



HSS Registered August 2016

Technician (Mechanical)

Health Salaried Officers Agreement; Level G3/4

Position Number: 000175

Medical Technology & Physics / Medical Division

Sir Charles Gairdner Hospital & Osborne Park Hospital Group

Reporting Relationships

Head of Department
 HSO Level P9
 000195



Chief Biomedical Engineering Officer - Mechanical
 HSO Level G8
 003854



This Position



Also reporting to this supervisor:

- 004387 Sen Biomed Tech Officer HSO G6
- 003793 Sen Biomed Tech Officer HSO G6
- 004296 Sen Biomed Tech Officer HSO G6
- 000190 Sen Biomed Tech HSO G5 (JW)
- 000190 Sen Biomed Tech HSO G5 (DR)
- 000190 Sen Biomed Tech HSO G5 (PP)
- 000190 Sen Biomed Tech HSO G5 (JR)
- 003794 Tech Assistant HSO G2 (Casual)

Directly reporting to this position:

Title	Classification	FTE

Other positions under control

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Prime Function / Key Responsibilities

Under supervision of senior, experienced staff, to provide a specialised, efficient, effective & timely service in mechanical & electromechanical biomedical equipment repair, maintenance & construction, that satisfies and aims to exceed the requirements of designated customers, within and outside Sir Charles Gairdner Hospital.

Brief Summary of Duties (All individual duties of equal importance)

1. Biomechanical Technician (*Operational: 80%*)

- 1.1 Subject to appropriate training & supervision, carry out maintenance, repairs & quality assurance on biomechanical medical and scientific instrumentation in the Hospital in some specialised areas such as ICU, gastroenterology (including flexible endoscopes), pulmonary physiology and theatres (including anaesthetic and associated equipment).
- 1.2 Monitor quality assurance matters including acceptance plus performance testing and commissioning of new and operational surgical instruments and biomechanical medical devices.
- 1.3 Carry out electrical safety testing, quality assurance and repairs to equipment repaired and serviced within the mechanical section of the Department.
- 1.4 Maintain the Department's machinery, analytical and test equipment, and all tools in good working condition.
- 1.5 Report on a regular basis to supervisor any work in progress, new developments and work pending in designated areas.
- 1.6 Keep records of regular maintenance programs carried out in designated and other areas, maintain stores/spares levels and update management system records in a systematic and timely manner.
- 1.7 Other duties aligned with the biomechanical engineering craft, within the ambit of the incumbent's qualifications & skills, as directed by the Chief Biomedical Engineering Officer.

2. Biomechanical Technician (*Clinical Advisory; 10%*)

- 2.1 Liaise with and advise clinical staff on the function and operation of surgical instruments and biomechanical medical devices operation.

3. Biomechanical Technician (*Organisational & Planning; 10%*)

- 3.2 While reporting to senior staff, co-ordinate the activities of other specialist technicians and service provider groups.
- 3.3 Quantify and document one's personal work flow in medical biomechanical instrumentation, and the work flow of any staff under one's technical supervision, in accord with the requirements of (i) the Department's ISO9001:2008 accreditation, (ii) the Hospital's ACHS (EQulP) accreditation and (iii) provision of the highest level of customer service.
- 3.4 Participate in strategic planning for the Department's Mechanical Division.

4. NMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Participates in an annual performance development review.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Completion of a recognised trade apprenticeship qualification in a Mechanical Instrumentation or Mechanical Engineering field.
2. Knowledge of the calibration and testing equipment needed to repair, maintain and construct biomedical equipment.
3. Possession of, or willingness to acquire an electrical safety certificate.
4. Knowledge and understanding of workplace Continuous Quality Improvement principles and their practical application in evaluating and meeting customer requirements.
5. Proven organisational, analytical, time management and communications skills
6. Proven ability to work as an effective team member.

Desirable Selection Criteria

1. Recognised Advanced Certificate or Diploma in a Mechanical Instrumentation or Mechanical Engineering field.
2. Experience in a Hospital Biomedical Engineering environment, particularly with mechanical equipment maintenance and quality assurance.
3. Basic knowledge of human physiology.
4. Experience of working in an environment where radioactive substances are utilised.
5. Direct, practical experience with the operations and maintenance of a Workplace Quality Management System.
6. Experience in a working environment where research & development on mechanical or electromechanical equipment was carried out.
7. Knowledge and commitment to Equal Opportunity, Disability Services and Occupational Health & Safety in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager/Supervisor

Name: Andrew Nicholson
Signature/HE: 14928
Date: 07 July 2016

Dept./Division Head

Name: Roger Price
Signature: HE: 34137
Date: 07 July 2016

Position Occupant

Name:
Signature:
Date: