



Provincial Job Description

TITLE:
**(144) Medical Radiation Technologist
Working Supervisor**

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

Supervises staff and work processes of a Medical Radiation Department or a specialty unit. Performs diagnostic technical procedures utilizing radiation for the diagnosis and tracking of disease and pathology.

QUALIFICATIONS:

- ◆ Medical Radiation Technology diploma
 - ◆ Certification with Canadian Association of Medical Radiation Technologists
 - ◆ Registration with Canadian Association of Medical Radiation Technologists
 - ◆ Registration with Saskatchewan Association of Medical Radiation Technologists

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Advanced knowledge of specific disciplines, testing procedures, and Radiology information system
- ◆ Decision making and analytical skills
- ◆ Communication, organizational and interpersonal skills
- ◆ Knowledge in the operation, troubleshooting and maintenance of analytical equipment

EXPERIENCE:

- ◆ **Previous: Thirty-six (36) months previous discipline-related experience to consolidate knowledge and skills, with a basic knowledge of other disciplines within the department.**

KEY ACTIVITIES:

A. Supervision / Administration

- ◆ Provides technical direction/functional advice, and direct supervision of staff and students.
- ◆ Provides input for performance evaluation and performance reviews, and hiring.
- ◆ Coordinates and organizes department work flow, schedules staff and maintains payroll/time sheets.
- ◆ Coordinates orientation and general instruction/training for students and staff.
- ◆ Provides input into the preparation/monitoring of capital/operating budgets.
- ◆ Participates in equipment purchases and evaluations.
- ◆ Provides input into new methodologies and operating procedures.
- ◆ Maintains communication and information systems for designated work areas.
- ◆ Acts as a liaison with other departments, vendors and other outside agencies.
- ◆ Assists with development of and compliance with departmental/administrative policies and procedures.
- ◆ Reviews, completes and deals with staff and patient incident reports.

B. Diagnostic And Therapeutic Procedures

- ◆ Prepares and assesses patient (e.g., identification, consent, medical history, medications and instruction of procedure).
- ◆ Assists/ transports and positions patient.
- ◆ Consults with radiologist/physician, when required.
- ◆ Administers contrast media (e.g., oral barium) to complete the appropriate test.
- ◆ Monitors patient during therapeutic procedures for signs of shock and allergic reaction to contrast media.
- ◆ Ensures complete series of quality diagnostic views are obtained for physician to view and radiologists to interpret.
- ◆ May perform a variety of diagnostic, therapeutic and interventional procedures as outlined in the various disciplines.
- ◆ May start and maintain I.V.'s (intravenous) and administer narcotics/I.V.-push medications under the supervision of a radiologist/physician.

C. Quality Assurance / Quality Control

- ◆ Establishes, maintains, monitors and ensures compliance of Quality Assurance/Quality Control programs as required by local protocols and government regulations.
- ◆ Ensures compliance of radiation safety protocols in accordance with the Medical Radiation Health and Safety Act.
- ◆ Assists in the development of quality control procedures.
- ◆ Performs and records quality control checks on all equipment.

D. Related Clerical Activities

- ◆ Provides reception/clerical duties (e.g., answer telephone, fax, photocopy, book appointments).
- ◆ Manages the documentation of workload measurement statistics.
- ◆ Manages and maintains inventory and equipment (e.g., contacting repair personnel).
- ◆ Retrieves, files and distributes requisitions, films and reports.
- ◆ Performs computer work (e.g., data entry, back-up).
- ◆ Ensures maintenance of daily log of patients and examinations.

E. Related Key Work Activities

- ◆ Cleans, maintains, and troubleshoots equipment according to established standards.
- ◆ Disposes of records, films and biohazardous waste, as per departmental procedures and policies.
- ◆ Maintains processor chemical mixtures.
- ◆ May perform electrocardiograms, where required by the job.

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:

SGEU:

SAHO:

Date: 2005

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