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About AAMI

AAMI is a diverse alliance of nearly 7,000 members from all around the world united by one critical mission—supporting the healthcare community in the development, management, and use of safe and effective medical technology.

AAMI serves as a convener of diverse groups of committed professionals who share one common goal—improving patient outcomes. AAMI also produces expert and objective information on healthcare technology and related processes and issues. AAMI is not an advocacy organization and prides itself on the objectivity of its work.

About AAMI’s Technology Management Council

AAMI’s Technology Management Council (TMC) represents biomedical equipment technicians (BMETs), clinical engineers, and other professionals who manage and service healthcare technology around the world. The TMC creates new networking opportunities; advances and promotes the healthcare technology management (HTM) field to others in healthcare and the public at large; and develops new career and technical resources for professionals in the field. AAMI’s Job Descriptions Task Force—which developed this document—is a task force of the TMC.

AAMI’s Job Descriptions Task Force developed this document with leadership from Alice Waagen, PhD, of Workforce Learning LLC.

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Introduction

Welcome to AAMI’s Leadership Development Guide. Being promoted from an individual contributor role to being in charge of other staff can be a daunting career move. Leading others can be challenging; not only do you need to be concerned about your own performance, you also need to coach and guide other employees. The rewards of supervision and leadership outweigh the additional effort when you consider how much more you will get done and how much more your work, directing others, will benefit your organization.

Purpose of the Guide

AAMI’s goal in creating AAMI’s Leadership Development Guide is to provide the healthcare technology management (HTM) professional with the information you need to advance your career into a leadership position. The information in this guide is designed to inspire advancement from initial steps into team leadership and through to the senior leader levels in your organization.

HTM professionals sometimes view their value to their organization solely in terms of their technical and engineering abilities. They may be reluctant to apply for managerial positions, feeling that their training and expertise only addresses technical competence. The purpose of this guide is to provide guidance on how to grow the skills needed for leadership positions, such as communication and business acumen. Used in conjunction with your organization’s career development resources, AAMI’s Leadership Development Guide can be used as a navigation tool for your career path into leadership.

How to Use the Guide

AAMI’s Leadership Development Guide has been written to cover advancement through all levels of leadership, from team lead and supervisory level positions in both clinical and manufacturing organizations. The guide contains general guidelines, meant to be applicable to all organizations that employ HTM professionals. The guide can be used to supplement the specific position descriptions and job requirements for your particular employer. Share this guide with your organization’s leadership, both on the operations side and Human Resources (HR), so that you can work in partnership with your management on your career advancement.

It is our hope that use of AAMI’s Leadership Development Guide will result in the advancement of many more HTM professionals into leadership roles in their organizations. HTM leaders not only will advance their own careers and increase their impact on their organizations, but also will raise the visibility of the HTM profession in the healthcare community.
Note for HTM Leaders

If you are already an HTM leader, you can use AAMI’s Leadership Development Guide to advance high-potential employees into leadership positions. You can work in partnership with your staff to create Personal Development Plans containing special projects and stretch assignments that will broaden their leadership skills on the job. Expanding their skills and experience increases their value to your organization, while forward-focused development plans serve as a powerful retention tool. Leaders should ensure that all employees have development plans. Growing future leaders through meaningful development assignments builds bench strength for succession planning and creates a positive and rewarding work climate.

Background History of Project

- June 2011—AAMI launches the Core Competencies Committee, whose charter is to review all of the topics covered in the curricula of BMET training programs and to generate a set of core educational objectives.
- June 2012—The Core Competencies document is reviewed and approved at the AAMI annual conference.
- August 2013—AAMI initiates a project to develop standard career progressions to provide BMETs and BTE with a detailed resource for professional growth and opportunities.

Content Overview

AAMI’s Leadership Development Guide contains the following sections:

- Getting Started—a step-by-step process to create your career plan
- Toolkit—HTM career progressions graphic and HTM leadership progression grid along with planning worksheets
- Career Planning—specific sources of development opportunities for each of the skill and knowledge domains on the HTM leadership progression grid
- Communicating Your Plans—meeting guidelines and sample agendas for communicating your career goals and plans with your organizational leadership and Human Resources (HR) department
- Interviewing for Leadership Positions—tips and techniques for senior level interviewing
- FAQs—answers to the most frequently asked questions about career planning