DEPARTMENT OF HEALTH

Statement of Duties

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| **Position Title:** | Technical Officer - Biomedical Engineering |
| **Position Number:** | 503769, 503771, 522695 |
| **Classification:** | General Stream Band 4 |
| **Award/Agreement:** | Health and Human Services (Tasmanian State Service) Award |
| **Group/Section:** | Hospitals North/North West – Launceston General Hospital  Biomedical Engineering |
| **Position Type:** | Permanent, Full Time |
| **Location:** | North |
| **Reports to:** | Team Leader - Engineering Services |
| **Effective Date:** | March 2016 |
| **Check Type:** | Annulled |
| **Check Frequency:** | Pre-employment |
| **Essential Requirements:** | Diploma or Advanced Diploma in Electronic or Electrical Engineering from a recognised TAFE institution or an equivalent qualification, appropriate to the nature of the work  Current Driver’s Licence  *\*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee’s responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.* |
| **Position Features:** | Required to participate in an on-call roster  Intrastate travel is a requirement of this role |

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

### Primary Purpose:

The Technical Officer - Biomedical Engineering is responsible for the provision of:

* Biomedical and Clinical Engineering services to the Launceston General Hospital (LGH) and all regional health centres/hospitals across the North and North West.
* Complex technical support and advice in relation to a range of medical instrumentation and undertaking other technical activities as required.

### Duties:

1. Responsible for acceptance testing, calibration, maintenance, repair, function and safety testing of medical equipment in all public health facilities across the North and North West regions.
2. Interpret relevant policies and maintain appropriate records to ensure compliance with Australian Standards and Therapeutic Goods Administration regulations.
3. Perform routine quality assurance and safety testing on all medical equipment throughout the North and North West health facilities.
4. Provide technical support to health professionals in the operational and functional use of medical equipment.
5. Provide on-site clinical support in wards, operating theatres and clinical departments where immediate technical problem-solving skills may be required during patient procedures.
6. Provide support for existing, new and planned installations of biomedical equipment and the associated infrastructure required to commission and maintain functionality for the course of the equipment’s working life.
7. Actively participate in and contribute to the organisation’s Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives and related training.
8. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

### Key Accountabilities and Responsibilities:

* Responsible for the provision of an effective service to users of medical instrumentation, including providing suitable options to health professionals in enabling quality patient care.
* Ability to work with a high degree of autonomy in undertaking complex technical tasks and projects related to the delivery of biomedical engineering services.
* Responsible for the technical support of Biomedical Engineering Services to the North and North West as requested.
* Work to be performed in accordance with relevant Work Health and Safety legislation, policies and guidelines.
* Participate in relevant training courses, as requested, and perform duties safely and effectively.
* Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
* Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

### Pre-employment Conditions:

*It is the Employee’s responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre‑employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
   1. crimes of violence
   2. sex related offences
   3. serious drug offences
   4. crimes involving dishonesty
   5. serious traffic offences
2. Identification check
3. Disciplinary action in previous employment check.

### Selection Criteria:

1. Sound understanding of the principles of instrumentation and a demonstrated understanding and recognised experience in electronic fault finding and repair. This includes computer controlled system and devices.
2. Demonstrated communication skills and the ability to effectively liaise with a range of health care workers.
3. Demonstrated ability to effectively work both individually and as a member of a team in an environment subject to change.
4. Demonstrated understanding of quality improvement as it relates to Biomedical Engineering.
5. Demonstrated ability to apply Australian Standards in Biomedical Engineering, with an emphasis on Work Health and Safety.
6. Broad technical and working knowledge of medical equipment typically found in a large health care facility.

### Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000.* The Department supports the [Consumer and Community Engagement Principles](http://gormpr-cm01/pandp/showdoc.aspx?recnum=P19/000365).