

INTERNATIONAL SURVEY OF CLINICAL ENGINEERING DEPARTMENTS

Part 1 - Structure, Personnel, Responsibilities, Resources

Please complete this form and return it to: Mariana Glouhova, Department of Medical Physics, Medical School, University of Patras, 26500 Rio - Patras, Greece, fax: +30 61 992496, e-mail: marianna@bit.med.upatras.gr

Your name and position
 E-mail address..... Telephone..... Fax
 Hospital
 Postal address
 City..... Country.....
 Hospital type: Teaching hospital General hospital
 Non-teaching hospital Specialised hospital Specify
 Number of hospital beds..... Number of ICU (intensive-care unit) beds
 Approximate (replacement) value of the biomedical equipment in the hospital (in US dollars)
 Approximate budget for new biomedical equipment per year (in US dollars)

Clinical Engineering Department (CED) Profile

• Structure

The clinical engineering services function as (please tick): a separate department, established in (year)
 part of another department/unit (please specify)
 Whom does the department/group report to? Are you satisfied from the reporting authority? Y N
 How large is the allocated space? m².

• Personnel

Number employees, qualification (only the highest degree), average age and years of clinical experience (specify the numbers in each box)

Personnel	No	University			Technical school (after the high school)				High School	Average Age	Average years of clin. experience
		PhD	MSc	BSc	4 years	3 years	2 years	1 year			
Engineers											
BMETs ¹											
Cl. staff ²											
Others											

How many of the employees are women (excluding the clerical staff)?
 Is certification required in your country? For clinical engineers Y N For BMETs Y N
 How many are certified? Clinical engineers BMETs
 How many are members of national and/or international professional associations? Clinical engineers BMETs.....
 How often does the CED personnel take training courses? Every 6 months Every 12 months Every 24 months Not at all

• Responsibilities

Number of devices supported by the CED..... Approximate (replacement) value of the biomedical equipment under the CED management (in US Dollars)

In which of the following activities are you involved as a department? (please, tick)

- Equipment inventory
- Preventive maintenance (PM)
- Corrective Maintenance (CM)
- Pre-purchase consultation:
 - Participation in the market survey
 - Development of the specifications
 - Evaluation of the tenders
 - Final selection process
- Acceptance testing (incoming inspections)
- Management of service contracts
- Risk management
- Quality control
- Education and training
- Research and development
- Other, please specify

What is the distribution of the time of the engineers and BMETs for the different services? (please, answer for the activities your depart. performs)

Equipment inventory%%
Preventive maintenance (PM)%%
Corrective Maintenance (CM)%%
Pre-purchase consultation:%%
Participation in the market survey%%
Development of the specifications%%
Evaluation of the tenders%%
Final selection process%%
Acceptance testing (incoming inspections)%%
Management of service contracts%%
Risk management%%
Quality control%%
Education and training%%
Research and development%%
Other, please specify%%
Total	100%	100%

• Resources

Specify the approximate (replacement) value of test equipment as a percentage of the replacement value of the biomedical equipment inventory under the CED management
 Specify the approximate (replacement) value of spare parts inventory as a percentage of the replacement value of biomedical equipment inventory under the CED management (if you keep a spare parts inventory)
 How much is the budget of the department (if you have a separate budget) as a percentage of the equipment value supported?
 Is the number of personnel adequate? Y N
 If No, please state additional personnel required: EngineersBMETs
 Is the provided occupancy area adequate? Y N
 Is the available test equipment adequate for performing your duties? Y N
 Is the parts inventory adequate? Y N
 Is the available technical (service) documentation adequate? Y N

• Equipment management

Do you have a computerised system for management of the inventory and the maintenance of the equipment? Y N
 Do you have a quality assurance program? Y N
 Do you use a productivity index to measure staff performance? Y N

• General

Do you feel that the CED in your hospital is well accepted and its work recognised? Y N
 What are the main problems that you face as a department? Please list some of them.

Additional comments (on clinical engineering/ on your department/ on the questionnaire). You may use the back of this form as well.

¹BMETs – Biomedical Equipment Technicians, ²Cl. staff – Clerical staff