
Biomedical Technician I

SPAULDING CLINICAL aims to be the clinical research organization (CRO) by which all others are measured. Pioneering in our approach to redefining how the CRO industry perceives and achieves success; passionate in our pursuit of ingenious solutions that mitigate risk; loving in our care for our volunteers, customers and employees; and heroic in our ambitions to ensure the health and safety of people around the globe - Spaulding Clinical is taking **research beyond results** to create a marketplace of safer drugs.

Original Date: 26 March 2013
Revision Date:

Job Summary:

Provide technical knowledge and the ability to test, repair and maintain medical devices. Equipment includes electronic test equipment and various types of medical equipment. Testing will be done in our facility and will involve staff interaction.

Essential Duties and Responsibilities:

- Maintaining biomedical equipment (establishing, adjusting, calibrating, testing)
- Conducting tests; ensuring compliance to codes; following manufacturer's instructions; trouble-shooting and repairing; calling for special service; maintaining equipment inventories; completing test records; equipment sterilization
- Adjusting; calibrating; testing and documenting equipment performance
- Writing, reviewing and executing test procedures; documenting test results (records)
- Maintains biomedical equipment supplies inventory; anticipating needs; managing orders
- Maintains client/patient/company confidentiality; HIPAA compliance
- Completing employee training requirements
- Maintain a safe and organized production/test lab
- Anything else you are asked to do by company management; including general labor

The Statements made in the job description are intended to describe the general nature and level of work being performed by people assigned to this job. These statements are not intended to be an exhaustive list of all responsibilities, duties and skills required of people assigned to this job.

Skills/Qualifications:

- Ability to read, write, and interpret the English language.
- Ability to analyze information from a variety of sources
- Excellent interpersonal and customer service skills
- Strong written and verbal communication skills
- Computer skills using MS applications; Word, Excel,

- Reliable transportation and availability to meet company needs (e.g. work schedule)
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Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit, stand, walk, reach with hands and arms, and use hands along with fingers, to handle or feel.
 - Ability to lift and/or move up to 25 pounds.
 - Specific vision abilities required by this job include clarity of vision both near and far.
 - Ability to identify and distinguish colors.
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Hazards:

- Potential for exposure to toxic or caustic chemicals
 - Potential for exposure to blood borne pathogens
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Education and Experience:

- Associate of Applied Science Degree (Electronic Engineering Technology or Biomedical Engineering Technology or equivalent) or equivalent training required (e.g. military).
 - 12 months previous experience working with biomedical equipment in a clinical engineering environment preferred, but not required
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Spaulding Clinical Research management has the discretion to hire personnel with a combination of experience and education which may vary from the above listed skills and qualifications.
