



# Provincial Job Description

---

**TITLE:**  
**(149) Biomedical Media Technician**

**PAY GRADE:**  
**14**

---

**FOR FACILITY USE:**

---

**SUMMARY OF DUTIES:**

Provides photography, videography and graphic arts services for the purpose 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:** No previous experience.

## ***KEY ACTIVITIES:***

### **A. Photographic / Medical / Videographic Procedures**

- ◆ Prepares/positions clients/patients/residents to take photograph/video.
- ◆ Operates and maintains specialized photographic equipment (e.g., non-mydriatic camera, mydriatic 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).
- ◆ 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).
- ◆ May perform darkroom procedures (e.g., processing colour slides/black and white films, printing black and white photographs, mixing processing chemicals).

### **B. Graphic Design / Video Production / 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.
- ◆ 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).

**C. 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.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

*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*