

**Operations Department**

**JOB DESCRIPTION**

1. **POSITION SUMMARY**

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| * 1. **Staff Name, Number** | Moses Mwangi , 00723 |
| * 1. **Position Name** | Biomedical Technologist/  Facility Management and Safety Coordinator |
| * 1. **Principal Department** | Operations |
| * 1. **Functional Department** | Shared Services |
| * 1. **Section** | Technical |
| * 1. **Reports to** | projects and maintenance Manager/Shared Services Manager |
| * 1. **Appraised by** | projects and maintenance Manager/Shared Services Manager |

* 1. **PATIENT NEEDS AND SERVCIE DESCRIPTION**
  2. **Main purpose of the section with reference to this position**

To ensure the hospital provides efficient, cost effective and reliable Healthcare services through provision of effective and timely maintenance of equipment, while ensuring that the general environment and Facility is safe and secure for all clients, staff and visitors.

* 1. **Customer needs**
     1. Efficient and cost effective healthcare service delivery
     2. Safe and secure environment
     3. Safe and reliable medical/general equipment, plants and installations
     4. Well maintained buildings and infrastructure
  2. **Main purpose of this position** 
     1. To develop an effective Facility Management and Safety (FMS) Program supported by requisite Competency, procedures, tools, data, equipment and facilities and also enhance efficiency and effectiveness of preventive and corrective maintenance programmes of equipment, manage projects and other activities related to medical equipment
     2. **Key duties & responsibilities of the position**
     3. Ensure that written FMS documents, are current, meets best practice and statutory and regulatory requirements, and are well communicated and readily accessible.
     4. Work with the relevant committees and HODs/SHs to implement the FMS Programs and ensure that such implementation meets the overall QPS objectives and standards
     5. Coordinate external FMS related inspections, evaluations and prepare and submit reports required by external parties
     6. Work with departments to develop and implement departmental Specific FMS related policies and procedures.
     7. Document details of the FMS programs risk assessment audits and present to both Risk Management Committee and Facility Management and Safety Committee proceedings.
     8. Carry out Scheduled FMS programs risk assessments at least once annually.
     9. Before each construction of renovation, carry out a pre - construction risk assessment and management and give its recommendations to the QPS Coordinator. Such a review and any interventions/modifications arising from the same will be documented.
     10. Ensure that all vehicles used by staff and patients, for which the hospital is responsible, including hospital own operated and outsourced transport, do not pose a safety risk to staff and patients. The Transport Safety Policy and Procedure will be applied.
     11. Give monthly reports to the FMS committee in relation to the FMS committee Quality Measures.
     12. Ensure Fire safety shall take precedence over all other safety issues.
     13. Initiate a safety championship system through the use of Safety marshals and guide them in implementation of the FMS programs in their units.
     14. Secretary to the Facility management and Safety Committee
     15. Designated hospital Fire Safety Officer
     16. Diagnostics, Inspecting, Repairing, Servicing and Testing of Medical Devices.
     17. To ensure an effective preventive maintenance is implemented in the hospital
     18. Supervising contracted biomedical works labour in theatre, dental, radiology, lab, ICU & other clinical areas
     19. To ensure appropriate purchases and equipment user training.
     20. Conducting new equipments user training
     21. Conducting equipment and devices inventory Scheduling planned preventive and maintenance programme (PPM)
     22. Responding with minimum turnaround time for reported breakdowns and communicate efficiently to the user and department lead on the work progress
     23. Checking equipments warranty, calibration and maintenance service contracts
     24. Providing technical advice during acquisition of new medical equipments.
     25. Carrying out equipment audit using the laid down standard operating procedures
     26. Tracking, receiving and recall or disposal of items and equipments under repair.
     27. Supervising other technical cadres below the position of a supervisor when delegated to.
     28. Sending monthly reports to the projects and maintenance Manager.
     29. Achieve the department annual plan and objectives
     30. Minimized downtime on medical equipment
     31. Cost management on repairs and maintenance of medical equipment
     32. Safe and secure patient environment
     33. Supervision and manage technical department staff when delegated to by the projects and maintenance manager
     34. Compliance with all the statutory laws and regulations
     35. Maintenance of requisite competencies and statutory requirements to practice as a Biomedical engineer
     36. Participation in quality improvement initiatives Liaising with other team members and the public in health promotion initiatives
     37. Any other assigned duties in line with normal hospital operations

1. **STAFF QUALIFICATION AND COMPETENCIES** 
   1. **Education and Professional Training**
   2. Diploma in medical engineering (KMTC)
   3. Diploma Computer Servicing and Maintenance(ACS Computer Science Institute)
   4. **Licensure**
      1. N/A
   5. **Certification**
   6. Incident Command System-1 certified (Kenya Red Cross)
   7. Certified Fire Marshall (Dataline International Limited)
   8. BLS (Basic Life Support -National Resuscitation Council of Kenya )
   9. ISO 22000:2005 internal Auditor (SGS Kenya)
   10. ISO 9001:2008 internal auditor (Diversey Consulting)
   11. Food Defence ,Bioterrorism and Bio-Vigilance (AIMS)
   12. Global Health Monitoring and Evaluation Fundamentals(John Hopkins Bloomberg School of Public Health/USAID)
   13. Project Management Honor Code Certificate (The University of Adelaide)
   14. Strategic CSR and business Development (SUSBIZ Kenya-Danish Business Authority/FKE)
   15. **Competencies** 
       1. Knowledge and application technical supervisory skills, medical equipment management skills and general equipment/facility maintenance skills
       2. Knowledge and application of relevant quality and patient safety policies and procedures
       3. Facility Management and Safety System inspection and auditing skills under ISO and JCI survey requirements
   16. **Experience** 
       1. More than two years working experience in Supervisory Position
2. **PRACTICE PRIVILEGES**

The holder of this position has been granted the following practice privileges:

Manage and coordinate the services and maintenance activities of the following

* 1. generators
  2. boiler
  3. laundry equipments
  4. catering equipments
  5. medical equipments and instruments
  6. electrical installations
  7. plants
  8. physical infrastructure i.e. buildings
  9. manage hospital vehicles fleet
  10. supervise security activities
  11. supervise transport
  12. advice on procurement of all equipments under technical department
  13. formulate technical department budget
  14. supervise projects
  15. FMS programs
  16. Safety Marshalls Team

1. **PARTICIPATION IN QUALITY IMPROVEMENT AND PATIENT SAFETY**

The holder of this position will participate in QPS in the following manner

* 1. Maintain a safe and healthy environment when caring for patients
  2. Provide care that meets personal hygiene needs of patients
  3. Safely and effectively minimizes the risk of infection
  4. Initiate and/or respond to emergencies and provide requisite interventions
  5. Document and report nears misses, adverse events, and sentinel events
  6. Uses personal protective equipment where indicated
  7. Implement applicable International Patient Safety Goals
  8. Implement policies and procedures that address safety and/or security
  9. Espouse a culture of safety at the individual level

1. **CONTINUOUS PROFESSIONAL DEVELOPMENT**

The holder of this position shall be required to

Demonstrate addition of or improvement of competencies in a given year

1. **PERFORMANCE MANAGEMENT**

7.1 Performance evaluation will be carried out by the respective Technical and shared services Managers

* 1. Performance evaluation will be carried out quarterly
  2. Performance evaluation will be based on verifiable data and information
  3. **Performance evaluation will be done against the following key performance indicators:**
     1. Performance against responsibilities and duties as per job description
     2. Project management and other practice outcomes
     3. Achievement of professional development requirements
     4. Demonstrable professional growth
     5. Achievement of desired quality and safety and contribution to Quality and Safety
     6. Continued competence in line with practice privileges
     7. Performance against annul objectives in line with the balanced score card

1. **SAFETY REQUIREMENTS FOR THE POSITION** 
   1. Vaccination against Hepatitis B
   2. Use of appropriate personal protective equipment
   3. Hand washing in line with policy and procedures
2. **CONFIRMATION**

Signed:

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Position holder immediate supervisor (Technical)

Date: Date:

Immediate Supervisor (FMS)

Date