

# Dilkon Medical Center

Job Vacancy Announcement #DDH-23-102

Closing Date: Open until filled

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**POSITION TITLE: Biomedical Equipment Support Technician**

**DEPARTMENT: Facilities Management**

**Position Summary:**

Under general supervision of the Facilities Director, the Biomedical Equipment Support Technician provides assistance to the Biomedical Equipment Support Specialist to promote the safe, reliable, effective and economical use of resources in the delivery of health care. Assists in maintaining, calibrating, installing, repairing, and performing a safety inspection on a variety of medical equipment types. Accomplishes both scheduled and unscheduled preventative maintenance under moderate supervision. Maintains all applicable departmental documentation to comply with regulatory standards. Assists Medical and Nursing staff in the use of medical equipment as needed. Works as part of the Biomedical Engineering team to manage the Environment of Care and Life Safety. 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.
- Assists in program review, reporting results to the Facilities Director.
- Repairs broken medical equipment to manufacturer specifications.
- Documents repairs to meet healthcare accreditation standards.
- Performs required preventive maintenance inspections on a variety of types of medical equipment.
- Calibrates equipment to manufacturer specifications.
- Identifies equipment risks associated with age or misuse of equipment.
- Inspects all incoming equipment and document per policy.
- Identifies, analyzes, and integrates technical equipment requirements with the needs of the medical staff and patients.
- Instructs the Medical and Nursing staff in proper use of medical equipment as needed.
- Reports any safety-related incident in a timely fashion through I-STAR.
- Performs work in a safe manner; monitors work environment for possible safety issues and ensures others are also performing work in a safe manner.
- Stays current and complies with state and federal regulations/statutes and company policies that impact the employee's area of responsibility.
- Certifications and/or licenses will be obtained on the job and will be kept up-to-date and valid prior to expiration dates.
- Attends all safety-related training programs.
- Completes all company mandatory modules and required job-specific training in the specified time frame.
- Assists the Facilities Director in identifying the training needs for the Biomedical Engineering Staff. Incumbent acquires training from in-house as well as outside sources (e.g., attendance in community college courses, conferences/seminars, vendor service schools, etc.) to maintain and improve working knowledge of medical equipment repair.
- 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:**

High School Diploma or GED equivalent. Associate degree in Biomedical Equipment Technology preferred. One year of healthcare technology field experience, engineering methods, applications, and techniques. Two to three years' experience in healthcare technology field preferred. Certification as a Biomedical Equipment Technology preferred. 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 computerized medical maintenance systems (CMMS) and the proper documentation of medical equipment services.
- Knowledge of hospital organization and structure and role of the BMET in a healthcare organization.
- Knowledge of medical test equipment.
- Knowledge and competence in the clinical environment through an internship or practical experience including performing preventive maintenance and repairs.
- Knowledge and understanding in the functions of electrical/electronic and computer components of medical equipment.
- Knowledge and understanding of basic human anatomy and physiology.
- Knowledge and understanding of national codes and standards as directly related to Biomedical Equipment Support Program (AAMI, ANSI, NFPA, NEC, JC, FDA, AHA, SMDA, etc.) is required.
- Knowledge and understanding of the principles of acquisition planning necessary to support on-going multi-year programs relating to delivery of health care.
- Knowledge and understanding of the integration between computers/servers and how they interface with Medical Equipment.
- Knowledge of medical vocabulary to communicate as part of the healthcare team.
- Knowledge and understanding of Local Area Network communications.
- Knowledge and understanding of computer device communications including addressing and communications protocols.
- 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 be dependable in attendance and job performance.
- Ability to accept and learn from feedback.
- Ability to communicate effectively both verbally and in writing.
- 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. Total Color Blindness is considered a disqualifying factor.

**Work Environment:**

Work is performed in a varied environment (Office, Health Care, and Construction Site). High stress is caused by patient care situations involving instrument malfunction or failure where the ability to function calmly and

competently has a direct impact on the patient. Additional stress may develop from the requirements that medical instruments must be operationally correct, reliable, and safe to use at all times. Exposure to noxious chemicals, contagious diseases, and risk of infection resulting from scrapes and scratches. Continuous exposure to hazardous conditions involving lethal operating voltages, rotating machinery, and high pressures/vacuums. This requires constant attention to safe work habits and the proper use of personal protective equipment.

**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.**