

Job Description

Designation- Biomedical Engineer

Reporting Officer- Management

A biomedical engineer takes diligent care for the smooth functioning of medical devices and also manages the overall structuring of a hospital like various departmental planning, involving in designing the floor plan of hospital, procurement of higher end equipment followed by preventive maintenance of the same.

➤ **Technical Assistance-**

- To provide technical assistance and training to personnel from the facility in maintenance and use of medical equipment.
- To coordinate with service contractors for maintenance, calibration, installation and verification of service documentation.
- To execute monthly schedule of plan preventive maintenance.
- To provide training for related facility staff on maintenance and utilisation of equipments.
- Prepare indent & maintain inventory minimum stock.

➤ **Trainings**

- To ensure that Doctors, Nursing Staff & Paramedical Staff are being provided proper training from Internal/ External resources for all the equipments they have to work on in their respective departments.

➤ **Complaints & Resolution**

- Complaint log to resolution
 - a) Critical equipment (need in house support) within 1 hour.
 - b) Critical equipment need outside support <24 hours.
 - c) Non Critical (in house) < 8 hours.
 - d) Repeat complaint, 24 hours.
- Update complaint register/ History Card
- Maintain list of outsourced agencies/ vendors.
- Provide guidance to user the Bio-medical equipment.
- Ensure 90% uptime for all medical equipments.
- Downtime not more than 72 hours except major breakdown.

Any other assignment given by the Management from time to time.

➤ **Job Specification**

- Qualification: Bachelor's degree (B.Tech)/ Diploma in Biomedical/ Electronic Engineering.
- Experience required: Minimum 3 years preferably
- Effective written and verbal communication in English and Hindi language.
- Knowledge of MS office applications

➤ **Behavioral Competencies**

- Empathy & Flexibility
- Ethical in thought and action
- Ability to influence and Negotiation skills
- Confidence and Self-motivated to excel.
- Work Independently & in team.

➤ **Technical Competencies**

- Preventive maintenance procedure.
- Knowledge of latest technology medical equipments.

➤ **Salary**

- Negotiable as per norms.