

POSITION DESCRIPTION

POSITION: Registered Technologist (Medical Radiation Technologist) F/T ✓ P/T ✓ J/S

DEPARTMENT: Diagnostic Imaging - Radiology **REPORTS TO:** Manager Diagnostic Imaging

DATE: April 2000 – Revised October 2002

Revised March 2009, Revised Feb.2010 **UNION:** OPSEU 373

Revised October 2014; June 2019

PURPOSE

The Registered Technologist organizes and performs radiographic examinations and maintains and demonstrates high quality imaging during the course of duties. The Registered Technologist is responsible for practicing good patient care and radiation safety.

DUTIES AND RESPONSIBILITIES	% PERFORMED
<p><u>Patient Care/Imaging:</u></p> <ul style="list-style-type: none"> • Ensures that patients have been properly prepared prior to examination and have been informed about the nature of the study. • Administers basic patient care as required. • Ensures that the patient is not detained for any length of time other than is deemed absolutely necessary. • Demonstrates care and safety of patients prior to, during and following the examination. • Demonstrates courtesy and understanding in dealing with patients, medical personnel, visitors, other imaging staff and members of other departments. • During the course of the study, practices quality patient care by confirming proper patient identification, obtaining pertinent history, receiving consent, reassuring the patient, monitoring the patient’s physical condition and noting any specific patient comments which might indicate the need for additional images or be useful to the physician in interpreting the results of the procedure. • Performs patient imaging procedures as per written protocols, sends all images and patient information to PACS for submission to radiologist for diagnostic interpretation. • Makes frequent and independent decisions when performing technological procedures and assessing diagnostic results. • Improvises standard techniques in routine and non-routine circumstances. • Commences emergency treatment procedures independently and immediately when required. • Selects proper technical factors and anatomy for performance of the examination • Recognizes the significance of all structures that are visualized on images at all times to differentiate artifactual from normal pathological processes • In sub-optimal studies, seeks assistance from the radiologist before dismissing the patient • Assists the radiologist with special examinations. • Maintains diagnostic quality images in any area of the examination. • Answers or initiates telephone inquires relative to patients or examinations in the area. • Follows the Standards of Practice of the CMRTO. 	<p>90%</p>

PRHC – POSITION DESCRIPTION

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Diagnostic Imaging - Radiology

DUTIES AND RESPONSIBILITIES	% PERFORMED
<p><u>Equipment/Supplies/Safety:</u></p> <ul style="list-style-type: none"> • Demonstrates proper use and care of all equipment. • Reports all instrument/equipment malfunctions to the Manager or Director. • Maintains cleanliness in the examination area and the department in general. • Maintains supplies in examination area. • Technologists assigned to CT will be certified and competent in intravenous initiations 	5%
<p><u>Other Duties:</u></p> <ul style="list-style-type: none"> • Reports all unusual incidents involving patients or department personnel to the Manager or Director and documents the incidents. • Takes an active and constructive role in department meetings to solve problems, develop new procedures, and to improve, where possible, any and all components of the service of the department. • Participates in the teaching of student technologists. • Maintains current knowledge of all areas within the Department of Diagnostic Imaging. • Maintains technical and professional knowledge by attending education sessions/conferences. • Complies with the policies of the Department. • On-call coverage as required. 	5%
<p><u>Occupational Health & Safety</u></p> <ul style="list-style-type: none"> • Support the Internal Responsibility System by adhering to standards, policies and legislation for Employee Safety in the following areas: <ul style="list-style-type: none"> ○ Communication and teamwork to identifying hazards and risk assessments and the implementation of corrective actions ○ Infection prevention and control practices and use of Proper Protective Equipment ○ Collaborate with supervisory staff on the creation of Safe work practices. ○ Safe use and maintenance of equipment and facilities ○ Participation in annual Health and Safety training (ie: Emergency Preparedness, WHMIS) and job-specific training (ie: Safe Work Practices, departmental specific whmis training, etc.) • Actively participate in all aspects of Employee Safety and understand your role in protecting yourself and others. • Recognize risks, hazards and the occurrence of near misses and respond promptly and effectively to mitigate harm to yourself and others. Complete and submit all appropriate documentation (Employee Incident Report) immediately to your leaders. • Participate in regular Employee Safety walkabouts and follow-up as required. • Participate in annual Health and Safety training, job-specific training including Safe Work Practices and appropriate use, donning and doffing of PPE. Ensure you understand such training and how to apply it to your work in protecting yourself and others. • Proactively identify opportunities for and make continuous process improvement for Employee Safety including the development of Safe Work Practices. • Understand and track your team's performance in Employee Safety by regularly reviewing data provided and/or posted in your areas. • Develop and maintain Employee Safety competencies through ongoing education and training 	

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DUTIES AND RESPONSIBILITIES	% PERFORMED
<p><u>Patient Safety</u></p> <ul style="list-style-type: none"> • Support the Internal Responsibility System by adhering to evidence-based practices, policies and standards for Patient Safety and improving the patient experience. These include communication and teamwork, infection prevention and control, safe medication practices, and safe use of equipment and facilities. • Recognize and report actual or potential risks that could cause harm. • Respond to the occurrence of an adverse event or near-miss promptly and effectively mitigate harm to the patient, ensure disclosure, and prevent recurrence. Complete and submit all appropriate documentation and communicate events and risks openly to your leaders and team. • Actively involve the patient in all aspects of their care, communicate regularly and help patients and visitors understand their role in protecting their own safety. • Participate in regular Patient Safety rounds and follow-up as required. • Proactively identify opportunities for and make continuous process improvement to prevent harm and improve patient outcomes. • Understand and track your team’s performance in patient care and safety by regularly reviewing data provided and/or posted in your areas. • Participate in Patient Safety training and maintain competencies as required 	
<p><u>Related Duties:</u></p> <ul style="list-style-type: none"> • Contributes to Department by performing related tasks as required. • Maintains patient confidence and protects Health Centre operations by keeping information confidential. • Maintains skills/knowledge by attending educational sessions and keeping informed of Health Centre policies and procedures. • Models PRHC Philosophy and Values. 	

SPECIFICATIONS

EDUCATION / EXPERIENCE:

Registration with the following:

- College of Medical Radiation Technologist (CMRTO)
- Canadian Association of Medical Radiation Technologists preferred.
- Ontario Association of Medical Radiation Technologists preferred.

Previous experience in a hospital environment would be an asset.

Current First Aid and BCLS.

SKILLS / ABILITIES:

Strong organizational skills.

Demonstrated knowledge, skills and judgement necessary to acquire diagnostic images

Demonstrated knowledge, skills and judgement necessary to assess the quality of the image

Demonstrated ability to maintain a high degree of confidentiality.

Demonstrated ability to work well with patients, families, staff and physicians.

Demonstrated ability to work under pressure in emergency situations.

Demonstrated ability to assess patient capabilities and limitations and adjust as necessary.

Demonstrated ability to exercise good judgement and application of technical factors.

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Demonstrated ability to exercise good judgement in assessing priorities with patient workload.
Demonstrated ability to adapt to change in daily work routines.
Demonstrated ability to work independently and as a team member.
Excellent interpersonal, written and verbal communication skills.
Demonstrated ability to perform duties with a customer service focus.
Excellent record of attendance

EQUIPMENT USED:

Various imaging machines.

Responsibility: Ensures proper use and maintenance of all equipment and reports all failures/malfunctions to the Manager or Director.

CONTACTS:

INTERNAL	EXTERNAL
All DI Staff , Director and Managers	Service Personnel
Radiologists/Physicians	Physicians
Patients / Families	Transport Personnel
Other Health Centre Staff	Other Hospital / Health Care Facilities

PHYSICAL DEMANDS:

Required to lift and assist patients, move or transport equipment.

Required to spend a considerable time standing, walking and in close supportive contact with patients.

For a detailed description of physical demands, please see the Physical Demands Analysis.

MENTAL DEMANDS:

The technical nature of this position requires full concentration. There is a high volume of patients seen and the Technologist must be able to juggle priorities, i.e. outpatient work, inpatient and emergency/urgent cases, must all be accommodated. There are time and cost-efficiency constraints to work within. There are pressing demands from all levels, i.e. physicians, radiologists, patients, administration, and nursing, as well as, multiple interruptions to work flow. The Technologist has to be able to adapt frequent technological, protocol and scheduling changes. S/he has to troubleshoot equipment malfunctions.

FINANCIAL RESPONSIBILITY:

- Handle patient valuables.
- Ordering supplies.
- Ensuring billing codes are accurate for all outpatient studies.
- General awareness of cost-efficiency issues related to scheduling and supply usage.

IMPACT OF ERRORS IN JUDGEMENT:

Scheduling errors would result in time lost, money lost and delays.

Procedural errors would result in repeat studies (time and money loss), increased radiation dose to patients and the possibility of misdiagnosis.

Patient care errors could result in injury to patient and possible litigation.

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Equipment errors could result in damage to equipment, time lost and impaired services.

WORK ENVIRONMENT:

There are varying shifts including days, evenings, nights, weekends and stat holidays and on-call/standby as required. Work is performed in the Diagnostic Imaging department, in patient rooms, as well as, in the OR and Emergency. The workspace can be limited/restrictive especially in patient rooms. There is exposure to bodily fluids, infectious diseases, radiation, chemicals, moving parts and electrical current. The Technologist may at times be subjected to unpleasant tasks, sights and odours.

APPROVAL SIGNATURES:

Employee

Manager

Date

Date

cc: Department, Union