



Provincial Job Description

TITLE:
**(216) Cardiovascular Technologist
Supervisor**

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

Responsible for supervision and administration of the Cardiac Catheterization Laboratory, and may also be responsible for the Pacemaker Clinic.

QUALIFICATIONS:

- ◆ Three-year Allied Health diploma recognized by the CACPT
- ◆ Drug administration and intravenous injection training, where required by the job
 - ◆ Registration with Canadian Association of Cardiopulmonary Technologists (CACPT)

KNOWLEDGE, SKILLS & ABILITIES:

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

EXPERIENCE:

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

KEY ACTIVITIES:

A. Administration / Supervision

- ◆ Supervises and prioritizes the daily work of all staff, ensuring the appropriate standards are maintained.
- ◆ Provides administrative support to senior levels of administration and medical heads.
- ◆ Develops or provides input into budgets and strategic plans.
- ◆ Assists with developing policies and procedures.
- ◆ Manages the documentation of workload measurements.
- ◆ Assists with selecting and evaluating capital equipment.
- ◆ Schedules staff and deals with staff payroll issues.
- ◆ Assists with recruiting and hiring of staff.
- ◆ Provides input into performance appraisals and performance reviews.
- ◆ Participates in the implementation of new methodologies and operating procedures.
- ◆ Assists with the procurement of grants for education purposes.

B. Instruction / Research

- ◆ Responsible for the orientation, instruction and training of cardiovascular trainees.
- ◆ Acts as a proctor for cardiovascular students/exams.
- ◆ Provides in-services on new techniques.
- ◆ Assists with researching protocols, statistics and outcome management.
- ◆ Instructs interns, residents and other allied health professionals in various procedures.
- ◆ Provides technical expertise and assists with problem solving.

C. Patient Care

- ◆ Schedules cases.
- ◆ Enters and prepares final report of catheterization for cardiologist.
- ◆ Ensures accuracy of monitoring devices.
- ◆ Completes procedural processes, diagnostic and interventional.
- ◆ Reviews and maintains databases.
- ◆ Interprets angiogram results, pacing changes and electrocardiograms.
- ◆ Instructs and monitors patients.
- ◆ Administers medications and intravenous therapy.
- ◆ Provides hemostasis support.
- ◆ Ensures infection control.
- ◆ May provide pacemaker programming and troubleshooting.
- ◆ May provide pacemaker database entry and control.

D. Supplies Management

- ◆ **Manages and maintains inventory.**
- ◆ **Evaluates products and coordinates with Materials Management for Requests for Proposals for supplies.**
- ◆ **Assists with and has input into negotiating supply and equipment contracts.**
- ◆ **Disposes of biohazardous waste, as per department procedures and policies.**

E. Quality Assurance / Quality Control

- ◆ **Maintains, calibrates and troubleshoots equipment.**
- ◆ **Establishes, maintains and monitors Quality Assurance/Quality Control programs as required by local protocols and government regulations.**
- ◆ **Establishes, implements and maintains compliance with professional standards.**

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 7, 2011