

## UW HEALTH JOB DESCRIPTION

### Biomedical Engineering Tech I

Job Code: 420008	FLSA Status: Non-Exempt	Mgt. Approval: J. Layng	Date: May 2024
Department: Supply Chain-Healthcare Technology Mgt	HR Approval: S. Whitlock	Date: May 2024	

#### JOB SUMMARY

The Biomedical Engineering Tech I provides support to the Clinical Engineering Department by performing a variety of tasks associated with the installation, maintenance, calibration and repair of biomedical equipment and systems.

Positions at this level are responsible for supporting, troubleshooting and maintaining Department specific tasks related to the UW Health Real-time locating system (RTLS) database and systems. Servicing this equipment requires knowledge and skill in configuring and troubleshooting computer operating systems.

Work is performed with supervision, as well as independently, in various settings including critical patient care areas such as operating rooms and intensive care units in addition to bench and in-shop locations. This position keeps accurate records of repairs made and follows up with customers on work performed or scheduled.

#### MAJOR RESPONSIBILITIES

- Maintain RTLS tags and database.
- Assists in the installation and inventory of medical equipment and systems.
- Assists with inspections, troubleshooting and repairs of medical equipment and systems.
- Keeps accurate records of all maintenance activities performed on assigned medical equipment and updates the department database of this record of service, completely and promptly.
- Perform and record preventive maintenance of assigned equipment through periodic performance checks and measurements based on the UW Health Medical Equipment Management Plan.
- Works collaboratively with Department staff to install and maintain various devices used to interface critical medical equipment data into the UW Health electronic medical record system (EPIC)
- Assist with urgent device corrections and ensure equipment recalls are acted upon in a timely manner to promote safety of patients, visitors, and staff.
- Perform minor repairs on communication devices and configuration updates to the nurse call system / network, including interfaces with middleware, ADT and alarm notification servers and equipment.
- Assists with the coordination corrective maintenance on selected critical communication systems including emergency room radios, fire / security distributed antenna systems as well as long range and over-head paging systems.
- Assists with the maintenance and configuration of medical equipment alarm notification equipment, interfaces, and systems.
- Accurately document all work in the department's computerized maintenance management system (CMMS).
- Provide outstanding customer service. Contact department customers and provide device repair status and estimated time of return. Resolve customer complaints in a diplomatic and professional manner.
- Perform electrical safety inspections.

**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.**

#### JOB REQUIREMENTS

Education	Minimum	High School Diploma or GED.
	Preferred	Associate's degree in Electronics, Biomedical Engineering, or related field.
Work Experience	Minimum	
	Preferred	One (1) year previous Biomedical Engineering Technician or electronics related technical field experience.
Licenses & Certifications	Minimum	Valid driver's license in the person's state of residence. <ul style="list-style-type: none"> <li>• Must be 21 years of age or have three (3) years of driving experience to operate a Patient/Visitor Vehicle or UW Health Vehicle other than a golf cart or utility terrain vehicle</li> </ul>
	Preferred	OEM or computer system certifications applicable to UW Health.
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• Ability to troubleshoot and repair failures in medical equipment.</li> <li>• Basic knowledge of electronic test equipment and applications.</li> <li>• Basic knowledge of physiological and medical terminology.</li> <li>• Ability to understand and follow established preventive maintenance procedures.</li> <li>• Ability to maintain reports utilizing a computerized maintenance management system (CMMS)</li> </ul>

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- Basic knowledge of IT (Information Technology) terminology, setup, and configuration.
- Strong customer service skills.
- Ability to diagnose and resolve problems over the telephone using unskilled non-technical or clinical staff for assistance.

### AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

**Instructions:** Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

Infants (Birth – 11 months)	Adolescent (13 – 19 years)
Toddlers (1 – 3 years)	Young Adult (20 – 40 years)
Preschool (4 – 5 years)	Middle Adult (41 – 65 years)
School Age (6 – 12 years)	Older Adult (Over 65 years)

### JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

### PHYSICAL REQUIREMENTS

**Indicate the appropriate physical requirements of this job in the course of a shift.** *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
<b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
<input checked="" type="checkbox"/> <b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
List any other physical requirements or bona fide occupational qualifications:			

**Note:** The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.