



HSS Registered

Clinical Engineer
Health Salaried Officers Agreement: Level P-2
Position Number: RP600645
Health Technology Management Unit
Corporate Services and Contract Management
East Metropolitan Health Service (EMHS)

Reporting Relationships

Area Director
 Level: HSO P-7
 Position Number: 103229



Principal Clinical Engineer
 Level: HSO P-6
 Position Number: 103201



Clinical Engineer



Directly reporting to this position:

Title	Classification	FTE
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← Also reporting to this supervisor:

- Senior Clinical Engineer, HSO P-4, 2.00FTE
- Clinical Engineer, HSO P-2, 1.00FTE
- Snr Clinical Engineer, HSO P-3, 1.00FTE
- Snr Development Engineer, HSO G-8, 1.00FTE
- Team Leader, HSO G-7, 6.00FTE

Key Responsibilities
 Contributes to the professional engineering management and operation of the Division with particular responsibility for project management in relation to the introduction of new and replacement medical equipment and operational medical device systems.

EMHS Vision and Values

Our Vision

***Healthy people, amazing care.
Koorda moort, moorditj kwabadak.***

Healthy people refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

Amazing care reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

Brief Summary of Duties (in order of importance)

1. EQUIPMENT MANAGEMENT

- 1.1 Manage projects for the procurement of medical equipment.
- 1.2 Establish project technical objectives in terms of clinical and engineering parameters,
- 1.3 Research medical technology market for appropriate products.
- 1.4 Represent the Department of evaluation committees for the assessment and selection of medical devices.
- 1.5 Co-ordinate clinical trials, devise test and evaluation protocols and undertake the engineering testing and evaluation of medical devices as required.
- 1.6 Prepare tender specifications, evaluation reports and purchase recommendations in consultation with the Principal Clinical Engineer.
- 1.7 Ensure biomedical engineering support staff are trained in the operation and maintenance of specified clinical equipment.
- 1.8 Oversee inspection and preventive maintenance protocols for the ongoing support of clinical equipment to ensure uniformity of approach and compliance with current standards and best practice.
- 1.9 Undertake investigations as directed relating to the division's clinical engineering responsibilities.
- 1.10 Contribute to the overall development and management of the Division as a member of the management team.

2. EQUIPMENT REPLACEMENT

- 2.1 Manage the equipment asset database for accuracy and consistency in records.
- 2.2 Prepare reports on the status of medical equipment.
- 2.3 Assist in the identification and documentation of equipment replacement strategies.

3. IMP TEST & MAINTENANCE SCHEDULES

- 3.1 Review equipment inspection and maintenance protocols to ensure compliance with risk management strategies, Australian/International Standards, TGA and Health Directives.

4. STAFF TRAINING

- 4.1 Undertake staff training in biomedical engineering practices and principles.
- 4.2 Support the Supervisors and Senior Technicians in the provision of training modules.
- 4.3 Prepare self-learning training material for clinical staff.

5. INTERNAL AUDIT

- 5.1 Participate/Assist in Internal audit of the Technical Services Division ISO 9001 Quality Management System.

6. EMHS Governance, Safety and Quality Requirements

- 6.1 Participates in the maintenance of a safe work environment.
- 6.2 Actively participates in the Peak Performance program.
- 6.3 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.
- 6.4 Adheres to the performance framework for procurement and contract management and oversees and promotes to other staff this process and function in accordance with EMHS Policy and Delegations and Authorisations Schedule.
- 6.5 Completes mandatory training (including safety and quality training) as relevant to role.
- 6.6 Performs duties in accordance with the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the disability services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental/Program specific policies and procedures.

7.1 Undertakes other duties as directed.

Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

Essential Selection Criteria

1. Tertiary qualifications in Engineering or Biomedical Engineering and eligible for membership of the College of Biomedical Engineers or Engineers Australia at the grade of Graduate or Member or associate membership of the Australasian College of Physical Scientists and Engineers in Medicine (ACPSEM)
2. A high level of written and verbal communications skills.
3. Current knowledge of engineering theory and design and the practical application of engineering principles.
4. Proven ability to work in a team environment and interact well with staff at all levels.
5. Excellent problem solving skills including conceptual and analytical skills and the ability to organise and prioritise workloads to meet timeframes.

Desirable Selection Criteria

1. Previous biomedical engineering experience.
2. Experience in engineering project management.
3. Knowledge of current computer networking structures and protocols.
4. Current "C" or "C.A." class driver's licence.
5. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Evidence of eligibility for or current membership of the College of Biomedical Engineers or Engineers Australia at the grade of Graduate or Member or associate membership of the Australasian College of Physical Scientists and Engineers in Medicine (ACPSEM) must be provided prior to commencement
- 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.				
M. Lovett			He11414	
Manager / Supervisor	Signature	or	HE Number	Date
Andrew Campbell			He14895	
Dept. / Division Head Name	Signature	or	HE Number	Date
As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.				
Occupant Name	Signature	or	HE Number	Date
Effective Date				
HSS Registration Details (to be completed by HSS)				
Created on	September 21	Last Updated on	September 21	