



Job Description

Job Title	Director, Clinical Engineering
Reports To	Vice President
FLSA Status	Exempt
Date	

Job Summary

Function as primary administrative contact for executive leadership on biomedical technology issues. Direct activities of the Clinical Engineering Department in the selection, procurement, and delivery of biomedical equipment and services. Ensure all program elements are designed and implemented to comply with Joint Commission and other regulatory and inspection agency requirements, guidelines, and standards. Develop annual goals and objectives related to supporting the growth and development of clinical engineering in response to present and future needs. Develop and manage annual operating budget of the Clinical Engineering Department.

Job Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions. Other duties may be assigned to meet business needs.

Duties include:

- Develop and implement consistent policies and procedures that guide and support functions of the Clinical Engineering Department.
- Review and rank all strategic capital requests for biomedical equipment; assess and prioritize all strategic capital requests.
- Develop and meet goals with respect to biomedical technology in support of strategic plan.
- Provide clinical engineering resources to review the maintenance capital submittals for biomedical equipment at all sites as requested.
- Provide clinical engineering resources to manage medical equipment planning for construction projects involving biomedical equipment at all sites as requested.
- Provide clinical engineering resources to conduct pre-purchase evaluations, research vendors, assess cost of ownership, and other activities in support of biomedical equipment acquisitions.
- Provide clinical engineering resources to offer initial inspections and acceptance testing for acquisition of biomedical equipment.
- Provide clinical engineering resources to participate in the investigation and reporting of medical device related incidents.
- Provide clinical engineering resources to participate in the medical device hazard and recall notification program.
- Provide clinical engineering resources to comply with the Joint Commission medical equipment management standards.
- Provide management of equipment performance and service vendors to maintain the highest standards of patient care. When products or services are found to be unsatisfactory, the director is responsible for expediting solutions, including replacing equipment or terminating service agreements.
- Integrate management of biomedical equipment maintenance at all sites.
- Communicate with key clinical customers through participation on system committees.
- Optimize annual capital purchasing power by identifying opportunities to consolidate purchases across sites and fiscal years.
- Negotiate system-wide service agreements with vendors where appropriate.

- Supervise and participate in in-service training of new technicians and clinical staff concerning use and operation of patient care equipment.

Supervision Received

Individual will work under supervision of the vice president of the division [varies by hospital].

Working Relationships

Individual will maintain good personal relationships with fellow workers, administrative, nursing and medical staff, vendors, manufacturers, and the general public. Will be expected to participate in meetings, seminars, and training as required.

Minimum Qualifications

To perform this job successfully, an individual should possess the knowledge, skills, and abilities listed and meet the amount of education, training, and/or work experience required.

Education/Experience

Bachelor of Science degree in biomedical engineering or other technical discipline is required. Master of Science degree in biomedical engineering with a clinical engineering concentration is preferred. Seven years' experience in medical or technical equipment operations and maintenance management; five years' management of a hospital clinical engineering program. Must have advanced electronic training and familiarity with applicable regulatory and inspection agency requirements. Equivalent combination of education and experience may be substituted.

Knowledge, Skills, and Abilities

- Knowledge of many different types of patient care equipment.
- Knowledge of electronic theory and technology.
- Knowledge of computer systems and ability to use basic computer software packages (word processing, spreadsheets, work order tracking, inventory management, and databases).
- Ability to plan, organize, and implement policies and procedures.
- Ability to clearly communicate technical principles to non-technical personnel both verbally and in writing.
- Ability to supervise, direct, evaluate, and delegate work and responsibilities to subordinate personnel.
- Ability to analyze complex problems and recommend solutions.
- Ability to lift medium-weight equipment and to walk, kneel, bend, and reach while installing and repairing equipment.
- In-depth knowledge of Joint Commission and other applicable standards and regulations.

Working Conditions

Generally good working conditions. Possible hazards include exposure to electrical shock, infectious disease, and various other hazards associated with clinical engineering work. Protective clothing and safe work practices are required.

This job description should not be construed to imply that these requirements are the only standards for the position. Incumbents will follow any other instructions and perform any other related duties as may be required. (Name of Company) has the right to revise this job description at any time. (Name of Company) is an “at will” employer and as such, neither this job description nor your signature constitutes any form of contractual arrangement between you and (Name of Company).