



Provincial Job Description

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

PAY BAND:
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FOR FACILITY USE:

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 institution regarding the clinical practicum for Diagnostic Medical Sonography students (e.g., Echo).
- ◆ 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:

SGEU:

SAHO:

Date: March 14, 2018