Provincial
Job Description

TITLE:	PAY BAND:
(425) Diagnostic Imaging Information System Technologist	**18**

FOR FACILITY USE:

SUMMARY OF DUTIES:

Responsible for Radiology Information System (RIS), Picture Archive Communication System (PACS) and Powerscribe 360 (PS360) development and support including the integration of new technologies and service goals with radiology processes.

QUALIFICATIONS:

- ♦ **Medical Radiologic Technology Advanced diploma**
- ♦ **Certified by Canadian Association of Medical Radiation Technologists**
- ♦ **Registered with Canadian Association of Medical Radiation Technologists**
- ♦ **Registered with College of Medical Radiation and Imaging Professionals of Saskatchewan**

KNOWLEDGE, SKILLS & ABILITIES:

- ♦ **Advanced written and verbal communication skills**
- ♦ **Organizational skills**
- ♦ **Interpersonal skills**
- ♦ **Advanced computer skills**
- ♦ **Decision making skills**
- ♦ **Analytical skills**
- ♦ **Problem solving skills**
- ♦ **Ability to work independently, and as a member of a team**
- ♦ **Valid driver's license, where required by the job**

EXPERIENCE:

♦ <u>Previous</u>: **Forty-eight (48) months previous discipline-related experience as a Medical Radiation Technologist to consolidate knowledge and skills required to provide radiology services including twenty-four (24) months user experience working with the RIS/PACS/PS360 systems.**

KEY ACTIVITIES:

A. <u>System Development and Documentation</u>

♦ **Determines how RIS/PACS/PS360 software will be configured and how the workflow is designed to best integrate technology with the provision of efficient and timely medical imaging services.**
♦ **Develops RIS/PACS/PS360 solutions that are complementary to operational needs and resource challenges by performing user requirements definition, software evaluation and selection, system configuration setup, validation, training and documentation.**
♦ **Processes system change requests while working within the software options/functionality/limitations, with consideration of best practice guidelines, regulatory issues and operational needs.**
♦ **Identifies system software programming limitations to ensure optimal patient care outcomes and works with vendors/outside sources to develop solutions.**
♦ **Researches, evaluates and implements additional and upgraded system functionality.**
♦ **Verifies, validates and recommends or rejects the implementation of software upgrades/changes (version, release or patch), as well as hardware and/or operation system upgrades.**
♦ **Configures, tests and validates interface communications between the RIS and various imaging modalities, and between the RIS/PACS/PS360 and other computer systems (e.g., Sunrise Clinical Manager [SCM]) both internal and external to the facility.**
♦ **Participates in local and/or external projects involving the RIS/PACS/PS360 systems.**
♦ **Develops, writes and monitors compliance of supporting procedures, polices and reports.**
♦ **Pursues customized software changes designed to improve medical imaging operations.**
♦ **Evaluates new equipment and technology for system suitability and use.**

B. <u>System Maintenance / Troubleshooting / Support</u>

♦ **Sets up and maintains security access for users of RIS/PACS/PS360 applications.**
♦ **Troubleshoots and evaluates reported or recognized problems within RIS/PACS/PS360.**
♦ **Informs and advises medical imaging management about any system functionality issues that will impact medical imaging services.**
♦ **Performs demographic maintenance to ensure integrity of RIS/PACS/PS360 databases.**
♦ **Supports the operational system needs of all the various divisions of medical imaging and the RIS/PACS/PS360 needs of the end-users.**
♦ **Provides limited hardware support by evaluating hardware issues and resolving or forwarding to IT Services or outside sources, as required.**

C. <u>**Administration / Coordination / Management Reporting**</u>

- ♦ **Provides functional advice/technical expertise and problem solving suggestions related to medical imaging as supported by RIS/PACS/PS360.**
- ♦ **Provides evaluation of and/or produces documentation for medical imaging processes, policies and procedures.**
- ♦ **Builds RIS files and manages the documentation and reporting of RIS workload statistics.**
- ♦ **Communicates with departments and various services or agencies regarding issues, needs, service requirements or proposed changes that may have an impact on RIS/PACS/PS360 functionality.**
- ♦ **Coordinates system downtime events and resolutions.**
- ♦ **Prepares written and/or oral reports for various departments and management personnel.**
- ♦ **Maintains documentation records, as per requirements.**
- ♦ **Provides information and statistical reports for business case submissions for capital expenditures for software/hardware purchase.**

D. <u>**Quality Assurance / Quality Control**</u>

- ♦ **Maintains database integrity.**
- ♦ **Develops, generates and validates statistical data from the RIS/PACS/PS360; including the use of Structured Query Language (SQL) and other third-party software products.**
- ♦ **Leads the development of validation test scripts, and reviews outcomes to ensure that changes do not adversely affect medical imaging operations.**
- ♦ **Follows preventative maintenance programs, recognizes systematic malfunctions and maintains event logs.**
- ♦ **Provides system development and support of Quality Assurance/Quality Control programs as required by local protocols, government regulations and medical imaging licensing.**

E. <u>**Education and Training**</u>

- ♦ **Participates in continuing education activities to maintain expertise and competency in medical imaging, state-of-the art equipment and technology.**
- ♦ **Provides ongoing training, guidance and leadership to users and end-users of the RIS/PACS/PS360 and inter-related systems.**
- ♦ **Prepares and distributes communications and training material related to RIS/PACS/PS360 and inter-related system functionality.**
- ♦ **Monitors systems used by other staff and re-educates as required, provides feedback to managers on the competency of other staff and identifies potential issues.**

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:*

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SGEU: *SAHO:*

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Date: March 13, 2025