

## Government of Tuvalu – Job Description



<b>Position Title:</b>	<b>Assistant Biomedical Technician</b>	
<b>Band and Salary:</b>	S1-S3	\$10,887 - \$15,447
<b>Ministry and Department:</b>	Ministry of Health and Social Welfare	Allied Department
<b>Location:</b>	Funafuti – Princess Margret Hospital	
<b>Reports to:</b>	Biomedical Engineer Technician	

### **JOB PURPOSE:**

To assist the biomedical engineer technician in carrying proper and routine maintenance and repair of medical equipment

### **KEY RESPONSIBILITIES:**

1. To improve the biomedical services standard in the Ministry of Health.
2. Perform routine maintenance and calibration on medical equipment
3. Troubleshoot and repair malfunctioning medical devices
4. Maintain and management of Medical Equipment, Instrument and Materials.
5. Practice proper occupational health and safety at the hospital
6. Assist in providing basic user-level instruction on the care and proper used of equipment.
7. Maintain communication network with equipment supplier and manufacture
8. Maintain details records of maintenance and repair activities
9. Ensure to comply with regulator and safety standards in biomedical equipment management
10. Assist in purchasing and evaluation of new medical equipment

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11. Respond to emergency calls for equipment repair at all times
12. Be responsible for asset register and record keeping of daily activities in the department

### MAIN DUTIES AND OUTCOMES:

- 1.1 Ensure that all medical equipment is safety tested before used (purchase/donation)
- 1.2 Stock taking and look after all medical equipment spare parts.
- 2.1 Assisting the biomedical technician/engineers during installation and breakdowns.
- 2.2 Checked and up to date on the biomedical asset management.
- 3.1 Assisting in diagnosing and repairing of medical equipment malfunction
- 3.2 Participate in the preventative maintenance program.
- 3.3 Checking and inspecting faulty medical equipment
- 4.2 Ensure all medical equipment are kept in their right order in the right place.
- 5.1 Conduct the delivery of medical equipment to outer islands clinic.
- 5.2 To maintain the importance of infection control in regards to medical equipment.
- 5.3 Maintain a safe, secure and clean workplace.
- 5.4 Other duties assigned by or senior Biomed.

### MANDATORY REQUIREMENTS:

- Completed Form 7 High School
- Completed a Trade level qualification in engineering (highly desirable in biomedical field) or have at least 2 years of work experiences in the following area: Electronic, Electricity, Mechanical and biomedical)

### DESIRABLE REQUIREMENTS:

- Ability to manage confidential matters and show discretion.
- Be punctual and attend to work on time
- Very trustworthy and reliable at all times
- Willing to learn and following direction at all times
- Good written and oral communication skills (Tuvaluan and English).
- Comfortable and willing to work in a busy environment in a hospital or biomedical environment.

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- Great knowledge and understanding on electrical and electronics
- Basic excel spreadsheet and computer skills.
- Ability to liaise with a range of stakeholders.

### **IMPORTANT NOTICE**

#### **Applicants through their applications MUST:**

- (i) Address all the qualification requirements of the job description.
  - (ii) Address each of the responsibilities of the job as listed in the job description indicating how best he/she can carry out those responsibilities satisfactorily and at the same time add value to the job.
- (iii) The response in each case in (i) and (ii) must reflect the information in the CV; and the job application check list.

*It is expected that officers recognize the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.*