



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. Develops and oversees the radiation safety program and provides radiation safety awareness and education. 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 plus Radiation Safety Officer (RSO-1) certificate
 - ◆ Certified and registered with Canadian Association of Medical Radiation Technologists
 - ◆ Licensed and registered with College of Medical Radiation and Imaging Professionals of Saskatchewan
 - ◆ Certified with Canadian Nuclear Safety Commission

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Interpersonal skills
- ◆ Communications skills
- ◆ Analytical skills
- ◆ Problem solving 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 controls of all licensing for required departments.**
- ◆ **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, manuals).**
- ◆ **Ensures that appropriate radiation safety programs are implemented and maintained.**
- ◆ **Provides instruction/training to staff (e.g., radiation safety, Nuclear Energy Workers (NEWS), reducing radiation exposure).**
- ◆ **Provides functional advice/technical expertise and problem solving.**
- ◆ **Acts as a liaison with other departments.**
- ◆ **Commissions/decommissions spaces.**

B. Diagnostic and Therapeutic Procedures

- ◆ **Assists/transport, assesses, screens, prepares, instructs and positions patient.**
- ◆ **Monitors patients during procedures.**
- ◆ **Starts/administers various media/radiopharmaceuticals/medications.**
- ◆ **Performs diagnostic and therapeutic procedures (e.g., Nuclear Medicine exams).**
- ◆ **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).**
- ◆ **Assists physicians during interventional and sterile procedures.**
- ◆ **Participates in research projects.**

C. Quality Assurance / Quality Control

- ◆ **Establishes and maintains Quality Assurance/Quality Control programs as required by local protocols and government regulations (e.g. shielding requirements for planned construction projects).**
- ◆ **Follows preventative maintenance programs by maintaining instrument logs and recognizing equipment malfunctions.**

C. Quality Assurance / Quality Control (Cont'd)

- ◆ Performs and records quality control checks on all equipment.
- ◆ Records radiopharmaceutical information for the Canadian Nuclear Safety Commission.
- ◆ Follows radiation safety protocols in accordance with the Medical Radiation Health and Safety Act.

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.
- ◆ Audits information input by department staff.

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.
- ◆ 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: February 15, 2024