

DIRECTOR OF BIOMEDICAL SERVICES-WCMC

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, the incumbent of this class is responsible for directing and maintaining administrative and operational responsibility for the Biomedical Engineering Services at Westchester County Medical Center. Responsibilities include specification formulation, testing, utilization, preventive maintenance, pre-purchase evaluation, and repair of all biomedical equipment to assure the optimum use and availability of such equipment. Supervision is exercised over various technical personnel of lower rank. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Maintains total administrative responsibility for the optimum use of all biomedical equipment used at the Medical Center, including participation in the development of and monitoring of all biomedical equipment contracts in which the Medical Center is involved;

Develops and implements operational systems, practices and procedures to insure the availability, optimum usage and safety precautions in compliance with established standards set by the various regulatory agencies;

Establishes operating guidelines for all services in compliance with Medical Center and Westchester County policies and established business and hospital practices and procedures;

Develops and implements management reporting systems within designated areas of responsibility;

Provides technical support to keep all biomedical equipment operating at all times including routine situations and clinical emergencies;

Develops and directs routine tests of all clinical equipment, and develops and maintains proper and adequate documentation for accreditation inspections;

Performs and supervises inspections of all new biomedical equipment to assure compliance with specifications, requisite operational and safety standards;

Develops evaluation criteria and conducts pre-purchase evaluation to select equipment;

Develops and approves specifications and performance of new biomedical equipment and determines its suitability for utilization and compatibility with existing equipment;

Plans the purchase and installation, as well as, assurance of compatibility, certification of performance and monitoring of service agreements;

Assists physicians as needed in the analysis and operation of biomedical devices implanted in patients;

EXAMPLES OF WORK: (Continued)

Interprets and ensures compliance to federal, state and local codes pertaining to instrumentation, design and function of health care facilities;

Implements and monitors FDA and/or manufacturer's hazard recall notices;

Develops and conducts staff education programs for nursing and medical staff;

Supervises and trains biomedical technicians in the inspection, preventive maintenance and repair of all equipment;

Schedules staffing to insure adequate coverage of biomedical services;

Participates in preparation of those portions of the annual Hospital budget related to Biomedical Services;

Develops methods for statistical reporting and quality control in the area of assignment;

Attends conferences, seminars and meetings as necessary.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the operation of biomedical equipment and instrumentation; thorough knowledge of physical design concepts and space utilization in a health care facility; good knowledge of governmental rules and regulations and technological development in the field of biomedical engineering and instrumentation; good knowledge of hospital safety procedures; ability to plan and supervise the work of technicians; ability to interact with administrators, clinical directors and other hospital personnel; sound judgment; initiative; tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Biomedical Engineering, Electrical Engineering, or Electronics and either (a) seven years of experience in the design, operation, repair and maintenance of biomedical and/or electronic equipment, two years of which must have been at the supervisory, managerial or administrative level in a large health care facility; or (b) A Master's Degree* in Biomedical Engineering, Electrical Engineering, or Electronics and five years of experience as stated in (a), two years of which must have been at the supervisory, managerial or administrative level in a large health care facility; or (c) A Ph.D.* in Biomedical Engineering, Electrical Engineering, or Electronics and three years of experience as stated in (a), two years of which must have been at the supervisory, managerial or administrative level in a large health care facility; or (d) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT: Possession of a Clinical Engineering Certificate at the time of appointment.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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Job Class Code: E0329
Job Group: XV