



Job Description

Job Title	Clinical Engineer
Reports To	Director
FLSA Status	Exempt
Date	

Job Summary

Assist the Clinical Engineering Department director with all aspects of program management, including work history data analysis, staffing allocations, budget control, equipment acquisition planning, installation and testing, outside vendor management, development of policies and procedures, and provision of clinical engineering services. Ensure all program components support Joint Commission and various other state and local codes that relate to electrical and mechanical equipment safety. Perform rounds on clinical (patient care) units to verify proper equipment use and operation. Develop and monitor compliance with equipment preventive maintenance schedules.

Job Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions. Other duties may be assigned to meet business needs.

Duties include:

- Provide technical support for clinical equipment throughout healthcare system as assigned, including scheduled and unscheduled maintenance, maintaining parts inventories, performing rounds in customer areas, and participating in on-call rotation.
- Document all actions and test results according to department policy, using computerized maintenance management software applications and other standard office software applications.
- Coordinate and/or participate in requests for special projects, such as new equipment acquisition purchase planning, development of bid specifications, analysis of vendor proposals, installation planning, acceptance testing, renovations, equipment upgrades, and equipment disposal.
- Develop preventive maintenance schedules and guidelines; train all technical staff on proper testing and other procedures to be followed when performing scheduled maintenance on devices maintained by the department.
- Participate in development of department- and system-wide quality assurance indices or continuous quality improvement initiatives related to the proper use or maintenance and repair of patient care equipment. Generate reports based upon the assessment of this data. Assist with assessment of department performance against quality standards, including performing quality audits as required.
- Perform incident investigation and equipment performance analysis as required.
- Develop patient care equipment safety and device-specific in-service programs for presentation to the clinical staff throughout all locations, and perform in-service education to patient care equipment users as needed.
- Develop or review emergency and safety plans related to use and operation of critical patient care equipment.
- Review patient care equipment safety alerts and recall notices and take appropriate actions to ensure the affected equipment is tested or removed from service, where appropriate.
- Develop evaluation criteria to compare patient care equipment and devices under consideration for purchase.

- Assist the department director and other Clinical Engineering management staff in the evaluation and supervision of technical staff as they perform duties and responsibilities related to technical support, maintenance, and repair of patient care equipment.
- Perform additional tasks as assigned.

Supervision Received

Individual will report directly to the Clinical Engineering Department director.

Working Relationships

Individual will maintain good personal relationships with fellow workers, nursing and medical staff, and vendors. Will be expected to participate in meetings, seminars, and training as required.

Minimum Qualifications

To perform this job successfully, an individual should possess the knowledge, skills, and abilities listed and meet the amount of education, training and/or work experience required.

Education/Experience

Bachelor's degree in electrical, clinical, or biomedical engineering is required. Master of Science degree in biomedical engineering with a clinical engineering concentration is preferred.

Knowledge, Skills, and Abilities

- Knowledge of anatomy, physiology, electro-mechanical and electronic fundamentals, medical equipment function and operation, safety in healthcare facilities, and medical equipment troubleshooting.
- Interpersonal skills necessary to work effectively with clinical staff, vendors, and fellow employees.
- Analytical ability to determine the cause of equipment failure or malfunction and to repair it to ensure proper functioning.
- Ability to write reports and make presentations on operational and technical issues.

Working Conditions

Generally good working conditions. Environment becomes stressful when clinical equipment users mandate their equipment be repaired in minimal timeframes. Possible hazards include exposure to electrical shock, infectious disease, and various other hazards associated with clinical engineering work. Protective clothing and safe work practices are required.

This job description should not be construed to imply that these requirements are the only standards for the position. Incumbents will follow any other instructions and perform any other related duties as may be required. (Name of Company) has the right to revise this job description at any time. (Name of Company) is an “at will” employer and as such, neither this job description nor your signature constitutes any form of contractual arrangement between you and (Name of Company).