



Provincial Job Description

TITLE: (303) Education Coordinator & Medical Radiation Technologist
PAY BAND: 17

FOR FACILITY USE:

SUMMARY OF DUTIES:

Assesses and researches the learning needs of staff and the department. Plans and facilitates education activities/programs. Performs diagnostic technical procedures utilizing radiation equipment for the diagnosis and tracking of disease and pathology.

QUALIFICATIONS:

- ◆ Medical Radiologic Technologist (MRT) diploma
 - ◆ Certified by the Canadian Association of Medical Radiation Technologists
 - ◆ Registered with the Saskatchewan Association of Medical Radiation Technologists

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Interpersonal, organizational and communication skills
- ◆ Clinical and analytical skills
- ◆ Ability to work independently
- ◆ Ability to teach adults
- ◆ Valid driver's license

EXPERIENCE:

- ◆ **Previous: Thirty-six (36) months previous experience as a Medical Radiation Technologist to consolidate skills and gain knowledge of adult education issues.**

KEY ACTIVITIES:

A. Research / Instruction

- ◆ Provides occasional guidance to the primary function of others, including training.
- ◆ Maintains an inventory of essential training materials, supplies, information and support (e.g., video library).
- ◆ Instructs imaging staff and maintains re-certification records for CPR and TLR.
- ◆ Coordinates the education of imaging staff in starting and maintaining intravenous injections.
- ◆ Participates in the education of nursing staff and medical imaging staff regarding the integration of policies and procedures.
- ◆ Maintains, evaluates and updates clinical standards of care.
- ◆ Acts as a technical resource for the Diagnostic Imaging department.
- ◆ Researches and informs managers of deficiencies in patient care.
- ◆ Provides input into staff performance based on educational assessments.
- ◆ Provides input into development and maintenance of regional imaging clinical standards, policies and procedures.
- ◆ Participates in research activities.
- ◆ Participates in quality improvement initiatives.
- ◆ Liaises with all levels of staff and outside agencies.

B. Diagnostic and Therapeutic Procedures

- ◆ Prepares and assesses patient (e.g., identification, consent, medical history, medications, and instruction of procedure).
- ◆ Consults with radiologist/physician when required.
- ◆ Assists/ transports and positions patient.
- ◆ Administers contrast media (e.g., oral barium) to complete the appropriate test.
- ◆ Maintains IV's (intravenous).
- ◆ May perform a variety of diagnostic procedures.
- ◆ Ensures complete series of quality diagnostic views are obtained for physician to view and radiologists to interpret.

C. Quality Assurance/Quality Control

- ◆ Participates in Quality Assurance/Quality Control programs as required by local protocols and government regulations.
- ◆ Follows radiation safety protocols in accordance with the Medical Radiation Health and Safety Act.
- ◆ Performs and records quality control checks on all equipment.
- ◆ Assists in the development of quality control procedures.

D. Related Key Work Activities

- ◆ Retrieves, files and distributes requisitions, films and reports.
- ◆ Maintains records of administered and disposed media.
- ◆ Performs computer work (e.g., data entry, back up).
- ◆ Provides reception/clerical duties (e.g., telephone, faxing, photocopying, booking appointments).
- ◆ Maintains daily log of patients and examinations.
- ◆ Prepares statistical reports, where required by the job.
- ◆ Cleans, maintains and troubleshoots equipment according to established standards.
- ◆ Maintains processor chemical mixtures.
- ◆ Disposes of records, films 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.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: January 5, 2012