



# *Provincial Job Description*

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***TITLE:***  
**(150) Cardiopulmonary Function  
Technologist Working Supervisor**

***PAY BAND:***  
**19**

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

**Provides supervision and technical direction to staff. Performs diagnostic physiological tests to aid physicians in the diagnosis, evaluation and management of respiratory dysfunction.**

***QUALIFICATIONS:***

- ◆ **Cardiopulmonary Technology diploma**
  - ◆ **Certification with Canadian Association of Cardiopulmonary Technologists**

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ **Intermediate computer skills**
- ◆ **Leadership and organizational skills**
- ◆ **Communication and interpersonal skills**
- ◆ **Ability to work independently**
- ◆ **Analytical skills**

## ***EXPERIENCE:***

- ◆ **Previous: Thirty-six (36) months previous experience as a Cardiopulmonary Technologist.**

## ***KEY ACTIVITIES:***

### **A. Supervision / Administration**

- ◆ **Schedules staff, completes and verifies time sheets/payroll.**
- ◆ **Supervises and prioritizes the daily work of all staff, ensuring the appropriate policies and standards are implemented and maintained.**
- ◆ **Provides orientation and general instruction/training to trainees and new staff.**
- ◆ **Provides technical expertise and problem-solving.**
- ◆ **Assists with performance appraisals and performance reviews.**
- ◆ **Provides input into budgeting.**
- ◆ **Purchases non-inventory supplies.**
- ◆ **Participates in equipment purchases and evaluations.**
- ◆ **Manages database (e.g., troubleshoots and deals with network problems, archives data).**

### **B. Testing / Monitoring**

- ◆ **Assesses patient (e.g., identification, consent, medical history) to ensure testing criteria is met.**
- ◆ **Demonstrates and explains basic pulmonary function testing to patient and other health care personnel.**
- ◆ **Performs diagnostic physiological tests to aid physicians in the diagnosis, evaluation, and management of respiratory dysfunction.**
- ◆ **Performs specialized testing (e.g., Shunt test, Respiratory Stress test, Allergy Skin test, Muscle Pressure test).**
- ◆ **Administers various computerized and manual tests as instructed.**
- ◆ **Administers medications as required as part of the routine test procedure.**
- ◆ **Monitors and observes clients/patients during and following testing procedures.**
- ◆ **Assesses patient eligibility for services and subsidized supplemental oxygen.**
- ◆ **Collects arterial blood gas specimens for testing.**

**C. Quality Assurance / Quality Control**

- ◆ **Participates in Quality Assurance/Quality Control programs as required by local protocol and licensing bodies.**
- ◆ **Maintains, troubleshoots and calibrates equipment complete with documentation according to established departmental procedures and standards.**
- ◆ **Establishes, maintains and ensures compliance with Quality Control/Quality Assurance program.**

**D. Related Key Work Activities**

- ◆ **Cleans and sterilizes equipment.**
- ◆ **Porters items to and from other departments.**
- ◆ **Maintains inventory (including oxygen).**
- ◆ **Performs data entry.**
- ◆ **Disposes of biohazardous waste, as per department procedures and policies.**

*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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