



Job Description

IDENTIFICATION

| <i>Position Number</i> | <i>Position Title</i> | |
|------------------------|-----------------------------------|----------------------------------|
| U 02-44-1415 | Medical Radiological Technologist | |
| <i>Department</i> | <i>Position Reports To</i> | <i>Site</i> |
| Diagnostic Imaging | Manager, Diagnostic Services | Hay River Regional Health Centre |

PURPOSE OF THE POSITION

The incumbent provides professional radiography services to the clients upon referral from the medical staff, in accordance with the established policies and procedures of the Diagnostic Imaging Department; with adherence to the CAMRT (Canadian Association of the Medical Radiation Technologists) Code of Ethics and the Standards of Practice; and within the context of the Vision and Mission Statement of the Hay River Health and Social Services Authority (HRHSSA). The incumbent produces good quality images, in a safe and efficient manner, to aid the local physicians, and the **off-site Radiologist**, to obtain timely diagnosis and treatment for all clients.

SCOPE

This position is located at the Hay River Health & Social Services Authority (HRHSSA) Regional Health Center. The Hay River Health and Social Services Authority includes: the Hay River Regional Health Center (HRRHC), the Gensen Building, Woodland Manor, and Supportive Living Services. The HRHSSA is an accredited, integrated health authority that provides the following services: 19 acute inpatient beds (14 Community Support Beds, 1 Family Suite (Palliative), 2 Secure Rooms, 2 Observation beds), Emergency and Ambulatory Care, including dialysis and endoscopy; Midwifery Care and Delivery; 25 Long Term Care beds; Supportive Living Campus, a Territorial campus providing 11 permanent residences; Diagnostic Services (Diagnostic Imaging, Ultrasound, Mammography); Laboratory; Medical and Specialty Clinics including Diabetes programming; Social Programs (Community Counselling, Healthy Families and Child and Family Services) Community Health and Home Care, Rehabilitation which include Physiotherapy, Occupational Therapy and Speech Language Pathology; and a full range of Support Services.

Reporting directly to the Manager of Diagnostic Services, the incumbent provides diagnostic x-ray service by utilizing a variety of imaging modalities and processing equipment. The incumbent works Monday to Friday, 8am to 4pm, with an on-call rotation. The incumbent must have in-depth knowledge of human anatomy and radiographic techniques and practices; the incumbent must be creative with solutions required to produce quality images. The incumbent is in charge of the department when in the Acting position, during the Managers absence.

The scope of radiology services is general radiography, portable work on the ward and in the Operating Room, and occasionally - Intravenous Pyelograms (IVP). The operation of all equipment is carried out independently. Many of the exams carried out may cause significant levels of discomfort to the patient. The incumbent must maintain a high degree of professionalism in order to ease the patient's anxiety.

All images are forwarded to an external radiology group for review and reporting by the Radiologist. Invasive radiographic procedures that require a Radiologist or Physician to be present are scheduled, and the MRT assists the practitioner during these examinations.

Due to the remoteness of the HRHSSA from major referral centers, **and in the absence of a Radiologist on-site**, the incumbent must have a thorough and comprehensive understanding of the discipline, as well as experience with equipment maintenance and minor repairs. The production of timely and accurate images is crucial. Without this vital component, the practitioner would be unable to provide comprehensive diagnosis and treatment of patients. Decisions to transfer patients out of the area for treatment are made on the basis of testing conducted onsite.

RESPONSIBILITIES

- 1. The incumbent produces quality radiographic images, in accordance with Safety Code 35 of the Radiation Protection Bureau of Health Canada and the CAMRT's Code of Ethics and Standards of Practice.**

Main Activities:

- Maintains a safe, clean and orderly environment; provides required level of disinfection between patients;
- Assures adequate supplies are assembled;
- Utilizes protection methods, devices and the most cautious techniques to obtain diagnostic images. By using in-depth knowledge base of human anatomy and physiology, and an in-depth knowledge base of diagnostic imaging procedures, the incumbent makes independent creative decisions on how to best attain

- quality images on patients of a variety of sizes with various pathological ailments;
- Uses the A.L.A.R.A Principle (As Low As Reasonably Achieved) radiation exposure;
 - Respects the client's individuality as a person and respects their cultural differences;
 - Collects and documents statistics as requested;
 - Ensure that the patient is a candidate for the examination, explains and educates the patient and/or their family on the procedure to ensure consent is obtained;
 - Ensure the patient fully understands any risks associated with the procedure;
 - Determines the possibility of pregnancy prior to doing the examination, notify the referring physician and documents such;
 - Provides all required positions for the examinations ordered, in accordance with the Radiology Procedure Manual, with flexibility to accommodate the patient's limitations;
 - Review all images for quality and completeness prior to sending for Radiologist reporting;
 - Advocate the dignity and respect of all patients;
 - Respect cultural diversity;
 - Uses initiative to provide special or added views necessary to aid in the diagnosis, without the direction of a Radiologist on site;
 - Ensures that the personal information of the patient is only shared with their permission or as legally required;
 - Ensures all consent forms for invasion tests are thoroughly explained and signed by the client and physician prior to the procedure;
 - Establishes good communication with the patient, showing respect and dignity while providing privacy;
 - Notifies the physician/nursing staff immediately if a patient's pathological or traumatic condition requires immediate medical attention or if continuing the procedure jeopardizes everyone's safety. Documents notifications appropriately;
 - Maintains and troubleshoots hundreds of thousands of dollars' worth of imaging equipment, and reports any malfunctions to the supervisor immediately; documents findings plus follow-up maintenance in the appropriate log book;
 - Reports any known or possible incidents/risks to the Supervisor immediately, and completes the forms correctly;
 - Consults with the referring physician, or the doctor on-call, regarding unexpected atypical findings and documents this;
 - Ensures safe storage, handling and processing of all films and toxic chemicals;
 - Performs daily, weekly, monthly and yearly quality control testing and document such;
 - Ensures all requisitions, hard copies and the Radiologist's reports meet all medico-legal requirements. Documents exceptions appropriately;
 - Works a rotational standby schedule with equal sharing of statutory holiday coverage;
 - Follows universal precautions for Isolation and Operating Room mobile cases;

- Assist patients to achieve their optimum level of health;
- Advocate for the dignity and respect of all clients;
- Promote autonomy of patients and help them to express their health needs and values to obtain appropriate information and services;
- Apply and promote the principles of equity and fairness to assist patients in receiving unbiased treatment, and a share of health services and resources appropriate to their needs;
- Assess the patient for physical needs and abilities;
- Research, develop, revise and evaluate on an ongoing basis, educational resources necessary to support patients;
- Demonstrate patient and family centered care and quality principles in the provision of services to patients and families;
- Participates in committees, task forces, and research projects related to DI programs;
- Evaluates films for technical and diagnostic quality to ensure an accurate diagnosis;
- For Special procedures, follows sterile technique, ensures equipment is functioning properly and prepares for adverse reactions;
- For an IVP, ensures all allergies are documented and the physician notified. If client has diabetes, follows the “Metformin” policy. For adverse reactions, follows the emergency procedure and documents;
- Maintains BLS certification;
- Maintains Licensure in good standing and commits to Life Long Learning;
- Understands how to operate and troubleshoot the PACS system, and knows or is willing to learn the super user requirements;
- Ensures crash cart is in the room prior to commencement of IVP procedures;
- Must be able to move at least 25 kg (50lbs) without assistance;
- Must be able to operate equipment overhead for multiple procedures during the day;
- Must be able to complete x-ray workload units for full-time technologist (19 exams/day);
- Act in a manner consistent with their professional responsibilities and standard of practice.

2. Quality Control and Quality Assurance: Conforms to federal radiation safety regulations as set out in Safety Code 35 from the Radiation Protection Bureau Health Canada in order to maintain image quality and ensure a safe working environment for patients and health care professionals.

Main Activities:

- Assist in the daily monitoring and documentation of equipment functions. Troubleshooting within the scope of practice and identified by Quality Control tests;
- Identify problems which cannot be corrected on site, consult with the Diagnostic

- Imaging Supervisor to arrange repair or obtain advice to correct the problem;
- Perform support staff duties as required to maintain consistent departmental records;
- Act as a source of reliable and current radiology information to the staff and practitioners of HRHSSA;
- Participate in the Accreditation process;
- Assists in the planning, revising of program structure with a focus on continuing quality improvement.

3. The incumbent works effectively as part of the Multi-disciplinary health care team.

Main Activities:

- Maintains communication guidelines between the departments, other agencies and medical staff; plus good rapport with Supervisor, co-workers and all members of the Multi-disciplinary team;
- Participates on committees;
- Attends other departments' in-services;
- Organizes bookings, supplies and consultations with the local physicians during the Radiologist's visit;
- Provides clear and precise instructions while maintaining the respect and dignity of all clients;
- Helps to organize and promote Medical Radiation Week for staff, clients and visitors;
- Provides technical expertise, department's policies and procedures, patient protocols and examination requirements to all medical and non-medical personnel of the HRHSSA and the outlying communities;
- Responds to call-backs in a professional and timely manner;
- Competently fulfills the responsibility/acting position during the supervisor's absence;
- Coach, train and support relief staff;
- Provides coaching and leadership to peers, students and other members of the health care team to develop skill levels necessary to achieve the standard of care.

4. The incumbent perform all clerical duties:

Main Activities:

- Faxing of reports to external sources when results become available to ensure patient procedures booked in Edmonton are able to be completed;
- Operates computer hardware and software to ensure effective departmental operation;

- Address all incoming calls to designated work areas including inquiries from clients and outside departments/facilities;
- Keeps patient information and filing system accurate and up-to-date;
- Keeps teaching files up-to-date;
- Schedules all appointments correctly and accordingly;
- Re-directs reports to appropriate health centers, other agencies that cannot access the reports electronically and/or require a copy for scanning and linking in the EMR;
- Prepares films or CD's of images to be sent out when the client requires treatment outside the NWT;
- Knows and teaches the nursing staff the routine for emergency reporting;
- Uses courteous and efficient telephone manners;
- Maintains computerized radiology program and paper ledger for patient records, results and reports for distribution and tracking;
- Import previous images into PACS and correctly links them to the patient chart for comparison review by radiologist.

POSITION ROLE IN CLIENT & STAFF SAFETY:

The HRHSSA is committed to creating a culture of safety throughout the organization. A culture of safety is necessary to provide optimal care to our clients, and a healthy workplace for staff. An organization with a culture of safety is characterized by several elements:

- Client-centered care;
- Healthy workplace;
- Open communication; and a
- Blame-free and accountable environment.

All staff throughout the organization shares the responsibility for client and staff safety by:

- Demonstrating a commitment to safety;
- Complying with safety policies, procedures and best practices;
- Identifying and reporting safety issues; and
- Participating in safety initiatives.

Commitment to Client Centered Care

Recognizing that our clients are the experts for their own lives, the Hay River Health & Social Services Authority (HRHSSA) is committed to support our clients as leaders to accomplish the goals that they have set out for us in their personal care. The (HRHSSA)

will endeavor to provide client centered care through the following:

- Involving clients in their care by reducing barriers that may inhibit our ability to help them.
- Providing a culture that will ensure clients have a voice and participate in their own personal care.
- Empowering clients through improving client satisfaction, enhancing the quality of care and ultimately the quality of life for our clients.
- Focusing on the experience of the client from their perspective and listening to their needs.
- Fostering collaboration between the client and organization by working together to achieve our goals.
- Providing continuous dialogue with the clients to ensure that each and every client is seen as a unique individual.
- Ensuring staff are provided with the training and tools required to complete the best job possible.

Criminal Record Check

Employment with the Hay River Health & Social Services Authority is contingent on providing a satisfactory criminal record check including the vulnerable sector check to the Human Resources Office prior to the official start date of a position.

KNOWLEDGE, SKILLS AND ABILITIES

Medical Radiological Technologist: Must be a graduate of an accredited program in medical radiation technology and registered as a member in good standing with the CAMRT (Canadian Association of Medical Radiation Technologists) or similar recognized Provincial body. A minimum of 2 years postgraduate experience is preferred, with a sound knowledge of anatomy, positioning, physiology, pathology, radiobiology and protection, radiation physics, film critique, the CAMRT Standards of Practice and the ability to use various modalities. The ability to do quality control tests for troubleshooting of all equipment.

The incumbent must be flexible in order to get the job done – whether to cover for absent staff, adapt to equipment breakdown, middle of the night callbacks and still report to work the next morning for a full day's work or fill the supervisor's position, if absent.

The incumbent must have a sound knowledge and understanding of pathologies that may affect internal structures.

The incumbent must be able to use clinical information provided by the referring practitioner to determine specific areas to be imaged based on patient symptoms.

The incumbent must be able to perform QC measures on all DI equipment.

The MRT must be able to deal with the pressure to produce the images required for a study thoroughly and optimally within a set length of time. This can be hampered by patient physical size and age, lack of adequate patient preparation, patients arriving late for appointments and some patients with limited English skills.

The incumbent must have knowledge of radiation hazards and constantly practice radiation safety precautions, as outlined in Safety Code 35.

The MRT must be able to work well in a team environment. Communicate effectively in both written and verbal format, with medical and non-medical personnel and all clients, in order to contribute to the effective and efficient operation of the Diagnostic Imaging department.

The MRT must be able to work independently and must use good judgment in making appropriate and quick decisions in a professional manner.

The incumbent must have strong organizational and interpersonal skills, and courteous telephone manners.

The incumbent must possess computer literacy and have knowledge of diagnostic imaging software. The incumbent must also have working knowledge of the RIS.

The incumbent must be aware of the importance of confidentiality and follow the established policy of the HRHSSA.

Knowledge of PACS and how it integrates with internal RIS to troubleshoot issues.

Continuing education credits are required to maintain standards and stay current in new technologies and techniques in this dynamically changing professional environment. The incumbent must practice safety precautions for lifting and moving heavy patients and equipment.

The incumbent must have the ability to control personal emotions or bias to whatever the situation might be. Show confidence, common sense and analytical thinking as well as motivation.

This discipline, in a northern workplace, requires the incumbent to have an awareness and sensitivity to the cross-cultural needs of the clients. Also, a Diagnostic Imaging department with no Radiologist on-site, places great demands on the ability of the individual to work independently and provide expertise beyond the normal scope of the discipline. The Medical Radiological Technologist should be able to recognize severe atypical findings and initiate the appropriate action (contact the referring physician

immediately). Failure to do so, directly impacts upon the care, treatment and ultimate morbidity of the patient.

HRHSSA requirements: CPR, WHMIS, Fire training, Fire and Disaster Plan routines, Internet and e-mail application, BIP, Respectful Workplace, HIA, Customer Service, OH&S Awareness, Handwashing, NVCI, Infection Control, Fire Training, Workplace Bullying, ERHA and Alcohol and Drug policy awareness.

WORKING CONDITIONS

Working conditions identify the **unusual and unavoidable** externally imposed conditions under which the work must be performed and which create hardship for the incumbent.

Physical Demands

| | | | |
|---|----------------------------|-------------|----------|
| Working with equipment above shoulder height generating enough force to move 25 kg (50lbs) on overhead tracking multiple times daily) | daily | 3 –6 hours | High |
| Lifting heavy equipment and patients | daily | 3 - 6 hours | High |
| Must be able to move 25 kg (50lbs) | | | |
| Transferring and assisting patients to move into specific positions during assessment and test | daily | 5 – 7 hours | Moderate |
| Bending and working in awkward positions while on hard floors | daily | 3 – 6 hours | High |
| Standby & callbacks | Minimum of alternate weeks | 24/day | Severe |
| | | | |

Environmental Conditions

| | | | |
|---|-------|---------|----------------|
| Exposure to communicable diseases, blood, body fluids, etc. | daily | 7 hours | High to Severe |
| Exposure to toxic chemicals | daily | 7 hours | Low to Mod |
| Exposure to ionizing radiation | daily | 7 hours | High |
| Constant low level noise from equipment | daily | 7 hours | Low |
| Working in a crowded work space | daily | 7 hours | Moderate |
| | | | |

Sensory Demands

| | | | |
|---|-------|---------|------|
| The MRT is required to use the combined senses of touch, sight and hearing with constant observation of the patient's well-being during the examination | daily | 7 hours | High |
| Intense visual concentration | daily | 7 hours | High |
| Intense audio concentration | daily | 7 hours | High |

Mental Demands

| | | | |
|---|--|-----------------------|------------------|
| Patients coming into the department are often very ill or have severe trauma. The incumbent may be exposed to death/dying or other emotionally disturbing experiences but must remain calm, controlled and professional to work effectively with other health care team members. The incumbent must also demonstrate compassion for the client and their family while providing quality care. | This may not happen daily but the possibility always exists daily | 24 hours/day | Severe |
| On standby, a minimum of 7 nights on-call, has a significant impact on family and social life. When lack of second technologist; the incumbent is required to be on-call until relief is available – this can be 30 continuous days or more. Standby also contributes to a lack of sleep during the regular work week. | alternate weeks | 24 hours/day | Severe |
| Exposure to severe trauma | Varies | 3-9 hours per episode | Severe |
| Exposure to emotional trauma | Varies | 3-9 hours per episode | Severe |
| Dealing with patient anxiety | Daily | 3 hours | Moderate |
| Perform very personal examinations | Daily | 3 hours | Moderate to High |
| Working independently, making decisions in high pressure situations. Performing procedures and assessing diagnostic results while dealing with distractions (phone calls and inquiries from practitioners and support staff) all while maintaining an appropriate work pace. | Daily | 7.5 hours | Moderate to High |

Frontline staff can experience a volatile work environment; after hours the work is completed remotely from other staffs. Abusive patients, people under the influence of alcohol and/or drugs and RCMP escorts are part of the day to day operation. There is a concern for safety and well-being which may cause extreme levels of stress on the incumbent both during and after work hours.

Daily

7.5

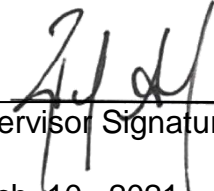

High to Severe

The incumbent has a significant lack of control over the work pace due to staff shortages, physicians' ordering, and frequent interruptions that may lead to mental fatigue or stress. There is pressure to produce optimal images on the first attempt, which will be hampered by the patient's size, age, mental or physical condition, and lack of preparation or the inability to speak or understand English.

The MRT delivers these services (24 hours a day when on call too) without a Radiologist present to give the attending physician an immediate result. There is a great deal of pressure to help find an urgent diagnosis or to give an inquisitive patient an answer, which goes beyond our realm of authority and expertise. This causes significant levels of mental stress and fatigue.

CERTIFICATION

Position Number:

| | |
|---|---|
| <p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p> | <p>Manager Diagnostic Services _____ Supervisor Title</p> <p> _____ Supervisor Signature</p> <p>March 10, 2021 _____ Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p> |
| <p> _____ Director/Chief Executive Officer Signature</p> <p>March 30, 2021 _____ Date</p> <p>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</p> | |

The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.

Editorial – August 2014
Logo, scope, commitment statement – May 2017
Editorial/Format – April 2019
Editorial – March 2021