



# *Provincial Job Description*

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**TITLE:**  
**(097) Biomedical Media Technician  
Working Supervisor**

**PAY BAND:**  
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**FOR FACILITY USE:**

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**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

**KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ Intermediate computer skills
- ◆ Communication, organizational and interpersonal skills
- ◆ Ability to work independently
- ◆ Valid drivers 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. Photographic / Ophthalmic / Videographic Procedures**

- ◆ Operates and maintains specialized photographic equipment (e.g., 35 mm, fundus, slit, digital video cameras and accessories).
- ◆ Photographs and/or videotapes patient clinicals (e.g., medical, surgical, specimens).
- ◆ Performs ophthalmic procedures (e.g., retinal angiography, slit lamp, color retinal).
- ◆ Produces educational and promotional presentations (e.g., overheads, posters, multi-media presentations).
- ◆ Designs web pages.
- ◆ Plans, produces, develops and edits videos (e.g., scripting, special effects, storyboarding, digital non-linear editing).
- ◆ Provides graphic design services (e.g., posters, brochures, booklets).
- ◆ Troubleshoots equipment problems/malfunctions.

### **B. Administration / Supervision**

- ◆ Prepares yearly budgets and capital equipment requests.
- ◆ Monitors budgets on regular basis.
- ◆ Provides input into staffing and performance appraisals and performance reviews.
- ◆ Organizes workload for department and assigns staff.
- ◆ Provides staff orientation and education.

### **C. Related Key Work Activities**

- ◆ Utilizes various applicable photography-related software programs.
- ◆ Processes and prints slides and film.
- ◆ Mixes chemicals required for developing.
- ◆ Maintains and tests related equipment.
- ◆ 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.*

*Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.*

***Validating Signatures:***

***CUPE:***

***SEIU:***

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***SGEU:***

***SAHO:***

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***Date: 2005***

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