



Provincial Job Description

TITLE:
**(223) Cardiology & Electroneurophysiology
Technologist Supervisor**

PAY BAND:

FOR FACILITY USE:

SUMMARY OF DUTIES:

Responsible for supervision and administration of Cardiac Sonography, Cardiology and Electroneurophysiology services.

QUALIFICATIONS:

- ◆ Cardiology Technology diploma
- ◆ Electroneurophysiology diploma
 - ◆ Certification by the Canadian Society of Cardiology Technologists
 - ◆ Certification with the Canadian Board of Registration of Electroencephalograph Technologists (CBRET) (electroencephalography [EEG])
 - ◆ Certification with the Board of Registration of Electromyography Technologists of Canada (BRETC) (electromyography/nerve conduction studies [EMG])
 - ◆ Registration with the Saskatchewan Cardiology Technologists Association

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Organizational skills
- ◆ Leadership skills
- ◆ Interpersonal skills
- ◆ Communication skills
- ◆ Analytical skills
- ◆ Ability to work independently
- ◆ Valid driver's license, where required by the job

EXPERIENCE:

- ◆ **Previous: Forty-eight (48) months previous experience working as a registered Cardiology/Electroneurophysiology Technologist to consolidate knowledge and skills.**

KEY ACTIVITIES:

A. Supervision / Administration

- ◆ Supervises daily operations of department and oversees the off-site supervisor.
- ◆ Provides input for performance evaluation and performance reviews and hiring.
- ◆ Directs technical staff and work processes.
- ◆ Schedules staff and maintains payroll/time sheets.
- ◆ Provides technical expertise and problem solving (e.g., equipment vendors, sales representatives and technical support staff).
- ◆ Researches, reviews and implements new methodologies and operating procedures.
- ◆ Develops and maintains data, communication and information systems for designated work areas.
- ◆ Maintains inventory.
- ◆ Researches, evaluates and recommends equipment purchases.
- ◆ Provides input into budgeting and strategic planning.
- ◆ Acts as a liaison with other departments/facilities and responds to inquiries within the health authority.
- ◆ Maintains documentation of workload measurement statistics.
- ◆ Assists with development of departmental policies and procedures.

B. Quality Assurance / Quality Control

- ◆ Establishes, maintains and monitors Quality Assurance/Quality Control programs as required by local protocols and government regulations.
- ◆ Maintains, calibrates, troubleshoots and documents equipment according to established procedures and standards.
- ◆ Gathers pertinent data to perform audits to ensure quality control.

C. Education / Professional Development

- ◆ Coordinates in-services on new equipment/methods.
- ◆ Designs and provides clinical education activities for students.
- ◆ Maintains staff records for continuing education.
- ◆ Provides general instruction/training for students and new staff.

D. Patient Testing

- ◆ Prepares and assesses patient (e.g., identification, consent, medical history, instruction of procedure).
- ◆ Performs Cardiology/Electroneurophysiology diagnostic testing.
- ◆ Assists with procedures under direction of attending physician.
- ◆ Cleans, maintains, calibrates and troubleshoots 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: May 16, 2018