

UW HEALTH JOB DESCRIPTION

Medical Equipment Data Analyst

Job Code: 420009	FLSA Status:	Mgt. Approval: M.Kelley	Date: 8.2017
Department : Clinical Engineering/4102		HR Approval: K.Sawyer	Date: 8.2017

JOB SUMMARY

Under the general direction from the Director of Clinical Engineering and Simulation Center, and in accordance with the UW Health Medical Equipment Management Plan, the Medical Equipment Data Analyst analyzes and maintains the Medical Equipment inventory management system or Computerized Maintenance Management System (CMMS). The incumbent; ensures data integrity, tracks and trends equipment repair, preventive maintenance activities and provides budget and expense analyses. The incumbent is also responsible for assisting with the management of service contracts, agreements and renewals.

The position provides a unique capability within the department because of the required engineering background and knowledge of a wide range of medical equipment, and how that equipment is used and deployed throughout the organization. The use of the Department CMMS is essential in determining and evaluating equipment maintenance history, and is the primary data source used for re-evaluating the cost-effectiveness and disposition of all medical equipment administrated by the UW Health Medical Equipment Management Plan.

The Medical Equipment Data Analyst will provide department management the relevant data needed to forecast and inform the process for the purchases of new or replacement medical equipment throughout the organization. Purchases in major areas, such as physiological monitors must be outlined several years in advance. The incumbent may be tasked with evaluating specifications and evaluating bid responses; determining which system will be reliable, accurate, and able to be updated over its life. All purchases are suggested in compliance with UW Health purchasing requirements and capital budget processes.

MAJOR RESPONSIBILITIES

Medical Equipment Coordination:

- Responsible for set up and daily maintenance of the CMMS including equipment and asset tagging, attribute entry/maintenance and warranty set up.
- Assist with the management and setup of preventive maintenance work orders; generate and distribute them as needed. Work to ensure that preventive maintenance work orders are structured to maximize effectiveness.
- Perform regular audits of equipment, assets, tools, and maintenance records to ensure that the Medical Equipment Inventory and CMMS system are accurate and updated.
- Assist with monitoring the PSN (Patient Safety Net) system for relevant medical equipment issues, providing documentation and reporting of all investigation and correction activity via the CMMS system.
- Assist in assessing departmental needs of the CMMS system and customize solutions when applicable.
- Track and maintain appropriate documentation of equipment recalls and device corrections received by the FDA and applicable Medical Equipment manufacturers.
- Track the useful life of medical equipment in the inventory and provide supporting data for replacement cycles.
- Ensure that applicable medical equipment repair and maintenance service contracts are appropriately documented in the CMMS.

Data Quality Analysis and Reporting:

- Generate and analyze daily, weekly, and monthly work order reports for accuracy of data entry and to identify trends and training opportunities.
- Provide periodic benchmarking reports consistent with TJC and accrediting agencies requirements.
- Develop and provide reports to maximize the effectiveness of the departments' maintenance strategies.
- Ensure data completeness and integrity in ongoing projects.
- Provides budget and life cycle expense analysis and determine replacement cycle for medical equipment.
- Provide relevant data needed to forecast and inform the process for the purchases of new or replacement medical equipment.
- Provide relevant data needed to determine appropriate maintenance strategies for medical equipment. (E.g. in-house

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service, time and materials based vendor service, service contracts, insurance plan or a combination of the above).

Administrative Coordination:

- Serve as department trainer for utilization of the CMMS.
- Design and provide in-service education materials for new and existing department staff, to ensure standardization and accuracy of equipment maintenance records.
- Assist with developing and enhancing department SOPs and procedures for various inter-departmental workflows and policies.
- Provide back-up support for processing requisitions and requests for services, as well as reconciling invoices.
- Provide back-up support for handling maintenance and tech services dispatch calls.
- Work efficiently within project timeframes and organize to ensure timely completion of reports, and deliverables.
- Work with department management to communicate progress of initiatives to various audiences.
- Maintains all files and tracking of information related to projects.
- Perform other duties as assigned.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Associate degree or equivalent and post-High School education focused in data analysis, Biomedical Engineering, Information Systems or related field, and or equivalent combination of applicable military education and experience.
	Preferred	Associate degree in the Biomedical Engineering or Information Management System fields
Work Experience	Minimum	2 years of CMMS database administration or in a data processing and IT maintenance related field.
	Preferred	Biomedical Engineering background with experience in Medical Equipment Inventory and Data-Base Management.
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • A working knowledge of TJC requirements for Medical Equipment inventory management. • Ability to communicate effectively in a team setting. • Knowledge of Medical Equipment use and functionality to determine the necessity of inclusion into the CMMS. • Ability to determine appropriate risk factors for medical equipment to ensure accurate maintenance activates are documented and maintained to meet regulatory requirements. • Ability to prioritize work order management to account for appropriate service and response times. • Ability to maintain an accurate and functional database.

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input type="checkbox"/>	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

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Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
X	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.