



**The Royal  
Melbourne  
Hospital**

# Advancing health for everyone, everyday.

**Could this be you?**

**Join The Royal  
Melbourne  
Hospital Team**



## Position Description

**Perioperative - Grade 3 Biomedical  
Engineer**

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

**Advancing health for everyone, every day.**

1. Be a great place to work and a great place to receive care
2. Grow our Home First approach
3. Realise the potential of the Melbourne Biomedical Precinct
4. Become a digital health service
5. Strive for sustainability

The Perioperative Biomedical Engineer (Grade 3) is an effective team member responsible for helping maintain and organise a safe working environment for patients, visitors and staff within Perioperative Services. The Biomedical Engineer Grade 3 is required to perform duties as per the position description to primarily ensure the safe operation and performance of medical equipment in close collaboration with the Biomedical & Clinical Engineering Department.

This role is required to support the Biomedical Equipment & Contract Manager that are associated with the service and maintenance of equipment as well as support the requirements to purchase new items including support of the procurement process and the development of business cases when required.

- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.
- Build and maintain relationships with the perioperative team, surgeons, biomedical engineering department and other divisions within Melbourne Health
- Maintain equipment contracts for medical equipment across perioperative services
- Work closely with clinical engineering and perioperative services to create equipment preventative maintenance schedules
- Support equipment support officers to organise corrective repairs of equipment under contract
- Oversee the role of equipment support officers
- Maintain asset and contract registers for perioperative services
- Proactively seeks professional engineering supervision to undertake more novel, more complex and/or critical Biomedical Engineering tasks
- Undertake equipment trials, evaluation and decommissioning
- Ensure direct reports receive regular feedback and participate in annual discussions.
- Contribute to organisation-wide and service/division initiatives and planning activities.
- Ensure training needs of direct reports are identified and undertaken.
- Ensure risk management activities are completed, effective controls are in place and incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.
- Create a psychologically safe work environment where everyone feels safe to speak up. Monitor and achieve relevant KPIs and targets and operate within their allocated budget.
- Maintain relationships allowing clear and consistent communication on biomedical equipment issues
- Create a psychologically safe work environment where everyone feels safe to speak up. Monitor and achieve relevant KPIs and targets and operate within their allocated budget
- Provide on the floor support and troubleshooting for the perioperative staff across all perioperative areas including main theatre, 3 West, 3 East and CSSD (2.5 days per week).
- Complete riskman reviews related to the use of medical equipment in the perioperative environment
- Communicate TGA recalls to perioperative services managers and assist in data collection, required actions
- Remove equipment from service if considered unsafe, and inform a senior engineer of any serious equipment problem/s
- Undertake other duties, as required

Internal

- ## External

- Medical equipment service providers / vendors
- Health share Victoria

### Formal Qualifications:

- Bachelor of Engineering (Biomedical) or Recognised qualification in Engineering/Science.

### Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Demonstrated experience in the management and procurement of biomedical equipment, preferably within a perioperative or acute hospital setting
- Ability to prioritise work and maximise efficiency
- Demonstrated knowledge of medical equipment and Australian Standards
- Well-developed oral and written communication skills
- Eligible for membership with Engineers Australia
- Current driver's license valid for Australia
- Computer literacy including excel, databases, data analysis reporting
- Demonstrated database experience including analysis and research
- Ability to deal with employees, supervisors, contractors, clinical staff
- Ability to establish and build constructive working relationships at all levels
- Proven experience in vendor and contract management, including negotiation and performance monitoring
- High-level communication, negotiation, and interpersonal skills with the ability to work across multidisciplinary teams

## Desirable:

- Knowledge of hospital procurement and capital planning processes
- Experience in hospital-based biomedical equipment maintenance
- Previous experience in Operating Theatre and working with multidisciplinary staff
- Experience working with the IB Tririga platform
- Experience with Capsule Technologies

- ## KEY PERFORMANCE INDICATORS

- Demonstration of RMH values
- Achievement of portfolio specific KPI targets
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements
- Ability to operate within allocated budget (if required)
- Review Contracts prior to end date
- Provide timely reports for Financial Assets
- Oversee annual preventative maintenance schedules and timely corrective repairs of medical equipment

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Effective, Person-centred Care (STEP) in line with our clinical governance framework.
- Are an equal opportunity employer, committed to providing a work environment free of harassment and discrimination. We promote diversity and inclusion in the workplace.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

/ /

Date \_\_\_\_\_