



Provincial Job Description

TITLE:
(186) Psorian Ultraviolet-A Technician

PAY BAND:

FOR FACILITY USE

SUMMARY OF DUTIES:

Provides phototherapy treatment to patients with skin disorders.

QUALIFICATIONS:

- ◆ **Medical Administrative/Clinical Assistant diploma**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Intermediate computer skills**
- ◆ **Ability to work independently**
- ◆ **Interpersonal skills**
- ◆ **Organizational skills**
- ◆ **Communication skills**

EXPERIENCE:

- ◆ **Previous: No previous experience.**

KEY ACTIVITIES:

A. Phototherapy Treatments

- ◆ Collects background information from patients (e.g., cancers, medications, cataracts).
- ◆ Discusses treatment process with patients.
- ◆ Obtains patient consent for treatment.
- ◆ Sets up treatment schedule.
- ◆ Performs treatments and assesses patient progress/reactions.

B. Clerical

- ◆ Performs clerical duties (e.g., files, reception, word processing, orders office supplies).
- ◆ Distributes test results.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

C. Dermatology Clinics

- ◆ Books patients.
- ◆ Sets up clinic and room/equipment for examinations, treatments, biopsies.
- ◆ Completes requisitions (e.g., laboratory, x-ray).
- ◆ Distributes patient questionnaires.
- ◆ Completes outpatient forms.
- ◆ Orders supplies.

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 15, 2017