



# *Provincial Job Description*

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**TITLE:** (186) Psorian Ultraviolet-A Technician      **PAY BAND:** 9

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***FOR FACILITY USE***

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***SUMMARY OF DUTIES:***

**Provides phototherapy treatment to patients with skin disorders.**

***QUALIFICATIONS:***

- ◆ **Medical Office Assistant diploma**

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

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

***EXPERIENCE:***

- ◆ **Previous: No previous experience.**

**KEY ACTIVITIES:**

**A. Phototherapy Treatments**

- ◆ Collects background information from patients (e.g., cancers, medications, cataracts).
- ◆ Discusses treatment process with patients.
- ◆ Obtains patient consent for treatment.
- ◆ Sets up treatment schedule.
- ◆ Performs treatments and assesses patient progress/reactions.

**B. Clerical**

- ◆ Performs clerical duties (e.g., files, reception, word processing, orders office supplies).
- ◆ Distributes test results.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

**C. Dermatology Clinics**

- ◆ Books patients.
- ◆ Sets up clinic and room/equipment for examinations, treatments, biopsies.
- ◆ Completes requisitions (e.g., laboratory, x-ray).
- ◆ Distributes patient questionnaires.
- ◆ Completes outpatient forms.
- ◆ Orders supplies.

*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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