



Provincial Job Description

TITLE:
**(216) Cardiovascular Technologist
Supervisor**

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

Responsible for supervision and administration of the Cardiac Catheterization Laboratory, and other supporting services as assigned.

QUALIFICATIONS:

- ◆ Three-year Allied Health diploma recognized by the Canadian Association of Cardiopulmonary Technologists (CACPT)
 - ◆ Registration with Canadian Association of Cardiopulmonary Technologists (CACPT)

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Drug administration and intravenous injection course
- ◆ Intermediate computer skills
- ◆ Leadership skills
- ◆ Organizational skills
- ◆ Interpersonal skills
- ◆ Communication skills
- ◆ Analytical skills
- ◆ Ability to work independently

EXPERIENCE:

- ◆ **Previous: Forty-eight (48) months previous experience as a Cardiovascular Technologist to consolidate knowledge and skills.**

KEY ACTIVITIES:

A. Administration / Supervision

- ◆ **Supervises and prioritizes the daily work of all staff, ensuring the appropriate standards are maintained.**
- ◆ **Provides administrative support to senior levels of administration and medical heads.**
- ◆ **Develops or provides input into budgets and strategic plans.**
- ◆ **Assists with developing policies and procedures.**
- ◆ **Manages the documentation of workload measurements.**
- ◆ **Assists with selecting and evaluating capital equipment.**
- ◆ **Schedules staff and deals with staff payroll issues.**
- ◆ **Assists with recruiting and hiring of staff.**
- ◆ **Provides input into performance appraisals and performance reviews.**
- ◆ **Participates in the implementation of new methodologies and operating procedures.**
- ◆ **Assists with the procurement of grants for education purposes.**

B. Instruction / Research

- ◆ **Responsible for the orientation, instruction and training of cardiovascular trainees.**
- ◆ **Acts as a proctor for cardiovascular students/exams.**
- ◆ **Provides in-services on new techniques.**
- ◆ **Assists with researching protocols, statistics and outcome management.**
- ◆ **Works as a liaison for research bodies.**
- ◆ **Instructs interns, residents and other allied health professionals in various procedures.**
- ◆ **Provides technical expertise and assists with problem solving.**

C. Patient Care

- ◆ **Schedules cases.**
- ◆ **Enters and prepares final report of catheterization for cardiologist.**
- ◆ **Ensures accuracy of monitoring devices.**
- ◆ **Completes procedural processes, diagnostic and interventional.**
- ◆ **Reviews and maintains databases.**
- ◆ **Interprets a variety of imaging reports.**
- ◆ **Instructs and monitors patients.**
- ◆ **Administers medications and intravenous therapy.**
- ◆ **Provides hemostasis support.**

- ◆ Provides Hemodynamic monitoring.
- ◆ Ensures infection control.
- ◆ May provide pacemaker programming and troubleshooting.
- ◆ May provide pacemaker database entry and control.

D. Supplies Management

- ◆ Manages and maintains inventory.
- ◆ Evaluates products and coordinates with Materials Management for Requests for Proposals for supplies.
- ◆ Assists with and has input into negotiating supply and equipment contracts.
- ◆ Disposes of biohazardous waste, as per department procedures and policies.

E. Quality Assurance / Quality Control

- ◆ Maintains, calibrates and troubleshoots equipment.
- ◆ Establishes, maintains and monitors Quality Assurance/Quality Control programs as required by local protocols and government regulations.
- ◆ Establishes, implements and maintains compliance with professional 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: November 16, 2021