



Clinical Engineering
Management Committee

Job Description

Job Title	Clinical Engineering Manager
Reports To	Director
FLSA Status	Exempt
Date	

Job Summary

Function as primary administrative contact between other departments and the Clinical Engineering Department. Develop, direct, organize, and manage overall operations and distribution of resources (staffing, budgets, and outside vendor services) of the clinical engineering equipment support services program. Review, audit, and participate in decision support activities related to problem diagnosis, repair, preventive maintenance, and quality assurance of patient care and other equipment. Participate in the development of annual goals and objectives related to supporting the growth and development of services in response to the equipment support needs of the organization.

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:

- Inform hospital (and other entity) management staff of operational and financial aspects of the clinical engineering services performed at their sites.
- Determine proper staffing levels to provide equipment support services at assigned accounts; distribute personnel based on preventive and corrective maintenance workloads.
- Review productivity and efficiency work data for all staff and identify areas where improvements can be made to maximize staffing resources.
- Make hiring and termination decisions.
- Meet regularly with department site supervisors/team leaders to review previous work completion data, future scheduled work assignments, quality assurance issues, new equipment inspections, and any other projects or equipment support needs.
- Work with department site supervisors/team leaders and clinical engineers on projects related to new equipment acquisition, installation, renovation, modification, or removal. May directly oversee the progress and status of such projects.
- Determine training needs for staff technicians and engineers and recommend/implement arrangements as needed to obtain necessary training, test equipment, and tools needed to expand the areas of technical services provided by the department.
- Ensure that work requests from equipment users are responded to within established timeframes.
- Participate in development of departmental and hospital-based continuous quality improvement initiatives.
- Understand and comply with Joint Commission and other applicable standards and regulations.

Supervision Received

Individual will work under supervision of the director of the Clinical Engineering Department.

Working Relationships

Individual will maintain good personal relationships with fellow workers, 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 electrical, biomedical, or clinical engineering, with documented attendance at two or more manufacturer services schools or management seminars. Ten or more years experience in the biomedical/imaging service industry, at least six of which must be in a supervisory or managerial capacity. An 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.
- Ability to use basic computer software packages (word processing, spreadsheets, work order tracking, inventory management, and databases).
- Ability to evaluate maintenance and cost data related to medical equipment.
- Ability to evaluate equipment service needs and communicate with clinical equipment users on proper device use and safety.
- Ability to evaluate staff and outside vendor staff productivity and to ascertain quality of equipment support services provided by both hospital and outside vendor staff.
- Ability to lift medium-weight equipment and to walk, kneel, bend, and reach while installing and repairing equipment.
- Ability to write reports and make presentations on operational and technical issues.

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).