

## PROGRAM SPECIALIST (EQUIPMENT CONTROL-WCMC)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this class is responsible for maintaining on-going control of the inventory, storage, condition and location of all medical equipment used in treating patients. Responsibility involves the development and implementation of systems and procedures for requesting equipment from Central Supply, keeping logs of its whereabouts within the Medical Center and insuring its return after each use. Supervision may be exercised over a small number of Stock Clerks or Couriers. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Develops and implements a systematic procedure for the request and return of equipment between Central Supply and the patient floors;

Maintains an accurate inventory of all medical equipment including Imed pumps, Travenol infusion controllers, kangaroo pumps, electronic thermometers, blood pressure units, wheelchairs, hyperthermia machines and blankets, air mattresses and pumps, water mattresses, walkers, cardiac monitors, suction devices, circoelectric beds, wedge turning frames, cast cutters and clinitron beds;

Insures the proper condition, cleanliness and operability of equipment;

Orders replacements and parts to maintain adequate inventory;

Conducts regular inspection tours throughout the hospital to locate missing or misplaced equipment;

Insures that equipment is delivered to the patient floors in a timely fashion;

Arranges for the transfer of equipment between patient units when not available in Central Supply;

Arranges for the rental of equipment not available in the regular inventory;

Arranges for the disposal of discontinued or broken equipment;

Instructs nursing and technical staff in the safe and proper use of equipment;

Trains and supervises courier staff in the delivery and retrieval of equipment;

Reviews problems occurring during off shifts and weekends, resolves them and makes necessary procedural amendments;

Prepares reports as required;

Performs related administrative tasks to insure the effective and efficient use and dispersal of equipment.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the functions and uses of various types of medical equipment used in the treatment of patients in a hospital; good knowledge of the organization and functions of the various divisions of a large hospital; good knowledge of administrative procedures; ability to maintain a large inventory of equipment; ability to develop systematic procedures; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relations with all levels of hospital staff; sound professional judgment; tact; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and either (a) an Associate's Degree\* and three years experience in a hospital or medical facility involving work with medical equipment; or (b) a Bachelor's Degree\* and one year of experience in a hospital or medical facility involving work with medical equipment; or (c) a satisfactory equivalent combination of the foregoing training and experience within the limits of a and b.

\*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 Department of Education as a post-secondary, degree-granting institution.