1. IDENTIFICATION:

<table>
<thead>
<tr>
<th>Position No.</th>
<th>Job Title</th>
<th>Supervisor’s Position</th>
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</thead>
<tbody>
<tr>
<td>10–11290</td>
<td>Radiology Technologist</td>
<td>Director, KRHC</td>
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<table>
<thead>
<tr>
<th>Department</th>
<th>Division/Region</th>
<th>Community</th>
<th>Location</th>
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<tbody>
<tr>
<td>Health</td>
<td>Kitikmeot Region</td>
<td>Cambridge Bay</td>
<td>Kitikmeot Health Centre</td>
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Fin. Code: 10643 01 4 410 1000000 10

2. PURPOSE:

Main reason why the position exists, within what context and what the overall end result is.

Under the direction of the Director, Kitikmeot Regional Health Centre the Medical Radiology Technologist provides radiological and electrocardiogram services as required by the medical and clinical staff, with adherence to the Code of Ethics and the Standards of Practice of the Canadian Association of Medical Radiological Technologists (CAMRT).

The incumbent:

1. produces quality images for the referring physician to view and the Radiologist to report, in a safe and efficient manner employing the “As Low As Reasonably Achieved” (ALARA) principle for medical radiation;
2. performs darkroom functions;
3. performs clerical work associated with the Radiology Department;
4. assists in the basic maintenance of the equipment;
5. assists in the planning and performance of Radiology clinics;
6. participates in In-House education; and
7. is available as a resource to the nurses in all the Kitikmeot Health Centres.

The incumbent works in accordance with established standards of practice to assist the health care team in the diagnosis, treatment and management of patients and is responsible for meeting or surpassing the Canadian Council on Health Services Accreditation standards for the Diagnostic Imaging Department.
3. SCOPE

Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?

This position is located at the Kitikmeot Regional Health Centre located in Cambridge Bay, Nunavut; serving a population of 1,600 locally, plus 4 outlying communities with a total catchment population of ~5,000.

Reporting to the Director, Kitikmeot Regional Health Centre the Medical Radiation Technologist is part of a 2 member team which is instrumental in providing services to the Kitikmeot Health Center and the Kitikmeot Region. The incumbent will provide services to 5-15 outpatients daily.

This position has a direct impact on the excellence of patient care, treatment and diagnosis provided by the Health Care team. Delays in service can have a negative impact by reducing the accuracy of diagnoses and can result in more frequent medevacs.

The services are provided Monday to Friday from 0830-1700 hours. Services required after regular working hours are covered on an “on call” basis. The remoteness of Kitikmeot Health Centre from major referral centres requires that the incumbent have a comprehensive understanding in the disciplines of Radiation and instrument maintenance and repair.

4. RESPONSIBILITIES:

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers why the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.

**PROVIDES RADIOLOGICAL SERVICES AS REQUIRED BY THE CLINICAL STAFF WITHIN THE KHC BY:**

- Consulting with the physician/clinician who ordered the X-Ray examination, if required;
- Communicating with the patient, to determine the possibility of pregnancy, whether the patient followed the preparation instructions necessary for the X-Ray and to ensure that the patient understands the procedure;
- Setting up treatment areas, i.e. arranging x-ray tube, setting appropriate exposure factors, getting supplies;
- Informing patients of procedure to be utilized;
- Following ALARA Principle for radiation exposure;
- Follows Universal Precautions when necessary and appropriate;
- Determining patient’s capability to tolerate certain positions required to produce particular radiological views;
- Ensuring the patient is as comfortable as possible at all times;
- Using all available positioning and immobilizing materials necessary;
- Using initiative to obtain additional or special views to aid in diagnosis;
- Providing staff and patients with adequate protective shielding such as gloves and lead aprons;
• Adjusting and referring to the technique chart prior to the exposure;
• Wearing radiation film badges which are sent to Ottawa to be read to determine the amount of radiation received;
• Making recommendations to Manager, Patient Services, on possible changes or additions to Departmental Procedures Manual;
• Providing Radiological services to other areas in hospital, i.e. by using a portable x-ray machine in the various wards/patient rooms, or the morgue as required;
• Distributing copies of documentation of findings as necessary (i.e. (a) patient’s x-ray file (b) Medical Records (c) Health Centre if patient is from a settlement);
• Cleaning up the room after each procedure, keeping it neat and tidy at all times;
• Wiping down the machine after each examination and maintaining it in a safe and operative condition;
• follow Kitikmeot Health Centre Infection control guidelines for appropriate disinfecting;
• Participating in continuous coverage of the Radiology Department, i.e. being on call after regular working hours, on days of rest, and on holidays on a rotational basis with the other Technologist;

PERFORMS ADMINISTRATIVE DUTIES AS:

• Establishes a Continuous Quality Improvement (CQI) program to meet or exceed the standards established by the Canadian Council on Health Services Accreditation;
• Makes recommendations, revises and reviews the Diagnostic Imaging Policy & Procedure Manual to maintain nationally accepted standards of practice;
• Performing routine administrative functions:
  - Up-dating patient’s files;
  - Recording Examinations;
  - Maintaining Statistics and preparing Monthly Statistical Reports;
  - Preparing films to be mailed to Diagnostic Imaging Radiologists when required;
  - Filing films away with reports and master files when reported and returned;

PERFORMS DARKROOM FUNCTIONS TO ENSURE PROPER DEVELOPMENT OF RADIOGRAPHS BY:

• Cleaning cassettes and refilling the cassette with film;
• Refilling the film bin with the appropriate films;
• Ordering the supplies for the darkroom;
• Mixing developer and replenishing solutions.

ASSISTS IN THE BASIC MAINTENANCE OF ALL RADIOLOGICAL EQUIPMENT BY:

• Performing scheduled daily, weekly and monthly maintenance procedures
• Cleaning the x-ray room;
• Cleaning of the automatic processor on a regular basis;
• Checking of chemicals used in the developing of films;
• Changing of water filter in processor on a regular basis;
• Routinely inspecting the equipment and reporting any changes to the Manager, Patient Services.
**Provides Electrocardiogram (EKG) Services by:**

- Performing EKG in either x-ray department or on various wards as required;
- Recording all EKG’s performed;
- Mounting EKG’s as required and sending to Cardiologist for reporting;
- Distributing EKG’s to referring physicians upon receipt;
- Maintaining EKG’s equipment in safe and operative condition.
- Reporting any equipment problems to the Biomedical Technologist and the Manager, Patient Services.

**Participates in the Kitikmeot Health Centre’s In-Service/Continuing Education Program by:**

- Explaining the use and functions of radiology equipment and examinations to Medical Staff;
- Maintaining records of positive and unusual cases for reference and teaching purposes;
- Orienting new health centre staff to necessary x-ray procedures, developing of film and radiation protection measures;
- Advising the nursing staff on x-ray procedures by phone when necessary.

**Performs Other Duties as Required:**

- Following the safety recommendations set up by Radiation Protection Bureau in Winnipeg.
- Reporting all accidents and injuries to Manager, Patient Services, and initiating Incident and Worker’s Compensation Board Reports as necessary;
- Participating in the Quality Control and Quality Assurance/Risk Management program.
- Participates in other projects that may be associated with the Radiology department

## 5. Knowledge, Skills and Abilities:

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance. Knowledge identifies the acquired information or concepts that relate to a specific discipline. Skills describe acquired measurable behaviors and may cover manual aspects required to do a job. Abilities describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the job, not the incumbent performing the job.

The Radiology Technologist must be able to comprehend and apply safety protocols (i.e. Radiation Protection Bureau, Dangerous Goods, and Universal Precautions) and Kitikmeot Health Centre policies. Due to the nature of the work, the Radiology Technologist must demonstrate the ability to communicate effectively, and maintain Confidentiality.

The Radiology Technologist must have the ability to function both as part of a team and also independently as the incumbent is required to work on an “on call” basis after hours. The ability to make quick judgements and decisions while remaining calm and focused when involved in emergency situations, or when dealing with distraught patients and/or family members, is a necessary requirement.
The Radiology Technologist must work with minimal supervision in a continually changing work place. Accuracy and attention to detail are critical since the results assist the health care team in the diagnosis, treatment and management of the patient.

The incumbent should have experience in Radiology in an Acute Care Hospital setting and in-depth knowledge in cross-sectional anatomy. The incumbent must be eligible for registration with CAMRT.

**TRAINING AND EDUCATION:**

Graduate from an Accredited program in Medical Radiation Technology. Registered (or eligible for Registration) as a member in good standing with the Canadian Association of Medical Radiation Technologists (CAMRT).

Continuing education is required to maintain skills, knowledge and stay current with the ever changing technology (30 hours of continuing education is recommended to be completed every two years).

Health care providers must be able to acquire within a reasonable time frame and remain current with the following training and certifications: WHIMIS; Internet and email applications; Fire training and Basic CPR.

This is a Highly Sensitive Position. Criminal & Vulnerable Sector checks required.

### 6. WORKING CONDITIONS:

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<tr>
<th>List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).</th>
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**Physical Demands**

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<th>Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.</th>
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Radiology is a physically demanding job involving some heavy lifting. This has the potential to lead to injuries. The incumbent is required to take part in an “on-call” rotation. This involves the re-call to work any time, for various lengths of time. This leads to sleep disruption and/or deprivation.
Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

The Technologist must always be aware of patient/staff safety re: exposure to radiation; He/She assumes this responsibility every time a patient is provided with services;
The Technologist must always work within the ALARA Principle;

The incumbent is continually exposed to a noisy work environment, including angry, anxious patients (children/ adults) and noisy equipment. There is a risk of injury from medical equipment, and from patients while performing radiology procedures from intoxicated, mentally unstable, or emotionally distraught patients. Although these occurrences are minimal, the intensity of these exposures can range from moderate to intense.

Safety must be a priority within the incumbent’s ability to think ahead and anticipate problems.

Sensory Demands

Indicate the nature of demands on the jobholder’s senses. These demands can be in the form of making judgments to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details though one or more of the incumbents’ senses.

Incumbent must always be aware of imminent danger from over exposure to radiation. Frequent periods of concentration are required for obtaining and processing radiographs. Due to the nature of the work, the incumbent must have a good sense of touch to position the patient safely, without causing the patient any additional distress.

Continuous period of visual concentration is required to check the integrity of the radiographs (i.e. colour, density, presence of artefacts) to determine if they are suitable for diagnosis. The incumbent is exposed daily on an on-going basis to unpleasant odours from chemical reagents which can lead to headaches and/or nausea.

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

Radiology is also a very mentally demanding job with constant exposure to some forms of radiation.

The radiology environment is dynamic and constantly changing. The Radiology Technologist has minimal control over incoming workload, and therefore must be able to continually shift priorities to maintain efficiency and meet deadlines. The Radiology Technologist is exposed regularly to emotionally difficult situations (i.e. death, trauma, and anxious, irate, violent patients). The incumbent is expected to remain calm, controlled and professional, regardless of the situation, while demonstrating care and compassion to the client, family, and other
members of the health care team.

Moderate to high intensity of stress is experienced in processing of STAT samples (results are required for immediate treatment decisions). This usually involves a life-threatening situation.

Participation in “on-call” rotation requires that incumbent endure several sleep interruptions during the “on-call” period, work alone and be solely responsible for decisions within his/her scope of practice that could affect the care, and treatment of a patient.

7. CERTIFICATION:

<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Director, Kitikmeot Regional Health Centre</th>
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<tbody>
<tr>
<td>Printed Name</td>
<td>Supervisor Title</td>
</tr>
<tr>
<td></td>
<td>Supervisor Signature</td>
</tr>
<tr>
<td>Date: ________________________________</td>
<td>Date: _________________________________</td>
</tr>
<tr>
<td>I certify that I have read and understand the responsibilities assigned to this position.</td>
<td>I certify that this job description is an accurate description of the responsibilities assigned to the position.</td>
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<tr>
<th>Deputy Head Signature</th>
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<tbody>
<tr>
<td>Date: ________________________________</td>
<td></td>
</tr>
<tr>
<td>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</td>
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8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.

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