



# *Provincial Job Description*

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***TITLE:***  
**(144) Medical Radiation Technologist  
Working Supervisor**

***PAY BAND:***  
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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

Supervises staff and work processes of a Medical Radiation Department or a specialty unit. Performs diagnostic technical procedures utilizing radiation for the diagnosis and tracking of disease and pathology.

***QUALIFICATIONS:***

- ◆ Medical Radiologic 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:***

- ◆ Decision making skills
- ◆ Analytical skills
- ◆ Communication skills
- ◆ Organizational skills
- ◆ Interpersonal skills
- ◆ Knowledge in the operation, troubleshooting and maintenance of analytical equipment
- ◆ Valid driver's license, where required by the job

## ***EXPERIENCE:***

- ◆ **Previous:** Thirty-six (36) months previous discipline-related experience to consolidate knowledge and skills, with a basic knowledge of other disciplines within the department.

## ***KEY ACTIVITIES:***

### **A. Supervision / Administration**

- ◆ Provides technical direction/functional advice, and direct supervision of staff and students.
- ◆ Provides input for performance evaluation and performance reviews and hiring.
- ◆ Coordinates and organizes department work flow, schedules staff and maintains payroll/time sheets.
- ◆ Coordinates the general instruction and training for students and staff.
- ◆ Provides input into the preparation/monitoring of capital/operating budgets.
- ◆ Participates in equipment purchases and evaluations.
- ◆ Provides input into new methodologies and operating procedures.
- ◆ Maintains communication and information systems for designated work areas.
- ◆ Acts as a liaison with other departments, vendors and other outside agencies.
- ◆ Assists with development of and compliance with departmental/administrative policies and procedures.
- ◆ Reviews, completes and deals with staff and patient incident reports.

### **B. Diagnostic And Therapeutic Procedures**

- ◆ Prepares and assesses patient (e.g., identification, consent, medical history, medications and instruction of procedure).
- ◆ Assists/ transports and positions patient.
- ◆ Consults with radiologist/physician, when required.
- ◆ Administers contrast media, as required, to complete the appropriate test.
- ◆ Monitors patient during therapeutic procedures for signs of shock and allergic reaction to contrast media.
- ◆ Ensures complete series of quality diagnostic views are obtained for physician to view and radiologists to interpret.
- ◆ May perform a variety of diagnostic, therapeutic and interventional procedures as outlined in the various disciplines.
- ◆ May start and maintain I.V.'s (intravenous) and administer narcotics/I.V.-push medications under the supervision of a radiologist/physician.

**C. Quality Assurance / Quality Control**

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

**D. Related Clerical Activities**

- ◆ Provides reception/clerical duties (e.g., answer telephone, fax, photocopy, book appointments).
- ◆ Manages the documentation of workload measurement statistics.
- ◆ Manages and maintains inventory and equipment (e.g., contacting repair personnel).
- ◆ Retrieves, files and distributes requisitions, images and reports.
- ◆ Performs computer work (e.g., data entry, image manipulation, back-up).
- ◆ Ensures maintenance of daily log of patients and examinations.

**E. Related Key Work Activities**

- ◆ Cleans, maintains and troubleshoots equipment according to established standards.
- ◆ Disposes of records, images and biohazardous waste, as per departmental procedures and policies.
- ◆ Maintains processor chemical mixtures.
- ◆ May perform electrocardiograms.

*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:*

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*SGEU:*

*SAHO:*

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*Date: May 16, 2018*