



Job Title: Senior Medical Equipment Planner

Job Description:

Anchor Planning is seeking a Senior Medical Equipment Planner with well-demonstrated planning and project management skills in the healthcare field to provide medical equipment decision support, procurement services and logistical support to clients engaged in new healthcare construction and renovation projects. This person will utilize specialized equipment knowledge to assist with the design, evaluation, and selection of medical equipment in hospitals and clinics. They must understand hospital operations and the interdependencies of services to ensure they have all equipment accounted for. They will function as an advisor and subject matter expert to clients while making recommendations on the reuse, replacement, and selection of equipment. A Medical Equipment Planner successfully plans and manages the medical equipment scope for healthcare projects, ensuring client satisfaction throughout the planning process.

Company Profile

Anchor Planning is a boutique women owned business focused on Medical Equipment and Transition Planning services, specializing in the Healthcare Industry. These two service lines coupled with the legacy experience of our team enables our company to provide our clients with a supreme level of efficiency, specialized service delivery and subject matter expertise backed by a guarantee of quality.

Our philosophy is to be thorough in our service delivery by listening to our clients, applying subject matter expertise and being nimble throughout our engagement. We aim to create and nurture a positive client relationship and collaborative team mantra. The pragmatic application of this philosophy is to ensure there is a constant flow of information, respect for time, care for our clients and support to the team for our mutual success in the form of providing knowledge, information, and resources to get the job done right and on time.

Anchor Planning values our employees and strives to create a flexible, supportive, and fun work environment. We understand that you spend more time working than anything else in your life, so we stress the importance of work-life balance. We want to ensure that you have fun and love what you do. Teambuilding activities are a priority in addition to quality time off. We pride ourselves on listening to our employees and making meaningful changes as we continue to grow.

Key Responsibilities

- Successfully plan, manage, and participate on multiple healthcare projects simultaneously
- Research emerging technology trends and develop relationships with vendors to remain current with latest technologies
- Lead client with recommendations and selection of medical equipment and related systems based on service line
- Effectively communicate equipment planning information to the project team to allow for successful project completion

- Develop and coordinate all related deliverables including, but not limited to medical equipment reports and drawings, specification documents, vendor site specific drawings and project schedules
- Evaluate existing medical equipment and related systems with respect to age, condition, and technological status to determine the potential for reuse
- Lead a team of internal resources and support them throughout the project lifecycle
- Confidently represent our company and deliver services to external clients

Additional Responsibilities

- Provide professional customer interface. Interview and verify medical equipment requirements with the client and make recommendations for “best practices”
- Identify, evaluate, locate, and recommend equipment to purchase for new healthcare facilities, major renovations, and expansion of existing healthcare facilities
- Attend off-site and remote client planning meetings and conduct virtual meetings
- Plan equipment on a room-by-room level for each department
- Implement client standards during the planning and specification of equipment
- Identify equipment and design conflicts during the design process to avoid costly construction delays
- Provide value engineering without compromising patient care, ADA requirements or ergonomics
- Develop and updates budgets for project start-ups
- Set daily priorities to meet established project deadlines
- Advise project management staff, service area administration and divisional personnel on the appropriate use of medical equipment for all major construction, renovation, and expansion projects
- Facilitate meetings with medical personnel to establish appropriate placement and use of medical equipment for patient care
- Review project drawings and coordinate equipment requirements on the plans. Establish a communication network between the project team, facility, divisional personnel, architects, and contractors
- Ensure compliance with regulatory standards for equipment installation and use
- Work with architectural consultants and contractors to review drawings, identify and note design/equipment conflicts and work to reconcile drawings to functionality and provide equipment specifications
- Identify and evaluate equipment in place to determine potential reuse. Identify obsolete, inappropriate, malfunctioning, or unneeded equipment
- Oversee the production of equipment lists provided to purchasing
- Provide project equipment lists within established standards and guidelines
- Obtain ‘as built’ drawings from vendors and coordinate with the architect & contractor
- Develop a project service delivery strategy and ensure all team members adhere to the plan and schedule
- Manage equipment budget for the project, review & track purchase orders and resolve issues pertaining to purchase orders and accounts payable
- Obtain customer approval and customer sign-off for selected medical equipment
- Source medical equipment for quotes and compare pricing
- Manage procurement process and equipment coordination process
- Play a vital role in planning, delivery, phasing, installation, and operational verification of all medical equipment
- Promote Anchor Planning’s services through proposal development, marketing campaigns and educational presentations to potential clients and partners

Experience

An ideal candidate will be highly detail oriented, possess strong analytical and critical thinking skills, able to work independently, multi-task, enjoy interfacing with staff at all levels, and retain excellent verbal and written communication skills. Additionally, a qualified candidate will possess:

- 8 or more years of medical equipment planning experience
- Related experience in the Healthcare environment and Clinical arena required
- Has successfully planned large complex projects in the acute care setting
- In-depth knowledge of the appropriate use and allocation of medical equipment for direct patient care
- Knowledge of hospital and clinic procedures and department functions required.
- Ability to discuss appropriate medical equipment applications with medical personnel, physicians, and Administration
- Understanding of the appropriate design of a medical department for optimal patient care and the ability to convey these ideas and concepts to architects and contractors
- Ability to interpret and read architectural drawings
- Understanding of architectural and design schedules and the ability to coordinate equipment programming with building design and construction
- Background in project management, construction management, architecture, design, or project strategy planning is desirable

Technology proficiencies

- Strong Microsoft Excel skills
- Strong BlueBeam skills
- Strong organization and multitasking skills
- Attainia experience preferred
- Ability to utilize the Microsoft Office suite of technologies
- Ability to quickly learn and navigate new technology