



# *Provincial Job Description*

---

---

***TITLE:***  
**(425) Diagnostic Imaging Information  
System Technologist**

***PAY BAND:***  
**18**

---

---

***FOR FACILITY USE:***

---

---

***SUMMARY OF DUTIES:***

Responsible for Radiology Information System (RIS), Picture Archive Communication System (PACS) and Powerscribe 360 (PS360) development and support including the integration of new technologies and service goals with radiology processes.

***QUALIFICATIONS:***

- ◆ Medical Radiologic Technology 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:***

- ◆ Advanced written and verbal communication skills
- ◆ Organizational skills
- ◆ Interpersonal skills
- ◆ Advanced computer skills
- ◆ Decision making skills
- ◆ Analytical skills
- ◆ Problem solving skills
- ◆ Ability to work independently, and as a member of a team
- ◆ Valid driver's license, where required by the job

## ***EXPERIENCE:***

- ◆ **Previous:** Forty-eight (48) months previous discipline-related experience as a Medical Radiation Technologist to consolidate knowledge and skills required to provide radiology services including twenty-four (24) months user experience working with the RIS/PACS/PS360 systems.

## ***KEY ACTIVITIES:***

### **A. System Development and Documentation**

- ◆ Determines how RIS/PACS/PS360 software will be configured and how the workflow is designed to best integrate technology with the provision of efficient and timely medical imaging services.
- ◆ Develops RIS/PACS/PS360 solutions that are complementary to operational needs and resource challenges by performing user requirements definition, software evaluation and selection, system configuration setup, validation, training and documentation.
- ◆ Processes system change requests while working within the software options/functionality/limitations, with consideration of best practice guidelines, regulatory issues and operational needs.
- ◆ Identifies system software programming limitations to ensure optimal patient care outcomes and works with vendors/outside sources to develop solutions.
- ◆ Researches, evaluates and implements additional and upgraded system functionality.
- ◆ Verifies, validates and recommends or rejects the implementation of software upgrades/changes (version, release or patch), as well as hardware and/or operation system upgrades.
- ◆ Configures, tests and validates interface communications between the RIS and various imaging modalities, and between the RIS/PACS/PS360 and other computer systems (e.g., Sunrise Clinical Manager [SCM]) both internal and external to the facility.
- ◆ Participates in local and/or external projects involving the RIS/PACS/PS360 systems.
- ◆ Develops, writes and monitors compliance of supporting procedures, policies and reports.
- ◆ Pursues customized software changes designed to improve medical imaging operations.
- ◆ Evaluates new equipment and technology for system suitability and use.

### **B. System Maintenance / Troubleshooting / Support**

- ◆ Sets up and maintains security access for users of RIS/PACS/PS360 applications.
- ◆ Troubleshoots and evaluates reported or recognized problems within RIS/PACS/PS360.
- ◆ Informs and advises medical imaging management about any system functionality issues that will impact medical imaging services.
- ◆ Performs demographic maintenance to ensure integrity of RIS/PACS/PS360 databases.
- ◆ Supports the operational system needs of all the various divisions of medical imaging and the RIS/PACS/PS360 needs of the end-users.

- ◆ Provides limited hardware support by evaluating hardware issues and resolving or forwarding to IT Services or outside sources, as required.

#### **C. Administration / Coordination / Management Reporting**

- ◆ Provides functional advice/technical expertise and problem solving suggestions related to medical imaging as supported by RIS/PACS/PS360.
- ◆ Provides evaluation of and/or produces documentation for medical imaging processes, policies and procedures.
- ◆ Builds RIS files and manages the documentation and reporting of RIS workload statistics.
- ◆ Communicates with departments and various services or agencies regarding issues, needs, service requirements or proposed changes that may have an impact on RIS/PACS/PS360 functionality.
- ◆ Coordinates system downtime events and resolutions.
- ◆ Prepares written and/or oral reports for various departments and management personnel.
- ◆ Maintains documentation records, as per requirements.
- ◆ Provides information and statistical reports for business case submissions for capital expenditures for software/hardware purchase.

#### **D. Quality Assurance / Quality Control**

- ◆ Maintains database integrity.
- ◆ Develops, generates and validates statistical data from the RIS/PACS/PS360; including the use of Structured Query Language (SQL) and other third-party software products.
- ◆ Leads the development of validation test scripts, and reviews outcomes to ensure that changes do not adversely affect medical imaging operations.
- ◆ Follows preventative maintenance programs, recognizes systematic malfunctions and maintains event logs.
- ◆ Provides system development and support of Quality Assurance/Quality Control programs as required by local protocols, government regulations and medical imaging licensing.

#### **E. Education and Training**

- ◆ Participates in continuing education activities to maintain expertise and competency in medical imaging, state-of-the art equipment and technology.
- ◆ Provides ongoing training, guidance and leadership to users and end-users of the RIS/PACS/PS360 and inter-related systems.
- ◆ Prepares and distributes communications and training material related to RIS/PACS/PS360 and inter-related system functionality.
- ◆ Monitors systems used by other staff and re-educates as required, provides feedback to managers on the competency of other staff and identifies potential issues.

*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: May 16, 2018***

