



JOB DESCRIPTION

Position: **Bio-Medical Engineering Assistant**

Reporting Relationships: The Bio-Medical Engineering Assistant reports directly to the Bio-Medical Engineer in the Construction and Engineering Division or any other authorized senior official of UDeCOTT.

Summary:

The Bio-Medical Engineering Assistant provides direct support to the Bio-Medical Engineer. He/she is expected to work closely with the Bio-Medical Engineer in activities related to the acquisition, maintenance and training of employees in bio-medical equipment to be installed at Health Facilities.

Project Management –

- Assist the Bio-Medical Engineer in the review of Medical Equipment and FF&E Listing as are provided by the Design Build Contractor by conducting relevant research to assist the Bio-Medical Engineer in the decision-making process;
- Assists the Bio-Medical Engineer in providing support to the Ministry of Health for the acquisition of medical equipment for suitability, reputation and performance - recommending alternatives as necessary in keeping with the proposed health services to be delivered at the particular Facility. Assist in the inspection of medical devices for MHRA/CE and FDA approval certificates.
- Assist the Bio-Medical Engineer in ensuring that adequate provision is made for the effective and efficient maintenance of Biomedical Equipment at Health Facilities.
- Assist the Bio-Medical Engineer in reviewing contracts for the purchase of Biomedical Equipment to ensure that sufficient provision is made for the training of Health Sector employees.

- Participate in meetings and/or negotiations with the Contractor with respect to finalizing the Medical Equipment and FF&E Listing for the project as directed by the Bio-Medical Engineer
- Participate in Asset verification activities with the end user and FIDIC Engineer
- Participate in Commissioning activities associated with the Medical Equipment for the project (Inspect and sign off on all medical equipment for appropriateness upon its arrival and assembly on site.)
- Participate in meetings with the client, contractors and UDeCOTT in the planning of Pre-cant and De-cant activities (transitioning) into the new facility
- Assist the Bio-Medical Engineer in the co-ordination of training for the end-user on the medical equipment provided
- Assist in the planning and execution of orientation exercises for the end user at hand over phases.
- Assist in the conduct of inspection and/or acceptance of medical equipment and FF&E including trouble shooting as directed
- Liaises with the Project Manager on any biomedical issues or concerns as directed by the Bio-Medical Engineer
- Takes Minutes of Meetings and ensures follow – up on all action items
- Any other related duties as may be required by the Bio-Medical Engineer

Health & Safety

- Assist the Bio-Medical Engineer in reviews and inspections to monitor and evaluate compliance with building and safety codes and other relevant regulations.
- Assist in ensuring that Health and Safety audits are carried out regularly and that reports are completed and actioned.
- Assist in the preparation of reports relative to Safety and Health as necessary

Cost & Budget Management

- Assist the Bio Medical Engineer in ensuring that all works and materials are properly assessed against current market trends
- Provide support by drafting the relevant Tender Notes and Board Notes to be submitted to the Tenders Committee and Board of Directors for approvals.

- Conduct research for the provision of justification to inform the decision making process with respect to the acquisition of medical related equipment
- Assist in the preparation of Budgets relative to Biomedical Equipment

Preparation of Reports

- Assist in preparing weekly and monthly status reports on each assigned project utilizing the mandated formats and software as mandated.
- Assist in preparing other reports and/or presentations as directed.

Knowledge, Skills and Abilities

- Proven ability to manage numerous contractors and suppliers
- Ability to multi task effectively
- Ability to work in a multi-disciplinary team
- Excellent communication skills inclusive of delivering Presentations
- Strong analytical skills
- Excellent interpersonal skills
- Working knowledge of the OSH Act 2004 as amended 2006
- High Proficiency in Microsoft Office Suite

Qualifications & Experience:

- Degree in Bio-Medical Engineering from an accredited academic institution
- Certificate in Occupational Safety and Health will be an asset
- At least three (3) years' bio-medical engineering working experience in a health related environment.