



# *Provincial Job Description*

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***TITLE:***  
**(214) Nuclear Medicine Technologist  
Supervisor**

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

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## ***SUMMARY OF DUTIES:***

**Supervises staff and work processes of the Nuclear Medicine Department. Prepares radiopharmaceuticals and performs technical procedures utilizing radiation and/or radioactive materials for the diagnosis and tracking of disease and pathology.**

## ***QUALIFICATIONS:***

- ◆ **Nuclear Medicine 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:***

- ◆ **Intermediate computer skills**
- ◆ **Organizational and leadership skills**
- ◆ **Interpersonal and communication skills**
- ◆ **Analytical skills**
- ◆ **Ability to work independently**

## ***EXPERIENCE:***

- ◆ **Previous: Forty-eight (48) months previous experience as Nuclear Medicine Technologist to consolidate knowledge and skills.**

## ***KEY ACTIVITIES:***

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

- ◆ Provides technical direction/functional advice and direct supervision to staff and students.
- ◆ Provides orientation and general instruction/training for students and staff.
- ◆ Provides input into hiring and performance evaluation and performance reviews.
- ◆ Schedules staff and maintains payroll timesheets.
- ◆ Prioritizes incoming test requisitions and waiting lists.
- ◆ Ensures the integrity of imaging done by other technologists.
- ◆ Provides technical expertise and problem-solving.
- ◆ Researches, reviews and implements new methodologies and operational procedures.
- ◆ Reviews and implements policies and procedures.
- ◆ Provides input into budgeting and strategic planning.
- ◆ Prepares statistical reports (e.g., workload measurement statistics and patient waiting lists).
- ◆ Develops workload template based on past and present workload summaries.
- ◆ Acts as a liaison with other departments.
- ◆ Develops and maintains communication and computer information systems for work area.
- ◆ May be assigned Radiation Safety Officer duties.

### **B. Diagnostic and Therapeutic Procedures**

- ◆ Assists/transport, assesses, prepares, instructs and positions patient.
- ◆ *Starts/administers* various media (e.g., oral, intramuscular injections, intravenous [IV's]) as required to complete the appropriate test.
- ◆ Performs diagnostic, therapeutic and interventional procedures (e.g., bone densitometry).
- ◆ Performs various laboratory procedures (e.g., collecting, pipetting, labelling, separation and tagging).
- ◆ Adjusts technical data to ensure complete series of quality diagnostic views are obtained for physician to view and interpret.

**C. Quality Assurance / Quality Control**

- ◆ Establishes, maintains and monitors Quality Assurance/Quality Control programs as required by local protocols and government regulations.
- ◆ Establishes preventative maintenance programs by maintaining instrument logs.
- ◆ Ensures the recording of radiopharmaceutical information for the Canadian Nuclear Safety Commission.
- ◆ Cleans, maintains, troubleshoots and calibrates diagnostic equipment according to established standards.
- ◆ Ensures that radiation safety protocols are followed in accordance with the Medical Radiation Health and Safety Act.

**D. Related Key Work Activities**

- ◆ Retrieves, files and distributes requisitions, images and reports.
- ◆ Maintains daily log of patients and examinations.
- ◆ Disposes of records and films.
- ◆ Performs computer work (e.g., data entry, back-up).
- ◆ Responds to telephone calls and inquiries from physicians/patients and other staff members.
- ◆ Manages and maintains inventory, where required by the job.
- ◆ Prepares and maintains chemical mixtures.
- ◆ Disposes of radioactive and biohazardous waste, as per departmental 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.*

*Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.*

*Validating Signatures:*

*CUPE:*

*SEIU:*

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*SGEU:*

*SAHO:*

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*Date: September, 2009*