to perform scheduled and unscheduled preventive maintenance and assure operational safety.
- Conducts in-service training and provides assistance to staff, operators, and others to assure operational safety techniques.
- In performing repairs, the specialist is responsible for determining the most economical and efficient means of completing the repair. Attention is given to the device repair history, user needs, parts and service availability, and the need for stocking parts in-house.
- Performs development work on complex medical and dental systems or comparable individual devices or assemblies using new and existing precedents.
- Interprets, selects, adapts, and applies various guidelines, precedents, and engineering principles and practices, which relate to clinical instrumentation.
- Assists clinical staff in evaluating medical equipment proposed for purchase. Pre-purchase evaluations may consist of an overall review of operation, recurring maintenance needs, ease of servicing, availability of parts/materials, etc.
- Serves as a technical advisor and consultant to physicians and health administrators in the purchase of new instrumentation. Inspects and evaluates new systems upon receipt to determine that all government safety regulations, manufacturers' specifications and contract requirements are met. Frequent coordinative action with healthcare personnel is required.
- Assignments involve work in a broad range of activities and highly specialized functions. As a professional consultant and technical expert for the WIHCC, the employee makes engineering decisions concerning a broad range of clinical systems and medical devices. In addition, the employee is confronted with problems which often require the extension of existing methods and/or the development of new approaches.
- Provides counsel and influences major purchases by programs, thus requiring sound and mature judgment, together

with an ability to organize, teach, and provide technical management. Consults not only within the agency but also with manufacturers, educational institutions, research organizations, tribal organizations, and professional societies.

- Works closely with professional engineering and medical personnel within WIHCC and Tribal communities. Communicates, orally and in writing, with medical, dental, administrative and engineering professionals to determine overall objectives desired, while visualizing, suggesting, and working out solutions to the design of operational problems with medical and dental systems.
- Performs calibration and performance of entire complex medical and dental systems, made up of several subsystems, the failure of which will adversely affect the medical and dental mission. Responsible for and has the authority to determine whether a system is to be removed from service, remain in service, or be restored to service.
- Ensures patient data is secure throughout the medical segmentation by coordinating with the IT management staff.
- Requires completion of tasks or duties assigned by a supervisor.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCCs Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

### **Minimum Qualifications:**

Relevant post-secondary education, one to three years of work experience in the Healthcare Industry, and Certified Clinical Engineer required. Total color blindness is considered a disqualifying factor. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

### **Knowledge, Skills, Ability:**

- Knowledge and understanding of Health System Planning processes.
- Knowledge of and skill in applying a comprehensive range of principles, concepts, and practices concerning equipment with complicated technical requirements that have no clear precedent or plan such as specialized equipment in worldwide use and within a hospital consisting of several buildings with different functions requiring different operational procedures.
- Knowledge of engineering concepts, principles and practices.
- Knowledge sufficient to oversee and implement a program involving the identification and resolution of difficult issues or problems such as determining equipment deficiencies and appropriate resolutions; developing maintenance concepts including forecasting usage rates and establishing initial repair and replacement factors; analyzing facility and equipment requirements against customer needs; and preparing budgets based on plans for maintenance, repair work, and replacement of existing equipment.
- Knowledge of Facility, Real Property, and Health Care Construction; and knowledge of acquisition planning methodologies
- Knowledge of the principles of acquisition planning necessary to support on-going multi-year programs relating to delivery of health care.
- Knowledge and vast experience in the techniques, theories, and characteristics of digital electronics, electricity, electro-mechanics, microprocessor controls, computers, and computer networks in conjunction with physics, chemistry, anatomy, medical terminology, physiology, optics, pneumatics, hydraulics, mechanics, algebra, trigonometry, and hospital procedures.
- Knowledge of functional use of a variety of medical systems and measurement instrumentation.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Ability to apply knowledge to clinical engineering functions on complex medical and dental systems, which are multi-disciplinary in nature. Knowledge of strong work ethics in the workplace.

- Ability to read, write, understand and follow written and verbal instructions as required with successful follow through.
- Ability to be dependable in attendance and job performance.
- Ability to work independently with minimal supervision.
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to effectively communicate both in written and verbal.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

**Physical Demands:**

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

**Work Environment:**

Work is performed in an office setting or outdoor work environment with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens, operating dangerous equipment working with chemicals, lethal operating voltages, rotating machinery, and high pressures/vacuums. Requires constant attention to safe work habits and the proper use of personal protective equipment. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

**As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.**