



## Job Description Form

HSS Registered

**Senior Technician - Mechanical**  
**Health Salaried Officers Agreement; HSO Level G5**  
**Position Number: 00013837**  
**KEMH Biomedical Engineering**  
**Women and Newborn Health Service**

### Reporting Relationships

HOD Medical Technology & Physics SCGH  
 HSO Level P9  
 CG000195



Chief Biomedical Engineering Officer, Mechanical  
 HSO Level G8  
 CG 003854



**This Position**



← Also reporting to this supervisor:

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Directly reporting to this position:

Title	Classification	FTE

Other positions under control

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### Prime Function / Key Responsibilities

To provide an efficient, effective and timely service in relation to the implementation, repair, maintenance, quality assurance and construction of mechanical & electromechanical equipment (medical and scientific), instrumentation and systems, in order to satisfy the quality and service delivery objectives of the WNHS, the NMHS and external customers.

### Brief Summary of Duties (in order of importance)

- Under minimal supervision carry out maintenance, repairs & quality assurance on mechanical medical and scientific instrumentation in the Hospital without direct day-to-day supervision, including in specialised areas including ICU and theatres (including anaesthetic and associated equipment).
- Monitor quality assurance matters including acceptance plus performance testing and commissioning of new and operational surgical instruments and mechanical medical devices.
- Maintain the workplace mechanically-relevant machinery, analytical and test equipment, and all tools in good working condition.
- Carry out electrical safety testing and quality assurance where appropriate on equipment repaired and serviced within the mechanical section of the Department.
- Plan, cost, adjudicate and implement construction of, and repairs and maintenance on mechanical medical equipment for WNHS departments, and from time to time on assignment for departments in other hospitals.
- Co-ordinate the activities of other specialist technicians and internal & external service provider groups.
- Provide a consultancy service on mechanical technical matters as they relate to surgical instruments and other mechanical medical devices.
- Liaise with, instruct and educate clinical staff on surgical instruments' and biomechanical medical devices' operation and function.
- Quantify, analyse and document work flow in medical mechanical instrumentation in accordance with the requirements of (i) the Department's ISO900:2008 accreditation, (ii) the Hospital's ACHS (Equip) accreditation and (iii) provision of the highest level of customer service.
- Keep records of regular maintenance programs carried out in designated and other areas, maintain stores/spares levels and update management system records in a timely way.
- Participate in the production and review of policy formulation relating to surgical instruments and mechanical devices.
- Participate in strategic planning for the workplace as it relates to the delivery of mechanical services.
- Report on a regular basis to supervisor any work in progress, new developments and work pending in designated areas.
- Other duties within the ambit of the incumbent's qualifications, training and skills, as directed by the Chief Biomedical Engineering Officer.

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### **NMHS Governance, Safety and Quality Requirements**

- Participates in the maintenance of a safe work environment.
- Participates in an annual performance development review.
- 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.
- Completes mandatory training (including safety and quality training) as relevant to role.
- Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

**Undertakes other duties as directed.**

## Work Related Requirements

### Essential Selection Criteria

1. Completion of an apprenticeship in the Mechanical Instrumentation or Engineering fields.
2. Extensive experience and demonstrated competencies in the repair, maintenance and construction of a wide range of contemporary mechanical (and electro-mechanical) equipment in a hospital, scientific or related Industrial environment.
3. Well-developed knowledge of the calibration and testing equipment used in instrumentation needed to repair, maintain and construct medical mechanical equipment.
4. Knowledge and understanding of Continuous Quality Improvement principles and their practical application in evaluating and meeting customer requirements.
5. Good organisational, analytical, time management and communications skills
6. Proven ability to work in a diverse number of operational areas.
7. Proven ability to work as an effective team member.

### Desirable Requirements

1. Diploma (or higher) qualification in engineering or other relevant discipline.
2. Extensive experience in fault-finding, repair and safety checking of mechanical medical equipment including surgical and scientific instrumentation in a hospital environment.
3. Experience in carrying out Electrical safety testing of electro - mechanical equipment.
4. Direct practical participation in an accredited Quality Management System such as ISO9001.

### 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:  
Signature/HE:  
Date:

#### Dept./Division Head

Name:  
Signature/HE:  
Date:

#### Position Occupant

Name:  
Signature/HE:  
Date: