

POSITION DESCRIPTION

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| Position Title: | Biomedical Engineer |
| Business Unit/Department: | Biomedical Engineering Services |
| Division: | Health Support Services |
| Award/Agreement: | Biomedical Engineers (Victorian Public Sector) (Single Interest Employees) Enterprise Agreement |
| Classification: | Class 1 – Year 1 to Year 5 (PH1 to PH5) |
| Reports To: | Biomedical Engineering Workshop Manager |
| Direct Reports: | Nil |
| Date Prepared/Updated: | 27 March 2025 |

Position Purpose

The **Biomedical Engineering Class 1** is an Entry-level role and is responsible for the repair, maintenance, servicing, and inspection of Biomedical Engineering (BME) equipment at assigned sites or satellite Western Health (WH) locations.

This role operates under the supervision of a Class 3 Biomedical Engineer or a higher-class Engineer, with an expectation of delivering all assigned tasks to a high standard and in compliance with the AS/NZS3551 and AS/NZS3003 standards where applicable. Over time, the Class 1 Biomedical Engineer is expected to enhance their expertise and acquire additional skills, enabling them to take on more advanced responsibilities and handle tasks as part of their professional development.

In addition to core responsibilities, the role may encompass tasks that align with the individual's skills and experience. These may include activities related to quality improvement or research, as well as stock management, housekeeping, equipment calibration, trials, storage, and disposal to support the overall operational needs of the Biomedical Engineering department.

Business Unit Overview

The Biomedical Engineering department is dedicated to delivering the following services within their scope of practice:

- Repairs & Maintenance (Proactive & Preventive).
- Asset Management.
- Contract Management (for BME equipment service agreements).
- Risk Management.
- Life Cycle Management.
- Procurement Support and Technical Consultation.
- Education & Training to the clinical team.
- Support on projects as required, including collaborations with DTS and the EMR project.

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Key Responsibilities

The Biomedical Engineer Class 1 is capable of performing responsible and diverse professional biomedical engineering tasks.

- **Repair and Maintenance:**
 - Perform repairs on medical equipment, including infusion devices and other low to medium-risk biomedical equipment, across all Western Health WH sites.
 - Conduct planned preventative maintenance of biomedical equipment, ensuring functional testing, calibration, and electrical safety testing are performed annually in accordance with Australian Standards, manufacturer guidelines, and departmental procedures.
- **Standards and Compliance:**
 - Adhere to relevant medical equipment standards, including AS/NZ 3551, Western Health's Code of Conduct, and safety policies and procedures.
 - Ensure patient treatment areas comply with AS/NZ 3003 Australian Standards.
- **Documentation and Records:**
 - Accurately document completed work (including clear work description, time, and materials used) into the department's database as per policy.
 - Assist in Riskman alerts, and incident investigations on infusion devices with the guidance of senior engineer.
 - Demonstrated the knowledge and ability to update the written test procedures for infusion devices under the guidance of the senior Biomedical Engineer.
- **Equipment Management:**
 - Coordinate the timely acceptance testing and commissioning of new/loan biomedical equipment.
 - Safely remove condemned biomedical equipment from service and request the asset database to be updated accordingly from their senior.
 - Prioritise work orders to ensure timely completion.
- **Parts and Procurement:**
 - Undertake spare parts stock management to ensure sufficient stock levels on-site.
- **Collaboration and Relationships:**
 - Build strong relationships with internal WH staff and external suppliers.
 - Collaborate with senior biomedical engineering staff to resolve technical issues and assist with repairs and preventative maintenance as necessary.
 - Supervise work experience students with infusion devices as required.
- **Communication and Safety:**
 - Liaise with internal and external stakeholders as required.
 - Notify relevant hospital staff of safety concerns or significant issues with medical equipment after consultation with Senior Engineers or the Manager.
- **Training and Development:**
 - Be available for training sessions and work-related meetings as directed by the Manager.
- **Flexibility and Teamwork:**
 - Be a proactive team member, contributing to departmental and organisational goals.
 - Redeployment to work at any WH sites as requested to provide Biomedical-Engineering support.
- **Additional Duties:**
 - Undertake other tasks as required to support the department's operations and objectives.

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This role demands a commitment to excellence, collaboration, and adherence to high standards of safety and professionalism.

KPIs:

- Complete the scheduled preventative maintenance for all assigned areas by the end of each month.
- Ensure breakdown calls of low to medium-risk items are closed in a timely manner unless awaiting parts or external services.
- Complete all mandatory training sessions required by the organisation.
- Participate in manager-approved technical training programs and apply the relevant skills gained.
- Other KPIs to be developed with the Workshop Manager, Biomedical Engineering Services.

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

Key Working Relationships

Internal:

The following departments heavily rely on Biomedical Engineering Services;

- Operating Suite/Day Procedure/Department of Anaesthetics
- Emergency Medicine
- Intensive Care Unit (ICU)
- Coronary Care Unit (CCU)
- Maternity Services/Special Care Nursery

External:

- Sales representatives of Medical Companies
- Service Engineers and contractors

Selection Criteria

Essential Requirements:

- Bachelor's or higher degree in either Biomedical Engineering, Electronics/Electrical engineering degree, completed through a four or five-year full-time equivalent course.
- Eligible for Professional Membership with the Institute of Engineers Australia.
- Strong ability to work effectively in a team environment.
- Commitment to delivering quality services with successful outcomes.
- Demonstrate problem-solving skills.
- Ability to perform tasks with minimal supervision and show initiative.
- Valid Victorian Driver's Licence or equivalent.

Desirable Requirements:

- Experience with information systems.
- Relevant experience in a hospital or healthcare setting.

Additional Requirements

All employees are required to:

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- Obtain a police / criminal history check prior to employment.
- Obtain a working with children check prior to employment (if requested).
- Obtain an Immunisation Health Clearance prior to employment.
- Report to management any criminal charges or convictions you receive during the course of your employment.
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures.
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health.
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008.
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines.

General Information

- Redeployment to other services or sites within Western Health may be required.
- Employment terms and conditions are provided according to relevant award/agreement.
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace.
- Western Health is committed to Gender Equity.
- Western Health provides support to all personnel experiencing family and domestic violence.
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs.
- Western Health is a smoke free environment.

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: _____

Date: _____

Employee's Signature: _____

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