



Provincial Job Description

TITLE:
(097) Biomedical Media Technician
Working Supervisor

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

Responsible for the direction of staff and workflow of the Medical Media Services Department. Provides photography, videography, and graphic arts services for the purposes of medical diagnosis (ophthalmology), documentation, education, promotion and publication.

QUALIFICATIONS:

- ◆ Biomedical Photographic Communications Associate degree
OR
- ◆ Photographic diploma with one of the three alternate diploma
 - ◆ Graphic Communications diploma
 - ◆ New Media Communications diploma
 - ◆ Film and Video diploma

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Advanced computer skills
- ◆ Communication, organizational and interpersonal skills
- ◆ Ability to work independently and as part of a team
- ◆ Valid driver's license

EXPERIENCE:

- ◆ **Previous:** Twenty-four (24) months previous experience to consolidate knowledge and skills in a variety of photographic, computer and darkroom procedures.

KEY ACTIVITIES:

A. Administration / Supervision

- ◆ Supervises, prioritizes workload, schedules staff and deals with staff payroll issues.
- ◆ Prepares and submits yearly budget and ensures compliance within budget guidelines (e.g., capital equipment).
- ◆ Develops plans, budgets, schedules, reporting and resource requirements for projects.
- ◆ Provides input into hiring, staffing and performance reviews.
- ◆ Acts as a liaison with other departments.
- ◆ Assists with development of and compliance with department/administrative policies and procedures.
- ◆ Provides staff orientation and education (e.g., new equipment, software, technologies).

B. Photographic / Medical / Videographic Procedures

- ◆ Prepares/positions clients/patients/residents to take photograph/video.
- ◆ Operates and maintains specialized photographic equipment (e.g., non-mydratic camera, mydratic 35 mm, fundus, slit lamp, digital video cameras and accessories).
- ◆ Photographs and/or videotapes client's/patient's/resident's procedures (e.g., medical, surgical, specimens).
- ◆ Performs ophthalmic procedures (e.g., retinal angiography, slit lamp, colour retinal).

C. Graphic Design / Video Production / Editing

- ◆ Produces educational and promotional presentations (e.g., posters, brochures, booklets).
- ◆ Plans, produces, develops and edits videos (e.g., scripting, storyboarding, special effects, digital non-linear editing).
- ◆ Discusses design options with clients, establishes design guidelines and advises on project material costs (e.g., design, styles, ink colours, location, content, script).
- ◆ Records narration for video editing process.
- ◆ Creates, designs and reviews layouts with clients.
- ◆ Collects and analyzes project data (e.g., time and material usage).
- ◆ Develops resource templates.

C. Graphic Design / Video Production / Editing (Continued)

- ◆ Provides technical Desktop Publishing information to clients/departments/programs (e.g., posters, brochures, displays, annual reports, signs, visual aids for education).
- ◆ Designs web pages, as required.
- ◆ Oversees the completion of projects (e.g., cutting, laminating, trimming, mounting).
- ◆ Performs bulk video duplication onto appropriate format (e.g., DVD, memory sticks, CD).
- ◆ Converts video formats (e.g., MPEG, PDF, flash, AVI, HTML).
- ◆ Liaises with Information Technology department, as required (e.g., coordinate production of intranet media, websites).

D. Related Key Work Activities

- ◆ Performs general office duties (e.g., answers phone, faxes, processes mail, packs orders, labels packages), where required by the job.
- ◆ Schedules appointments and coordinates photographs/video shoots and meetings.
- ◆ Obtains signed consent forms.
- ◆ Provides input into research of new techniques and equipment.
- ◆ Maintains and tests related equipment.
- ◆ Transports equipment to locations (e.g., cameras, tripods, lighting, story boards).
- ◆ Maintains electronic archives (e.g., video, DVD back up, photographs).
- ◆ Utilizes applicable photography-related software/hardware programs.
- ◆ Maintains inventory.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: December 9, 2011