

# Position Description



## 1. General Information

<b>Position Title:</b>	Biomedical Engineer
<b>Division/Department:</b>	Epworth Corporate
<b>Position Reports to:</b>	Biomedical Engineer Manager
<b>Enterprise/Individual Agreement:</b>	Epworth Healthcare Health Professionals Enterprise Agreement (2022)
<b>Classification/Grade:</b>	HP15 - 21 – Health Professional, Grade 1, Year 5 to Grade 2, Year 1
<b>Location:</b>	Geelong
<b>Employment Status:</b>	Permanent Full-Time
<b>Resource Management</b> (for Management positions only) <b>Number of Direct Reports:</b> <b>Budget under management:</b>	N/A
<b>Key Relationships - internal and external</b>	<ul style="list-style-type: none"><li>• Group Biomedical Engineering team members</li><li>• Multi-disciplinary team members and Nursing staff with regular interaction with high acuity areas such as operating theatres and ICU</li><li>• External suppliers and service providers</li></ul>

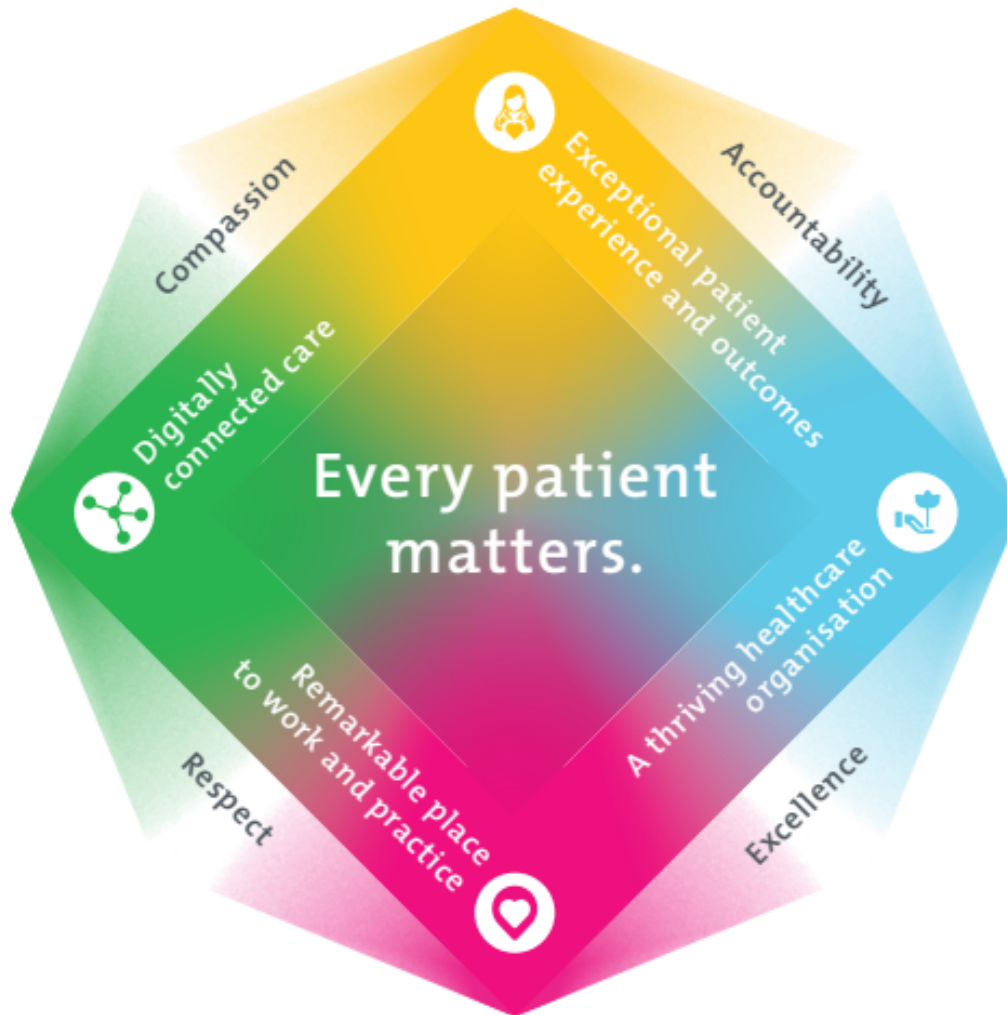
## 2. Overview of Epworth HealthCare

Epworth HealthCare is Victoria's largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia's health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our patients.

Epworth's values define our approach and our delivery. We pride ourselves on communicating our values and delivering on them in a real and meaningful way. Our Values are *Compassion, Accountability, Respect and Excellence*. More information can be found on the [Epworth website](#).

Epworth's purpose is *Every Patient Matters*. We strive to improve health outcomes and experience through compassion, collaboration, learning and Innovation.

### 3. Epworth HealthCare Strategy



Underpinning our ambition are four clear strategic priorities:



#### Exceptional patient experience and outcomes

To empower our patients and deliver compassionate, expert and coordinated care.



#### A thriving healthcare organisation

To adapt and grow in a changing healthcare landscape by delivering a unique private not-for-profit healthcare organisation.



#### Remarkable place to work and practice

To ensure Epworth is an outstanding place to work and practice through a culture of care and investment in our people.



#### Digitally connected care

To innovate and improve the digital experience, interactions and outcomes for our patients, staff and doctors.

## 4. Purpose of the Position

The role of the Biomedical Engineer is to provide high quality biomedical services to all clinical wards and departments. This service includes preventive maintenance, breakdown services and front line support. This ensures equipment is optimally maintained so clinical staff have the resources required for safe and effective patient treatment – in keeping with Epworth's purpose of *Every Patient Matters*.

Epworth Biomedical Engineering consists of a team of dedicated engineers servicing all Epworth campuses with on-site departments at Epworth Richmond, Epworth Eastern (Box Hill), Epworth Freemasons (East Melbourne) and Epworth Geelong.

This role will be based at Epworth Geelong with the possibility of assisting at other sites. The successful candidate will be required to work under the management of the Biomed leadership team, based at the Richmond campus.

All Biomedical Engineers are required to maintain up to date and accurate asset and work details using the Technology One enterprise resource package. This information is crucial to the ongoing compliance tracking of medical equipment across the Epworth group.

Once trained and competent, the successful applicant may be required to participate in an after-hours on-call roster, servicing all campuses. The on-call engineer is responsible for responding to urgent breakdowns and emergencies outside business hours.

This is a permanent full-time position.

## 5. Key Accountabilities

KEY RESPONSIBILITIES	MEASURES/KPIs TO BE ACHIEVED
<p>Corrective maintenance</p> <ul style="list-style-type: none"><li>• Respond to repair and breakdown requests</li><li>• Front line support, providing customers with accurate and knowledgeable information</li><li>• Perform required equipment repairs to a high standard in line with manufacturing specifications and Australian standards</li><li>• Adhere to safe work practices and demonstrate awareness of potential hazards in dealing with electricity, gas and other hazards in the hospital environment</li></ul>	<ul style="list-style-type: none"><li>• Requests are prioritised and attended to in a timely manner</li><li>• Equipment downtime minimised to ensure clinical staff have the resources required to provide safe and effective patient treatment</li><li>• Equipment available for clinical use in a safe and fully functional state</li></ul>

# Position Description



<p>Routine testing and preventative maintenance</p> <ul style="list-style-type: none"> <li>• Perform routine testing and required preventative maintenance</li> <li>• Manage planned activities throughout the year</li> <li>• Follow manufacturers recommended preventative maintenance processes and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Equipment compliance levels are maintained at greater than 85%</li> <li>• Equipment failure minimised through regular preventative actions</li> <li>• Equipment available for clinical use in a safe and fully functional state</li> </ul>
<p>Record keeping</p> <ul style="list-style-type: none"> <li>• All asset and work details to be accurately recorded</li> <li>• Work in progress to be updated to reflect current status</li> <li>• Respond to equipment information requests from key stake holders</li> </ul>	<ul style="list-style-type: none"> <li>• Transparency in asset and work details ensures other team members can respond to outstanding tasks in unplanned absences</li> <li>• Accurate information available for review by Biomed leadership team and other key stake holders</li> </ul>
<p>Customer Service</p> <ul style="list-style-type: none"> <li>• Provide excellent, helpful service to patients, visitors and staff</li> <li>• Communicate with clear and unambiguous language in all interactions, tailored to the audience</li> <li>• Build customer relationships and greet customers and patients promptly and courteously</li> <li>• Actively seek to understand key stake holders expectations and issues</li> </ul>	<ul style="list-style-type: none"> <li>• Customers and key stake holders provided with timely, accurate and helpful information and services</li> <li>• Functional and constructive relationships formed between customers and co-workers</li> <li>• Issues are escalated to the manager and resolved in a timely manner</li> </ul>
<p>Safety and Wellbeing</p> <ul style="list-style-type: none"> <li>• Participate actively and positively in the area of health and safety to reduce all hazards and incidents within the workplace</li> <li>• Report all hazards, incidents, injuries and near misses immediately to your manager and log them in RiskMan</li> </ul>	<ul style="list-style-type: none"> <li>• Adhere to infection control/personal hygiene precautions</li> <li>• Implement and adhere to Epworth OHS policies, protocols and safe work procedures</li> <li>• Mandatory training completed at agreed frequency</li> </ul>

## 6. Position Requirements/Key Selection Criteria

COMPONENT	
Qualifications	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Either a Biomedical/Electronic Engineering degree or a Science degree majoring in Medical Biophysics, Instrumentation, Biotechnology or similar from an approved tertiary institution.</li> </ul>
Previous Experience	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• A minimum of 2 years experience in the biomedical engineering field</li> <li>• Experience in a hospital based setting</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience in a hospital based Biomedical Engineering department or similar</li> <li>• Formal training or knowledge and experience with relevant medical equipment, such as: <ul style="list-style-type: none"> <li>○ Patient monitoring, anaesthetic machines, ventilators, defibrillators and infusion devices</li> </ul> </li> <li>• Experience with the Technology One enterprise resource package, or similar asset management system</li> <li>• Experience with dealing with key stake holders in the hospital environment</li> <li>• Exposure to clinical procedures and situations</li> </ul>
Required Knowledge & Skills	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Sound technical skills in electronics, hydraulic and pneumatic systems</li> <li>• Accurate record keeping skills using a computer based asset and work register</li> <li>• The ability to work independently</li> <li>• Time management and work prioritisation skills</li> <li>• Strong customer service focus with confident and friendly communication skills</li> <li>• Strong team interaction skills</li> <li>• Strong problem solving skills in high stress environments</li> <li>• Ability to follow instructions and technical procedures</li> <li>• Knowledge of relevant Australian Standards</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Knowledge of Medical based sciences</li> </ul>

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<b>Personal Attributes &amp; Values</b>  All employees are expected to consistently work in accordance with Epworth's values and behaviours  <ul style="list-style-type: none"><li>• Compassion</li><li>• Accountability</li><li>• Respect</li><li>• Excellence</li></ul>	<b>Essential</b> <ul style="list-style-type: none"><li>• Respectful and compassionate to others in the hospital environment, including patients, visitors and other staff members</li><li>• Accountable for your work and actions</li><li>• Work to be performed to a high level of quality</li><li>• Calm under pressure</li><li>• Ability to adapt to new or unfamiliar situations</li><li>• Maintain a high level of integrity and transparency</li></ul>
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## Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
27/05/2024	27/05/2024	Matt Embling – Manager – Biomedical Engineering

## Employee Position Declaration

I have read and understand the requirements and expectations of the above Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the Key Accountabilities. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_