



Provincial Job Description

TITLE:
**(214) Nuclear Medicine Technologist
Supervisor**

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

Supervises staff and work processes of the Nuclear Medicine Department. Prepares radiopharmaceuticals and performs technical procedures utilizing radiation and/or radioactive materials for the diagnosis and tracking of disease and pathology.

QUALIFICATIONS:

- ◆ **Nuclear Medicine Technology diploma**
 - ◆ **Certified by Canadian Association of Medical Radiation Technologists**
 - ◆ **Registered with Canadian Association of Medical Radiation Technologists**
 - ◆ **Registered with Saskatchewan Association of Medical Radiation Technologists**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Intermediate computer skills**
- ◆ **Organizational and leadership skills**
- ◆ **Interpersonal and communication skills**
- ◆ **Analytical skills**
- ◆ **Ability to work independently**

EXPERIENCE:

- ◆ **Previous: Forty-eight (48) months previous experience as Nuclear Medicine Technologist to consolidate knowledge and skills.**

KEY ACTIVITIES:

A. Administration / Supervision

- ◆ Provides technical direction/functional advice and direct supervision to staff and students.
- ◆ Provides orientation and general instruction/training for students and staff.
- ◆ Provides input into hiring and performance evaluation and performance reviews.
- ◆ Schedules staff and maintains payroll timesheets.
- ◆ Prioritizes incoming test requisitions and waiting lists.
- ◆ Ensures the integrity of imaging done by other technologists.
- ◆ Provides technical expertise and problem-solving.
- ◆ Researches, reviews and implements new methodologies and operational procedures.
- ◆ Reviews and implements policies and procedures.
- ◆ Provides input into budgeting and strategic planning.
- ◆ Prepares statistical reports (e.g., workload measurement statistics and patient waiting lists).
- ◆ Develops workload template based on past and present workload summaries.
- ◆ Acts as a liaison with other departments.
- ◆ Develops and maintains communication and computer information systems for work area.
- ◆ May be assigned Radiation Safety Officer duties.

B. Diagnostic and Therapeutic Procedures

- ◆ Assists/transport, assesses, prepares, instructs and positions patient.
- ◆ *Starts/administers* various media (e.g., oral, intramuscular injections, intravenous [IV's]) as required to complete the appropriate test.
- ◆ Performs diagnostic, therapeutic and interventional procedures (e.g., bone densitometry).
- ◆ Performs various laboratory procedures (e.g., collecting, pipetting, labelling, separation and tagging).
- ◆ Adjusts technical data to ensure complete series of quality diagnostic views are obtained for physician to view and interpret.

C. Quality Assurance / Quality Control

- ◆ Establishes, maintains and monitors Quality Assurance/Quality Control programs as required by local protocols and government regulations.
- ◆ Establishes preventative maintenance programs by maintaining instrument logs.
- ◆ Ensures the recording of radiopharmaceutical information for the Canadian Nuclear Safety Commission.
- ◆ Cleans, maintains, troubleshoots and calibrates diagnostic equipment according to established standards.
- ◆ Ensures that radiation safety protocols are followed in accordance with the Medical Radiation Health and Safety Act.

D. Related Key Work Activities

- ◆ Retrieves, files and distributes requisitions, images and reports.
- ◆ Maintains daily log of patients and examinations.
- ◆ Disposes of records and films.
- ◆ Performs computer work (e.g., data entry, back-up).
- ◆ Responds to telephone calls and inquiries from physicians/patients and other staff members.
- ◆ Manages and maintains inventory, where required by the job.
- ◆ Prepares and maintains chemical mixtures.
- ◆ Disposes of radioactive and biohazardous waste, as per departmental 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:

SGEU:

SAHO:

Date: September, 2009