



Provincial Job Description

TITLE: (154) Cardiology Technologist Working Supervisor
PAY BAND: 19

FOR FACILITY USE:

SUMMARY OF DUTIES:

Supervises technical staff and work processes of the Cardiology Department. Performs non-invasive diagnostic procedures to assist physicians in the diagnosis of electrophysiological and mechanical functions of the heart.

QUALIFICATIONS:

- ◆ Cardiology Technology diploma
 - ◆ Registration and certification with Canadian Society of Cardiology Technologists

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Leadership and analytical skills
- ◆ Interpersonal, organizational and communication skills
- ◆ Ability to work independently

EXPERIENCE:

- ◆ **Previous:** Thirty-six (36) months previous experience in a Non-Invasive Cardiology laboratory setting to consolidate knowledge and skills.

KEY ACTIVITIES:

A. Administration / Supervision

- ◆ Provides direct supervision for staff and trainees.
- ◆ Provides input for performance evaluation and performance reviews, and hiring.
- ◆ Directs technical staff and work processes.
- ◆ Schedules staff and maintains payroll/time sheets.
- ◆ Provides technical expertise and problem solving (e.g., equipment vendors, sales representatives and technical support staff).
- ◆ Researches, reviews and implements new methodologies and operating procedures.
- ◆ Develops and maintains data, communication and information systems for designated work areas (e.g., Tracemaster ECG, Xcelera Echo Data, Zymed Holter Monitor Remote Client system).
- ◆ Manages and maintains inventory.
- ◆ Researches, evaluates and recommends equipment purchases.
- ◆ Provides input into budgeting and strategic planning.
- ◆ Acts as a liaison with other departments/facilities and responds to inquiries within/outside the health region.
- ◆ Manages the documentation of workload measurement statistics.
- ◆ Assists with development of departmental policies and procedures.
- ◆ Maintains policy and procedure manuals.

B. Diagnostic Procedures

- ◆ Prepares and assesses patient (e.g., identification, consent, medical history, instruction of procedure).
- ◆ Performs a variety of diagnostic procedures (e.g., stress testing, Holter monitoring, pacemaker analysis/reprogramming and electrocardiograms [ECG]).
- ◆ Monitors patient during and following procedures (e.g., stress testing).
- ◆ Analyzes/interprets test results, identifying abnormal/unexpected values and alerts physician as appropriate.
- ◆ Prepares, organizes, processes and reports test results within acceptable time frames.

C. Quality Assurance / Quality Control

- ◆ Establishes, maintains and monitors Quality Assurance/Quality Control programs as required by local protocols and government regulations.
- ◆ Maintains, calibrates, troubleshoots and documents equipment according to established procedures and standards.

D. Patient Education / Research / Teaching

- ◆ Provides preoperative teaching for pacemaker and defibrillator patients.
- ◆ Instructs interns, residents and other allied health professionals in ECG procedures.
- ◆ Performs orientation and general instruction/training of students and new staff.
- ◆ Acts as a preceptor for trainees for BCIT – Cardiology Technology Diploma program.
- ◆ Liaises with educational institution regarding the clinical practicum for Diagnostic Medical Sonography students (e.g., Echo).
- ◆ Assists with research protocols, statistics and outcome management.

E. Related Key Work Activities

- ◆ Ensures "crash carts" are stocked appropriately.
- ◆ Responsible for the procurement and security of restricted pharmaceuticals, where required by the job.
- ◆ Performs computer work (e.g., data entry, back up, archiving/retrieval).
- ◆ Prepares, communicates and files test results and reports.
- ◆ Prepares statistical reports, where required by the job.
- ◆ Manages and maintains inventory and orders supplies, where required by the job.
- ◆ Provides reception/clerical duties (e.g., answer telephone, fax, photocopy, book appointments).
- ◆ 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.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: August, 2011