



POSITION DESCRIPTION

Biomedical Engineering Technician

Reports to: Biomedical Engineering Supervisor Position Status: Non-Exempt

Supervises: No one

Effective Date: 2/13/23

GENERAL SUMMARY

The Biomedical Engineering Technician responsible to the Biomedical Engineering Supervisor for scheduling and performing routine repair and maintenance activities of medical equipment and water systems that ensures patient safety and staff operating equipment in accordance with company policies and procedures, manufacturer's documentation, industry standards and local, state, and federal regulatory requirements. Responsible for efficient use of resources related to repair and maintenance costs. These duties may be performed at NKC, affiliates, designated hospitals, or home locations. This position is also responsible for performing relief and/or project duties, when required.

DUTIES AND RESPONSIBILITIES

1. Responsible for all medical equipment in Northwest Kidney Center in-centers, home therapies and Hospital services.
2. Performs timely routine maintenance, troubleshooting, and repair activities to dialysis equipment and water treatment systems as required and recommended by the manufacturer and established NKC policies and procedures, including maintaining aesthetics of the equipment and water rooms.
3. Participates in preventive maintenance of all ancillary devices following manufacturer's recommendations and in compliance with NKC policies and procedures, industry standards, and local, state, and federal regulatory requirements.
4. Purchases and maintains an inventory of service parts using approved sources and ensures RGA and warranty parts are returned in a timely fashion.

5. Performs AAMI standards and RO systems for sample microbiology collection and testing and reviews and participates in evaluation and reporting of quality results per applicable policies and procedures.
6. Operates equipment such as dialysis machines and associated equipment, meters, and shop services tools, repair vehicles, and is responsible for maintaining assigned their personal tool kit and personal vehicle available for services calls, if required.
7. Performs electrical safety on dialysis machines and related equipment.
8. Documents all daily, weekly, monthly repair and maintenance activities. Completes work orders, expense reports, and other records as required/assigned.
9. Escalates issues to supervisor and/or management in a timely manner and ensures adequate resolution
10. Participates in monthly QAPI (Quality Assessment/Performance Improvement) and regular staff meetings.
11. Ensures all regulatory and OSHA requirements are met.
12. Reviews documentation to verify compliance (ensures readings are within acceptable parameters). Performs trends analyses on water systems, taking proactive action to ensure systems function appropriately and as designed.
13. Ability for On-call rotations.
14. Performs other duties and responsibilities as assigned.

PLANNING

The position is responsible for planning installation and testing of equipment, initiating repair and service activities, and coordinating workflow to ensure safe and effective operation of equipment. These plans are based on NKC established procedures and practices.

SUPERVISION and COORDINATION

The position does not supervise other persons. The Biomedical Engineering Technician is responsible for coordinating and organizing work which has been assigned to them.

EXTERNAL CONTACTS

This position has contacts with patients and other persons or organizations. These contacts are required to install, service, and repair equipment or, to provide information regarding dialysis equipment related matters.

DECISIONS

The position is responsible to the Biomedical Engineering Supervisor for decision making required to perform duties and responsibilities. These decisions are based on NKC established procedures and practices. Typical decisions include identifying defective parts or equipment calibration needs. Must have the ability to determine how to handle unusual situations and when to seek assistance.

CUSTOMER SERVICE STANDARDS

Staff is responsible for demonstrating good customer service and professionalism.

1. **CONSIDERATION:** Greet customers promptly; show courtesy; recognize customer's needs; respect privacy.
2. **CONCERN:** Listen to customers; express appreciation, be non-judgmental; take responsibility.
3. **CONFIDENCE:** Show a positive attitude; take personal initiative; inform; educate and reassure; provide prompt follow-up.
4. **CONDUCT:** Hold appropriate conversations; maintain a professional appearance; establish teamwork; show professional competency.

JOB CONDITIONS

Must be able to communicate effectively in English over the telephone, in writing, and in person. Duties and responsibilities are performed in the shop, clinical units, and patient homes. Must have transportation available and a current Washington State Driver's license to travel to dialysis facilities, hospitals, and patient homes.

Physical activities require the ability to stand, walk, stoop, kneel, crouch, reach, lift; fingering, grasping, talking, hearing, and repetitive motions of hands, wrists, and fingers. Requires a high-level of hand-eye coordination. Must have strong visual acuity to read, inspect information on monitors, inspect technical documents, and to inspect and repair dialysis and related machines. Requires the ability to adequately pass the Ishihara color test.

Physical requirements include the ability to lift/move objects weighing up to 100 pounds occasionally, and up to 50 pounds frequently. The individual in this position operates the phone, computer, copier, and other office

equipment as required. Demonstrated skills in Microsoft Office Products and knowledge of clinical software programs are required.

The Biomedical Engineering Technician is exposed to a variety of atmospheric conditions. This would include exposure to fumes, chemicals, blood, and body fluids. Requires proximity to electric current.

EDUCATION AND EXPERIENCE


- High school diploma or equivalent
- Valid Washington State driver license. License must be maintained as current, without restrictions and good driving record.
- Confirmation of ability to distinguish all primary colors by successfully completing the Ishihara color test.

PREFERRED QUALIFICATIONS

- Previous dialysis, hospital, or medical experience.
- Associate degree in electronics, biomedical technology or a combination of higher education and equivalent experience
- Certified Biomedical Nephrology Technologist (CBNT) or Certified Hemodialysis Bio-Medical Technician (CHBT) or Certified Biomedical Equipment Technician (CBET).

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not to be considered as an exhaustive list of all job tasks performed by people so classified.

REVIEW AND APPROVAL



Chief Administrative Officer

2/20/2023
Date



Vice President of Human Resources/CHRO

2/20/2023
Date