



Provincial Job Description

TITLE: (198) Magnetic Resonance Imaging Technologist Working Supervisor
PAY BAND: 20

FOR FACILITY USE:

SUMMARY OF DUTIES:

Responsible for the administration and supervision of Magnetic Resonance Imaging (MRI) services. Performs diagnostic Magnetic Resonance Imaging scans for the diagnosis and tracking of disease and pathology.

QUALIFICATIONS:

- ◆ Magnetic Resonance diploma
 - ◆ Certified by Canadian Association of Medical Radiation Technologists
 - ◆ Registered with Canadian Association of Medical Radiation Technologists
 - ◆ Registered with College of Medical Radiation and Imaging Professionals of Saskatchewan

KNOWLEDGE, SKILLS & ABILITIES:

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

EXPERIENCE:

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

KEY ACTIVITIES:

A. Supervision / Administration

- ◆ Supervises and prioritizes the daily work of all staff.
- ◆ Schedules staff and deals with staff payroll issues.
- ◆ Participates in staff recruitment and performance appraisals.
- ◆ Maintains supplies and resources.
- ◆ Develops MRI protocols, policies and procedures; ensures appropriate policies and standards are implemented and maintained.
- ◆ Provides input into budgetary planning and resource allocation.
- ◆ Provides input into the selection of new equipment (e.g., liaises with vendors when applicable).
- ◆ Communicates, educates and coordinates with radiologists, managers, physicians and staff as appropriate to maintain and improve MRI services.
- ◆ Gathers and analyzes statistics for MRI services.
- ◆ Provides instruction/training to staff.
- ◆ Operates computer systems (e.g., MRI equipment, hospital information system).

B. Clinical Coordination / Instruction

- ◆ Acts as a liaison with the educational institution.
- ◆ Organizes, coordinates, instructs and monitors students/residents.
- ◆ Evaluates practical and theoretical education of students and reports/documents student progress to the educational institution.
- ◆ Prepares and conducts tutorials/review sessions.
- ◆ Maintains an up-to-date reference library.

C. Quality Assurance / Quality Control

- ◆ Establishes, maintains and ensures compliance with Quality Assurance/Quality Control programs as required by local protocols and government regulations.
- ◆ Establishes and maintains preventative maintenance programs by maintaining instrument logs, troubleshooting and recognizing equipment malfunctions.

D. Magnetic Resonance Imaging Procedures

- ◆ Screens patients for magnetic resonance safety/compatibility (e.g., ferrous metal, pregnancy status, implants).
- ◆ Prepares patient, (e.g., identification, consent, allergy history, medications, medical condition, instruction of procedure.)
- ◆ Educates patients.
- ◆ Prepares and initiates intravenous contrast media.
- ◆ Administers oral contrast media and sedation.
- ◆ Positions and images patient as requisitioned.
- ◆ Monitors and assesses patient during procedure.
- ◆ Recognizes and reports unexpected abnormalities.
- ◆ Responds appropriately to adverse reactions by adjusting procedures.
- ◆ Manipulates/critiques acquired images utilizing sophisticated computer software to enhance visualization of image.
- ◆ Sorts/archives images.
- ◆ Reviews, prioritizing and code requisitions.
- ◆ Participates in research studies.

E. Safety

- ◆ Establishes, maintains and ensures compliance of the MRI safety training program.
- ◆ Establishes, maintains and ensures compliance of the implantable device safety program.

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:

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