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|  | MTI - HAYATABAD MEDICAL COMPLEX | Doc. No. | HMC-QAD-F-31 |
| | BIOMEDICAL ENGINEERING DEPARTMENT | Version No. | 00 |
| | SCOPE OF SERVICES | Date | 02-05-2022 |

BIOMEDICAL ENGINEERING DEPARTMENT

Overview of services

Biomedical Engineering Department provides their services to every specialty of the hospital as well as other affiliated institutions and organizations. Their main role is to guide technically and to avoid misshapes, to assure right equipment and services to the right place. They are responsible to make sure end to end disposal of medical equipment in the hospital. Their services ideally expands from medical equipment to medical grade infrastructure, medical grade electrical utility, design of the healthcare centers & hospitals, germs free environment, consumables and disposables. We are in closed contact with the end users, doctors, nurses, purchase department and store which are our internal customers. Beside of this, we offer our services to some of the external customers like, Director general health services, National Accountability bureau, Pakistan medical and dental council, some other MTI and affiliated institutes etc.

Current services offered

Biomedical Engineering Department is responsible for end to end disposal of medical equipment and general appliances of the hospital.

We are in closed contact with the end users, doctors, nurses, purchase department and store which are our internal customers.

Beside of this, we offer our services to some of the external customers like, Director general health services, National Accountability bureau, Pakistan medical and dental council, some other MTI and affiliated institutes etc.

Hours of services provision

8:00am – 4:00pm & Monday - Friday

Planned services

Planning for adequate level and use of biomedical technology in hospital, coordinating and collaborating with all kinds and level of internal users and external suppliers, maintaining, trouble shooting and repairing of medical equipment. Supports patient diagnosis and treatment by installing, testing, calibrating and repairing biomedical equipment; training end users; maintaining safe operations. Approves new equipment by conducting tests, ensuring adherence to codes and making modifications.

To expand our services up to three shifts a day and provide services round the clock to the hospital by hiring more technical staff.

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| CUSTOMERS | |
|--------------------|---------------------|
| Internal Customers | External Customers |
| Patients | Allied Institutions |
| Doctors | DGHS |
| Nurses | NAB |
| Paramedics | |
| | |
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| QUALITY MEASURE(S) |
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| <ul style="list-style-type: none"> Acquisition of quality medical equipment Maximize up –time and reduce down time Calibration and validation Inventory of medical equipment |

| STAFF KNOWLEDGE AND SKILL SET | |
|--|--|
| Key Personnel (Title) | Required knowledge and skills |
| Head of Biomedical Engineering Department (Biomedical Engineer) | <p>Qualification: Master in Biomedical Engineering</p> <p>Knowledge: Technical as well as Management skills with back ground knowledge of hospital and healthcare standards. Having basic knowledge of quality standards, Calibration & Validation and idea about procurement rules like KPPRA, PPRA etc.</p> <p>Skills: Need based assessment, Inventory Management, Warehousing</p> |

| | Name | Designation | Date | Signature |
|--------------------|--------------------|---------------------|------|---|
| Prepared by | Engr. Shah Faisal | Biomedical Engineer | |  |
| Reviewed by | Abid Ali | Manager HR | |  |
| Approved by | Dr. Faisal Shehzad | Hospital Director | |  |



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