



Provincial Job Description

TITLE:
**(475) Nuclear Medicine Technologist –
Specialty (PET/CT) Supervisor**

PAY BAND:
19

FOR FACILITY USE:

SUMMARY OF DUTIES:

Supervises staff and work processes of the Specialty department. Prepares radiopharmaceuticals and performs technical procedures utilizing radiation and/or radioactive materials for the diagnosis and tracking of disease and pathology.

QUALIFICATIONS:

- ◆ Nuclear Medicine Technology diploma
 - ◆ Certified and Registered by Canadian Association of Medical Radiation Technologists
 - ◆ Licensed and Registered with College of Medical Radiation and Imaging Professionals of Saskatchewan

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 as a Nuclear Medicine Technologist – Specialty to consolidate knowledge and skills.**

KEY ACTIVITIES:

A. Administration / Supervision

- ◆ Provides technical direction/functional advice and direct supervision to staff and students.
- ◆ Provides orientation and general instruction/training for students and staff.
- ◆ Provides input into hiring and performance evaluation and performance reviews.
- ◆ Schedules staff and maintains payroll timesheets.
- ◆ Prioritizes incoming test requisitions and waiting lists.
- ◆ Ensures the integrity of imaging done by other technologists.
- ◆ Provides technical expertise and problem solving.
- ◆ Researches, reviews and implements new methodologies and operational procedures.
- ◆ Reviews and implements policies and procedures.
- ◆ Provides input into budgeting and strategic planning.
- ◆ Prepares statistical reports (e.g., workload measurement statistics and patient waiting lists).
- ◆ Develops workload template based on past and present workload summaries.
- ◆ Acts as a liaison with other departments.
- ◆ Develops and maintains communication and computer information systems for work area

B. Diagnostic and Therapeutic Procedures

- ◆ Assists/transport, assesses, prepares, instructs and positions patient.
- ◆ Starts/administers various media (e.g., oral, intramuscular injections, intravenous [IV's]) as required to complete the appropriate test.
- ◆ Performs diagnostic, therapeutic and interventional procedures (e.g., bone densitometry).
- ◆ Performs various laboratory procedures (e.g., collecting, pipetting, labeling, separation and tagging).
- ◆ Adjusts technical data to ensure complete series of quality diagnostic views are obtained for physician to view and interpret.
- ◆ Administers contrast media (e.g., oral barium) to complete the appropriate test.
- ◆ Typically performs a specialty discipline as noted above and may perform a variety of other diagnostic procedures (e.g., general and portable radiography).
- ◆ Monitors patient during therapeutic procedures for signs of shock and allergic reaction to contrast media.
- ◆ Performs Specialty clinical and research procedures.
- ◆ Utilizes positron based radiopharmaceuticals.
- ◆ Assists in planning for clinical and research activities.

C. Quality Assurance / Quality Control

- ◆ Establishes, maintains and monitors Quality Assurance/Quality Control programs as required by local protocols and government regulations.
- ◆ Establishes preventative maintenance programs by maintaining instrument logs.
- ◆ Ensures the recording of radiopharmaceutical information for the Canadian Nuclear Safety Commission.
- ◆ Cleans, maintains, troubleshoots and calibrates diagnostic equipment according to established standards.
- ◆ Ensures that radiation safety protocols are followed in accordance with the Medical Radiation Health and Safety Act.

D. Related Key Work Activities

- ◆ Retrieves files and distributes requisitions, images and reports.
- ◆ Maintains daily log of patients and examinations.
- ◆ Disposes of records and images.
- ◆ Performs computer work (e.g., data entry, back up).
- ◆ Responds to telephone calls and inquiries from physicians/patients and other staff members.
- ◆ Manages and maintains inventory.
- ◆ Prepares and maintains chemical mixtures.
- ◆ Disposes of radioactive and biohazardous waste, as per departmental procedures and policies.

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 12, 2019