



ST. JOHN EYE HOSPITAL – JERUSALEM

---

ST JOHN EYE HOSPITAL GROUP

**FULL-TIME**

**Biomedical Technician**

## JOB DESCRIPTION

<b>Title</b>	<b>Biomedical Technician</b>
<b>Department</b>	<b>Allied Health Professions</b>
<b>Section</b>	<b>Hospital / Static Clinic / outreach / Kufor Aqab</b>
<b>Reports to</b>	<b>Director of Nursing and Allied Health Professions</b>
<b>Hours</b>	<b>As contractually agreed</b>
<b>Date formulated</b>	<b>November 2011</b>
<b>Last Updated</b>	<b>December 2018 / December 2020 / December 2022</b>
<b>Next Review Date</b>	<b>December 2024</b>

### General Statement of Duties:

- To maintain and repair medical equipment at the St. John Eye Hospital Group.
- To keep all medical, optical and ophthalmic equipment in running order to maintain its efficiency and dependability.
- To maintain harmonious contact with the doctors, nurses and operating theatre department.
- Inform the Medical Director and Chief Executive Officer when equipment is beyond repair or needs replacement, and where changes need to be made due to potentially unreliable equipment.
- To keep up to date in the field of medical ophthalmological engineering specially that of laser technology.
- To become familiar with new pieces of equipment and to be able to advise doctors and nurses on their use.
- To plan and organise maintenance of an inventory so that all equipment is recorded, and its potential life expectancy determined so that budgeting can be made for potential replacement.
- To ensure that the St. John Eye Hospital can avoid crises by ensuring all ophthalmic equipment is in as near perfect working.

### Main Responsibilities:

- Repair all faulty or malfunctioning medical equipment and instruments, within the hospital premises and the other St. John Satellite Clinics.
- Provide Routine regular maintenance of the above equipment.
- Updating and / or enhancing existing medical equipment when / where deemed desirable or necessary.
- Maintaining and updating a comprehensive inventory of the hospital medical equipment.
- Installing, voltage regulation and safely testing of newly purchased equipment according to local guidelines and standards of safety of electrical equipment.
- Provision of operation training on newly acquired equipment for applicable staff.
- Providing technical consultation and advice to management and elsewhere in the hospital upon request.
- Liaising with dealers, representatives or manufacturers of medical equipment, with regards to matters such as repair calls, spare parts, accessories, new equipment etc...
- Advising staff of the potential dangers of the use of certain items of equipment.
- Following up of new devices and instruments calibration and verification.
- Conducting calibration and verification planning.
- Following up of conducting internal and external calibration.
- All other tasks mentioned in the Quality Management System.
-

### **Main Medical Engineering Store assistant responsibilities:**

- To Receive Store supplies from the Suppliers, Inspect them fully and issue a Receipt Inspection Then Update the Inventory software tally stock.
- To hand over the Receipt inspection with other documents to the procurement department
- To issue an inventor code, label the item then store it in the appropriate store location.
- To receive the Internal supply request, form the different hospital departments and issue the supplies. Then update the inventory software tally stock.
- To conduct a semi-annual Physical count of the store inventory as part of the Physical count **committee.**

### **Main Medical Engineering Store assistant responsibilities:**

- To Receive Store supplies from the Suppliers, Inspect them fully and issue a Receipt Inspection Then Update the Inventory software tally stock.
- To hand over the Receipt inspection with other documents to the procurement department
- To issue an inventor code, label the item then store it in the appropriate store location.
- To receive the Internal supply request, form the different hospital departments and issue the supplies. Then update the inventory software tally stock.
- To conduct a semi-annual Physical count of the store inventory as part of the Physical count committee.

### **General Responsibilities:**

- All staff are expected to report for work on time and fulfil their hours of duty, from time to time some flexibility may be required in order to meet the needs of the job and this may be outside regular hours of work.
- All staff are expected to promote and contribute to a cooperative and productive work environment. Staff are also expected to show respect and consideration to their colleagues and all patients and visitors to the hospital.
- All staff are expected to follow the dress code for their area of work. All uniforms as required by different work areas should be worn at all times. Staff who do not have a uniform are expected to wear appropriate, respectful, modest business dress. Jeans are not considered appropriate attire.
- The hospital is a no smoking hospital and smoking is only permitted in the designated smoking areas and only during official break periods.
- All staff will abide by confidentiality rules and will not disclose any information about patients, the staff or the workings of the hospital, except in certain circumstances where express permission is given as per the Confidentiality Policy.
- All staff are expected to comply at all times with the requirements of Health and Safety regulations and to take responsibility for the health and safety and welfare of others in the working environment ensuring that agreed safety procedures are carried out to maintain a safe environment.
- The Hospital has a Control of Visits in the Hospital and Security of Workers policy in order to help protect patients, visitors and staff and to safeguard their property. All employees have a responsibility to ensure that those persons using the Hospital and its service are as secure as possible.
- The Hospital is committed to equality and all staff are expected to treat colleagues, patients and visitors to the Hospital with dignity and respect, regardless of their ethnic background, religion, race, gender, age or sexual orientation.
- All staff are expected to familiarise themselves with the requirements of the Hospitals policies and procedures for staff and also their specific area of work.
- All appointments within the Hospital are subject to pre-employment health screening.
- All staff are responsible for ensuring that all risks of cross infection to patients are minimised and that all policies, procedures and guidance relating to infection control practice are adhered to.
- All staff are responsible, where relevant, for ensuring that all equipment used by patients is clean/decontaminated as instructed by manufacturers and in line with the infection control/guidelines protocol and policy.
- The job description gives a general outline of the duties of the position and is not intended to be an inflexible or finite list of tasks. It may be varied, from time to time, after consultation with the member of staff.
- Any other duties as designated by your manager, and which are commensurate with the grade.

**Essential Requirements for the Post:**

- Electrical / Electronic Diploma.
- Computer skills
- Minimum of one years experience in Medical Technician field
- Evidence of continuing professional development
- Capable of working in a multi-disciplinary team
- Flexible on working hours
- Ability to communicate fully with staff and patients at all levels.
- Ability to communicate (read, write, and speak) fluently in English. (All hospital documents are in English)
- Calm manner
- Alert
- Methodical and Organised

**Name:** \_\_\_\_\_**Date:** \_\_\_\_\_**Signed** \_\_\_\_\_