


Raffles Hospital JOB DESCRIPTION

JOB TITLE	: MANAGER	JOB CLASSIFICATION	: EXEMPT
DEPARTMENT	: BIOMEDICAL ENGINEERING	JD NO.	: BME 01
DATE EFFECTIVE	: 01/09/2000	DATE REVISED/NO	: 01/04/2011/01
APPROVED BY	: GENERAL MANAGER 	PAGE	: 1 OF 3

STATEMENT OF PURPOSE

The Manager of Biomedical Engineering (BME) is responsible for the overall planning and management of the procurement and maintenance of medical equipment and systems. He/she is also responsible to provide the technical expertise for planning, evaluating and commissioning of new medical technology.

The BME Manager shall be responsible for the safe and smooth operation of patient care equipment deployed in the Hospital. He / she shall plan and implement efficient operations to provide the highest level of BME management and maintenance services in support of the Hospital's clinical programmes.


He / she shall manage resources effectively and efficiently. He / she shall be responsible to motivate and develop staff to bring out the best in them.

MAJOR DUTIES AND RESPONSIBILITIES

(A) SPECIFIC (80%)

1. Develop a programme for acquisition and maintenance of medical technology and equipment in support of the Hospital's clinical programmes.
2. Leads and manages the operations of the BME services in support of clinical and patient services.
3. Implements policies and procedures to support the efficient operations of the departments, conducts internal audits and facilitates external audits to ensure compliance with statutory regulations, health and safety protocols, and relevant standards.
4. Plans and prepares the technical specifications for acquisition of medical technology, supports the technical evaluation, and manages their timely delivery and commissioning.
5. Develops and implement plans for evaluation of performance of in-house and contract providers against targets and benchmarks.
6. Develops and manages contracts for services which are outsourced, against services outcome, financial and performance targets.

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7. Implements, manages and monitors the quality assurance and risk management activities pertaining to medical equipment and systems.
8. Develops and manages the work plan and budget of the Department in support of the business and operations of the Hospital.
9. Manages the efficient use of resources (ie equipment, time, physical assets, supplies, etc) in the Department.
10. Provides ad-hoc consulting and training services on biomedical engineering matters pertaining to medical equipment and systems
11. Plans, recruits and retains staff and skills required for professional and efficient operations of the department.
12. Undertakes performance management of staff by directing, motivating, developing and counseling staff where appropriate in their performance towards operational and service excellence.
13. Promotes teamwork, co-operation and harmonious relationship within the Department and with all other employees of the Hospital.
14. Participates in the Hospital's Committees or workgroups as required.
15. Assumes other responsibilities as directed by the Senior Manager within the scope of the BME Manager.

(B) GENERAL (20%)

1. Advises the Hospital Management on matters relating to medical technology, equipment and systems.
2. Keeps abreast of advancements and trends in BME technology.

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ORGANISATION RELATIONSHIP

(SUPERVISOR'S SUPERIOR)	General Manager
	↑
(SUPERVISOR)	Director, Support Operations
	↑
(JOB HOLDER)	Manager, BME
	↑
(SUBORDINATE)	BME Technical Staff

JOB REQUIREMENTS

(A) EDUCATION, TRAINING, SPECIALISATION AND EXPERIENCE

1. Degree in Electronics/Biomedical Engineering + 5 years of relevant working experience; or Diploma in Electronics/Biomedical Engineering + 12 years of relevant working experience.
2. Must be self-driven and capable of conceptualising and planning BME programmes.
3. Must possess a high level of technical knowledge and skills on BME technology.
4. Preferably to have had experience managing the efficient operations of a Department.
5. Please cross-reference to Competency Matrix in supplementary file.

(B) PROFESSIONAL LICENSE

Nil

WORK ENVIRONMENT

1. Electrical hazards that require knowledge in electrical safety and handling of electrical/electronic components. Able to operate electrical/electronic testing devices.
2. Exposure to body fluids that require the use of personal protection equipment.