

Units:

Job description in the field of monitoring and evaluation:

- Compiling monitoring and evaluation checklists in cooperation with other administrations
- Cooperation in teams of hospital evaluations
- Monitoring the medical equipment manufacturing units within the coverage area, in order to check compliance with the environmental standards, terms and conditions by the manufacturers...
- Monitoring the guilds and corporations supplying Medical equipment within the coverage area
- Monitoring the distribution of consumable equipment in terms of price, distribution manner, and ...
- Monitoring the warehouses of Medical equipment in the areas covered the University
- Monitoring the issues related to smuggling of Medical equipment
- Compiling guidelines on how to purchase for hospitals in order to prevent the entry of goods lacking authenticity to the hospitals
- Investigating complaints related to Medical Equipment
- Monitoring the transfer of medical equipment in the university hospitals
- Coordination and cooperation with legal and regulatory competent authorities at the university level
- Doing inspections to meet the technical requirements of the rating commission for making decisions in the commission

- Monitoring the situation of Medical equipment maintenance in hospitals and providing a report for conservation and education administration, including monitoring the:
 - Performing quality control tests for medical equipment
 - Signing contracts for service and maintenance of capital equipment
 - Process and routine of repair and after sales service of medical equipment companies
 - Scrapping process of medical equipment
 - Periodical visits and functional case inspections
 - Upgrading and updating the medical equipment installed in hospitals
 - Availability of safe electricity in hospitals

Job description in the field of maintenance and training:

- Creating and updating the database of all medical equipment of the affiliated hospitals
- Developing a comprehensive program of medical equipment maintenance for the affiliated hospitals
- Planning and development of operative guidelines of rules for maintenance management in order to establish a uniformity of treatment in the affiliated hospitals
- Needs assessment, planning and carrying out required training to experts and users of medical equipment
- Monitoring the implementation of comprehensive maintenance program and obtaining feedback from hospitals

Job description in the field of supply

- Logical need assessment and priority setting for medical equipment requirements of the covered centers according to the specified criteria
- Investigating the needs stated by the hospitals and preparing the list of their required equipment annually
- Attending the university sessions of medical equipment (Technical Committee)
- Attending the sessions of medical equipment committee of the hospitals
- Performing the procedures of inspecting the external orders purchasing
- Clinical, technical, and price inspecting of centralized (general) purchases of the universities, especially about the capital devices or specific and required technologies
- Carrying out comprehensive training courses in terms of topics for the target groups as a whole or separately as announced by the administration of Conservation and Education or in accordance with the requests received from the hospitals and after the approval of the administration of Conservation and Education
- Undertaking researches related to medical equipment and continuous interaction with organizations, institutions, and other sources of funding and policy making in this area in order to use the existed resources and conditions