



Provincial Job Description

TITLE:
**(150) Cardiopulmonary Function Technologist
Working Supervisor**

PAY BAND:
19

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides supervision and technical direction to staff. Performs diagnostic physiological tests to aid physicians in the diagnosis, evaluation and management of respiratory dysfunction.

QUALIFICATIONS:

- ◆ Cardiology Technology diploma
- ◆ Cardiovascular Technology Advanced Certificate
 - ◆ Certification with Canadian Association of Cardiopulmonary Technologists

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Leadership skills
- ◆ Organizational skills
- ◆ Communication skills
- ◆ Interpersonal skills
- ◆ Ability to work independently
- ◆ Analytical skills
- ◆ Valid driver's license, where required by the job

EXPERIENCE:

- ◆ **Previous:** Thirty-six (36) months previous experience as a Cardiopulmonary Technologist.

KEY ACTIVITIES:

A. Supervision / Administration

- ◆ Schedules staff, completes and verifies time sheets/payroll.
- ◆ Supervises and prioritizes the daily work of all staff.
- ◆ Provides general instruction/training to trainees and new staff.
- ◆ Provides technical expertise and problem-solving.
- ◆ Assists with performance appraisals and performance reviews.
- ◆ Provides input into budgeting.
- ◆ Purchases non-inventory supplies.
- ◆ Participates in equipment purchases and evaluations.
- ◆ Manages database (e.g., troubleshoots and deals with network problems, archives data).
- ◆ Assists with development of and compliance with department/administrative policies and procedures.

B. Testing / Monitoring

- ◆ Assesses patient (e.g., identification, consent, medical history) to ensure testing criteria are met.
- ◆ Demonstrates and explains basic pulmonary function testing to patient and other health care personnel.
- ◆ Performs diagnostic physiological tests to aid physicians in the diagnosis, evaluation and management of respiratory dysfunction.
- ◆ Performs specialized testing (e.g., Shunt test, Cardiopulmonary Exercise test, High Altitude Simulation test, Supine Spirometry test, Inhaled Medication Tolerance testing, Home Oxygen testing, Peak Cough Flows, Allergy Skin test, Muscle Pressure test).
- ◆ Administers various computerized and manual tests as instructed.
- ◆ Administers medications as required as part of the routine test procedure.
- ◆ Monitors and observes clients/patients during and following testing procedures.
- ◆ Assesses patient eligibility for services and subsidized supplemental oxygen.
- ◆ Collects arterial blood gas specimens for testing.

C. Quality Assurance / Quality Control

- ◆ Participates in Quality Assurance/Quality Control programs as required by local protocol and licensing bodies.
- ◆ Maintains, troubleshoots and calibrates equipment complete with documentation according to established departmental procedures and standards.
- ◆ Establishes, maintains and ensures compliance with Quality Control/Quality Assurance program.

D. Related Key Work Activities

- ◆ Cleans and sterilizes equipment.
- ◆ Porters items to and from other departments.
- ◆ Maintains inventory (including oxygen).
- ◆ Performs data entry.
- ◆ Disposes of biohazardous waste, as per department procedures and policies.
- ◆ Creates spreadsheets.

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: March 14, 2018