



# *Provincial Job Description*

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***TITLE:***  
**(154) Cardiology Technologist Working  
Supervisor**

***PAY BAND:***  
**19**

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

Supervises technical staff and work processes of the department. Performs diagnostic procedures to assist physicians in the diagnosis of electrophysiological and mechanical functions of the heart.

***QUALIFICATIONS:***

- ◆ Cardiology Technology diploma
  - ◆ Certification with Canadian Society of Cardiology Technologists
  - ◆ Registration with Saskatchewan Cardiology Technologists Association

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ Intermediate computer skills
- ◆ Leadership skills
- ◆ Analytical skills
- ◆ Interpersonal skills
- ◆ Organizational skills
- ◆ Communication skills
- ◆ Ability to work independently

***EXPERIENCE:***

- ◆ **Previous:** Thirty-six (36) months previous experience as a Cardiology Technologist to consolidate knowledge and skills.

## ***KEY ACTIVITIES:***

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

- ◆ Provides direct supervision for staff and students.
- ◆ Provides input for performance evaluation and performance reviews and hiring.
- ◆ Directs technical staff and work processes.
- ◆ Schedules staff and maintains payroll/time sheets.
- ◆ Provides technical expertise and problem solving (e.g., equipment vendors, sales representatives and technical support staff).
- ◆ Researches, reviews and implements new methodologies and operating procedures.
- ◆ Develops and maintains data, communication and information systems for designated work areas.
- ◆ Manages and maintains inventory.
- ◆ Researches, evaluates and recommends equipment purchases.
- ◆ Provides input into budgeting and strategic planning.
- ◆ Acts as a liaison with other departments/facilities and responds to inquiries within the health authority.
- ◆ Manages the documentation of workload measurement statistics.
- ◆ Assists with development of departmental policies and procedures.
- ◆ Maintains policy and procedure manuals.

### **B. Diagnostic Procedures**

- ◆ Prepares and assesses patient (e.g., identification, consent, medical history, instruction of procedure).
- ◆ Performs a variety of diagnostic procedures (e.g., stress testing, Holter monitoring, pacemaker analysis/reprogramming and electrocardiograms [ECG]).
- ◆ Monitors patient during and following procedures (e.g., stress testing).
- ◆ Analyzes/interprets test results, identifying abnormal/unexpected values and alerts physician as appropriate.
- ◆ Prepares, organizes, processes and reports test results.

### **C. Quality Assurance / Quality Control**

- ◆ Establishes, maintains and monitors Quality Assurance/Quality Control programs as required by local protocols and government regulations.
- ◆ Maintains, calibrates, troubleshoots and documents equipment according to established procedures and standards.
- ◆ Gathers pertinent data to perform audits to ensure quality control.

**D. Patient Education / Research / Teaching**

- ◆ Provides preoperative teaching for pacemaker and defibrillator patients.
- ◆ Instructs interns, residents and other allied health professionals in ECG procedures.
- ◆ Provides general instruction/training of students and new staff.
- ◆ Acts as a preceptor for trainees.
- ◆ Liaises with educational institutions regarding the clinical practicums.
- ◆ Assists with research protocols, statistics and outcome management.

**E. Related Key Work Activities**

- ◆ Ensures "crash carts" are stocked appropriately.
- ◆ Responsible for the procurement and security of restricted pharmaceuticals.
- ◆ Performs computer work (e.g., data entry, back up, archiving/retrieval).
- ◆ Prepares, communicates and files test results and reports.
- ◆ Prepares statistical reports.
- ◆ Manages and maintains inventory and orders supplies.
- ◆ Provides reception/clerical duties (e.g., answer telephone, fax, photocopy, book appointments).
- ◆ Disposes of biohazardous waste, as per department 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:**

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**SGEU:**

**SAHO:**

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**Date: November 16, 2021**