



Provincial Job Description

TITLE:
**(484) Combined Laboratory & X-Ray
Technologist and RIS/PAC System
Administrator**

PAY BAND:
15

FOR FACILITY USE:

SUMMARY OF DUTIES:

Performs laboratory/radiology duties for the detection, prevention and management of physiological and pathological conditions. Responsible for maintaining the Radiology Information System (RIS) and the Picture Archive Communications System (PACS), providing related training, and troubleshooting system and end-user problems.

QUALIFICATIONS:

Combined Laboratory and X-Ray Technology diploma

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Analytical and problem solving skills
- ◆ Communication skills
- ◆ Organizational skills
- ◆ Interpersonal skills
- ◆ Ability to provide instruction and teach adults
- ◆ Ability to work independently and as a member of a team
- ◆ Valid drivers license, where required by the job

EXPERIENCE:

- ◆ **Previous:** Twelve (12) months previous experience working as a Combined Laboratory & X-Ray Technologist to consolidate knowledge and skills.

KEY ACTIVITIES:

A. Specimen Procurement and Analysis

- ◆ Prepares patient (e.g., identification, consent, medical condition, instruction of procedure) for specimen procurement.
- ◆ Collects, transports and prepares samples for in-house testing and/or dispatches to reference laboratories (e.g., Provincial Laboratory, TB Laboratory).
- ◆ Organizes and prioritizes specimens based on urgency of request, stability of specimen, and timing protocols.
- ◆ Assesses specimen integrity and maintains stability.
- ◆ Performs laboratory testing and evaluates the validity of results based on the CLXT scope of practice.
- ◆ Responds appropriately to critical values, unexpected results, and urgent requests.

B. Radiographic Procedures

- ◆ Prepares patient (e.g., identification, consent, medical condition, instruction of procedure) for procedures.
- ◆ Prepares patient by portering, instructing, and positioning.
- ◆ Performs radiographic procedures based on CLXT scope of practice.
- ◆ Develops radiographic films, prepares files and transports to requesting physician and/or radiologist.
- ◆ Performs electrocardiograms, stress testing, and Holter monitoring, where required.

C. Radiology Information System and Picture Archive Communications System Administration

- ◆ Sets up and maintains security access for users of RIS/PACS applications.
- ◆ Performs demographic maintenance to ensure accuracy and integrity of RIS/PACS database.
- ◆ Identifies need and provides ongoing training and functional guidance to end-users (e.g. physicians, radiologists) of the RIS/PACS applications.
- ◆ Performs troubleshooting of user and system problems.
- ◆ Builds RIS files and manages the documentation and reporting of RIS workload statistics.
- ◆ Communicates with departments and agencies regarding issues, changes and service requirements that may impact RIS/PACS functionality.
- ◆ Follows preventative maintenance programs, identifies and ensures resolution of system malfunctions, and maintains event logs.
- ◆ Develops and distributes communications and education materials regarding RIS/PACS.

D. Clerical

- ◆ **Completes and files various requisitions.**
- ◆ **Completes laboratory reports and distributes test results.**
- ◆ **Provides reception/clerical duties (e.g. telephone, fax, photocopying, booking appointments).**
- ◆ **Maintains daily lab ledger, tabulates daily units, and completes monthly/year end reports.**
- ◆ **Performs data entry.**
- ◆ **Completes incident reports (e.g. unlabeled/mislabeled specimens).**

E. Equipment Maintenance/Quality Assurance

- ◆ **Maintains laboratory equipment, troubleshoots minor repair problems, acts as a liaison with service representatives.**
- ◆ **Calibrates equipment according to established standards.**
- ◆ **Participates and may assist in organizing/implementing internal and external Quality Assurance/Quality Control programs as required by local protocol and regulatory bodies.**

F. Departmental Duties

- ◆ **Provides input into policies and procedures.**
- ◆ **Provides input into capital purchases and budgets.**
- ◆ **Provides input into research of new techniques and equipment.**
- ◆ **Represents the department at various meetings.**
- ◆ **Provides occasional guidance to the primary function of others, including training.**
- ◆ **May replace and/or schedule staff and check payroll records, where required by the job.**

G. Related Key Work Activities

- ◆ **Performs general cleaning and wash-up duties.**
- ◆ **Maintains inventory, orders supplies, where required by the job.**
- ◆ **Disposes of biohazardous waste, as per department procedures and policies.**
- ◆ **Orders, receives and issues blood products, where required by the job.**

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: Sept 13, 2013