



Provincial Job Description

TITLE: (440) Nuclear Radiation Safety Officer **PAY BAND:** 18

FOR FACILITY USE:

SUMMARY OF DUTIES:

Responsible for the coordination of all aspects of radioactive substances in accordance with the Canadian Nuclear Safety Commission (CNSC) regulations and bylaws for the health region. 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 with Canadian Association of Medical Radiation Technologists
 - ◆ Registered with Canadian Association of Medical Radiation Technologists
 - ◆ Registered with the Saskatchewan Association of Medical Radiation Technologists

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Interpersonal skills
- ◆ Communications skills
- ◆ Analytical skills
- ◆ Organizational skills
- ◆ Leadership skills
- ◆ Ability to work as a member of a team
- ◆ Valid driver's license, where required by the job

EXPERIENCE:

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

KEY ACTIVITIES:

A. Radiation Safety Coordination/Administration

- ◆ **Coordinates and control of all licensing for Nuclear Medicine departments and Transfusion Medicine within the region (e.g., compliance, renewal, reporting, documentation, insufficiencies).**
- ◆ **Reports to Canadian Nuclear Safety Commission (CNSC) on all matters concerning the implementation of safety regulations.**
- ◆ **Establishes, implements, supervises and maintains administrative controls and procedures for radiation safety as required by local protocols and government regulations (e.g., purchase, transport, disposal, bioassay measurements, and sealed source inventory).**
- ◆ **Develops and maintains policies and procedures of the radiation safety program (e.g., audits, personal protection).**
- ◆ **Ensures that appropriate radiation safety programs are implemented and maintained.**
- ◆ **Provides orientation and instruction/training to staff (e.g., radiation safety, Nuclear Energy Workers (NEWS), reducing radiation exposure (As Low as Reasonably Achievable [ALARA]).**
- ◆ **Provides functional advice/technical expertise and problem solving.**
- ◆ **Acts as a liaison with other departments within and outside the region.**

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 and therapeutic procedures (e.g., bone densitometry).**
- ◆ **Modifies technical data to ensure complete series of diagnostic tests are obtained for physician to view and interpret.**
- ◆ **Performs various laboratory procedures (e.g., collecting, pipetting, labeling, separation and tagging).**

C. Quality Assurance / Quality Control

- ◆ Establishes, maintains and monitors radiation safety Quality Assurance/Quality Control programs as required by local protocols and government regulations.
- ◆ Follows preventative maintenance programs by maintaining instrument logs and recognizing equipment malfunctions.
- ◆ Performs and records quality control checks on all equipment.
- ◆ Records radiopharmaceutical information for the Canadian Nuclear Safety Commission.

D. Clerical

- ◆ Retrieves, files and distributes requisitions and reports.
- ◆ Maintains daily log of patients and examinations.
- ◆ Performs computer work (e.g., data entry, back-up).
- ◆ Responds to telephone calls and inquiries from physicians/patients and other staff members.
- ◆ Prepares, communicates and files test results and reports.
- ◆ Prepares statistical reports, where required by the job.

E. Related Key Work Activities

- ◆ Prepares and maintains chemical mixtures.
- ◆ Disposes of radioactive and biohazardous waste, as per departmental procedures and policies.
- ◆ Maintains inventory and orders supplies, where required by the job.
- ◆ Cleans, maintains, troubleshoots and calibrates diagnostic equipment according to established standards.

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: June 3, 2014