



Government of
Northwest Territories

Department	Position Title	
Northwest Territories Health and Social Services Authority	Diagnostic Imaging Team Lead	
Position Number(s)	Community	Division/Region(s)
47-4972	Inuvik	Health Services/Diagnostic Imaging/Beaufort-Delta

PURPOSE OF THE POSITION

Provides oversight for diagnostic x-ray, ultrasound, electrocardiogram (ECG) and mammography services to clients/patients and coordinates the day-to-day operations of the Diagnostic Imaging Department (DI) in accordance with established standards of radiological practice and the philosophy and objective of the Northwest Territories Health and Social Services Authority (NTHSSA) to ensure that quality images are produced which aid the Radiologist during the accurate and timely diagnosis of patients.

SCOPE

The Beaufort-Delta Region administers all regional health and social services delivered through the Inuvik Regional Hospital (IRH), an accredited facility, seven community health centers; and fourteen sites, including a public health clinic, and elders facility, social services and dental therapy offices, and various group homes. The Beaufort-Delta Region provides and supports the delivery of health care services to adults and children on an inpatient, outpatient and outreach basis in order to enhance health community well-being through excellence, accountability and respect for regional diversity.

Located within the IRH and reporting directly to the Manager of Health Services the incumbent utilizes x-ray and mammography equipment to produce high quality images required by the Radiologist to complete accurate diagnosis of patients. In addition, the incumbent oversees the delivery of radiological services through one Medical Radiological/Mammography Technologist, one Sonographer.

The DI Team Lead coordinates the daily flow of patients through the department with the Clerk Receptionist, Medical Radiological/Mammography Technologist, and the Sonographer. This includes reviewing schedules, booking add-ons and ensuring adequate staff are available for all procedures. The DI handled approximately 6000 exams per year, of which 1500 are ultrasounds. Clients/patients of the DI are referred by Physicians.

As there is no Radiologist permanently located in Inuvik the incumbent works closely with the local Physicians to ensure the consistency and quality of all x-rays, mammograms and ultrasounds produced within the IRH.

The incumbent manages all operation of the Picture Archiving Communication System (PACS) and Radiological Information System (RIS), and troubleshoots all machines and processing problems, as well as coordinates the preventative maintenance on contracted equipment. The incumbent has a signing authority of up to \$5,000 and manages a \$750,000 budget.

The DI Team Lead may provide functional expertise to nurses within seven communities in the Beaufort-Delta region during the production of basic x-rays (extremities and chests) in the communities. This may require occasional visits to individual communities to provide hands on training or assessment.

Within the DI all Radiological Technologists will be required to provide on-call coverage on a rotational basis during the evening and weekends to provide x-rays. Supervisor is expected to perform when needed x-rays, mammography and ECG exam coverage.

RESPONSIBILITIES

- 1. Oversees and coordinates the delivery of the diagnostic imaging services within the IRH to ensure that quality images are produced for review and diagnosis by referring physician or Radiologist.**
 - Schedule (and/or delegate the scheduling of) all procedures and ensure that appropriate equipment, tools, and supplies are available for the scheduled procedures accordingly,
 - Arrange for the delivery of special clinics (mammography) and book procedures accordingly,
 - Ensure that the stock of departmental supplies (medical and non-medical) is adequate and order supplies as required,
 - Ensure that work areas and technical staff work habits meet the operating and safety standards as identified in the Health Canada Radiation Protection Bureau codes and
 - Collect and interpret department statistics for management.

- 2. Using x-ray and mammography equipment the DI Team Lead performs diagnostic examinations that will accurately demonstrate pathology, broken bones of the patient to the referring physician and Radiologist where appropriate. Exams are carried out in accordance with policies and procedures developed by the NTHSSA, Sonography Canada and the Canadian Association of Medical Radiation Technologists (CAMRT).**
 - Ensure patient is a candidate for the examination and understand the procedure (i.e. explain/educate),
 - Review patient history and question the patient to obtain relevant information required before performing the examination(i.e. history and symptoms),
 - Advocate the dignity and self-respect of patients,
 - Promote the autonomy of patients and help them to express their health needs and values to obtain appropriate information and services,

- Process examinations and evaluate the exam for technical and diagnostic quality (this may include discussions with the Radiologist or referring Physician to outline procedures followed),
 - Safeguard the trust of the patients that information learned in the context of the professional relationship is shared outside the health care team only with the patient's permission as or legally required, and
 - Act in a manner consistent with their professional code of conduct and standards of practice.
- 3. Monitor the quality of all images (x-rays, ECGs, ultrasounds and mammograms) within the DI and identify training requirements of staff in order to effectively meet the diagnostic needs of patients.**
- Provide functional expertise and direction to nurses (or others) within the communities, over the telephone or through annual teaching courses, to assist in the production of high quality x-rays in the community health centers,
 - Train and orient new staff to procedures of the Beaufort-Delta Region and training on the computer system (including PACS IRS) used with the DI,
 - Maintain and review the technical procedures manual with Technologist and Radiologists, making Technologists and health center employees aware of any changes the Radiologists want to implement.
 - Develop and implement departmental operating procedures and policies
 - Recommend revisions and implement policies and standards of practice within the DI.
 - Support community health center nursing staff and perform audits on the equipment and appropriate usage of equipment and technique.
- 4. Performs quality control tests on ultrasound equipment and radiological equipment in order to maintain image quality and to ensure a safe environment for patients and health professionals**
- Trouble-shooting as indicated by QC results,
 - Preventative maintenance provided by the vendor every 6 months.

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

Lifting and assisting patients to move into specific positions during patient assessment and testing.

(Intermittently throughout the day - Moderate)

**Moving and lifting of heavy radiological equipment during patient assessment and testing (often lifting equipment above shoulder height)
(Daily - 3- 4 hours - High)**

Environmental Conditions

**Exposure to communicable disease, blood, body fluids, etc. during patient testing.
(Daily - 2-3 hours - Moderate)**

Exposure to ionizing radiation

**Unavoidable exposure to low levels of ionizing radiation during x-ray examinations (most avoidable - i.e. behind protective screens)
(Daily or as required - 3-4 hours - Low)**

**Constant low level noise from equipment
(Daily - 7.5 hours - Low)**

Sensory Demands

**As a Radiology Technologist the incumbent will be required to use the combined senses of touch, sight and hearing during on-going assessment and continuous observation during testing.
(Daily as or required - 3-4 hours - Moderate)**

Mental Demands

**Patients coming into DI are often very ill or have experience severe trauma. As such, the incumbent may be exposed to death/dying or other emotionally disturbing experiences where the incumbent is expected to remain calm, controlled and professional regardless of the situation and demonstrate compassionate care the client, family and other members of the health care team.
(7.5 hours per day and after hours - Moderate)**

Within the DI there is pressure to produce optimal images within a set length of time. This is hampered by: physical size and age of patient, lack of adequate patient preparation, patients arriving late for appointments and some patients may have limited English skills.

In addition, within the health care setting there can be significant lack of control over the work pace, with frequent interruptions that may lead to mental fatigue or stress

When on standby the incumbent will often be called back which has a significant impact on personal and social life.

The DI Team Lead must be motivated and innovative in the area on continuing education and in encouraging the professional growth of the self.

KNOWLEDGE, SKILLS AND ABILITIES

- A seasoned knowledge of radiology and an ability to effectively use varied types of diagnostic equipment required to produce quality images for diagnosis of the patient by a Radiologist.
- The DI Team Lead must have an extensive knowledge of quality control process in order to control, troubleshoot and repair equipment as necessary and to do QC testing as required.
- A seasoned knowledge of and an ability to efficiently operate a PACS IRIS.
- Knowledge of education principles related to adult learners required to develop and deliver subject specific training and development.
- An ability to operate desktop computers in order to produce written documents, assess and manipulate information within spreadsheets and databases, conduct research over the internet and send/or receive electronic mail.
- The incumbent must be able to communicate effectively. This includes being able to get one's point across to both medical and non-medical individuals.
- The incumbent must be aware of the importance of confidentiality and privacy and be able to keep personal medical information private and confidential at all times.

Typically, the above qualifications would be attained by:

This level of knowledge is typically acquired through the successful completion of an accredited Radiology program, five years related radiology experience, mammography experience, and registration with the Canadians Association of Medical Radiation Technologists (CAMRT).

ADDITIONAL REQUIREMENTS

Beaufort-Delta Regional Requirements

Within the IRH all health care providers must be able to acquire within a reasonable time frame and remain current with the following training and certifications;

- WHMIS
- Back Logic
- Fire training, and
- Certification in basic CPR.

Assets would include:

- Non-violent Crisis Intervention
- Advanced Certification in Radiology (ACR) from CAMRT.

Position Security (check one)

- No criminal records check required
- ✓ Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applies)

- French required (must identify required level below)
Level required for this Designated Position is:
ORAL EXPRESSION AND COMPREHENSION
Basic (B) Intermediate (I) Advanced (A)
READING COMPREHENSION:
Basic (B) Intermediate (I) Advanced (A)
WRITING SKILLS:
Basic (B) Intermediate (I) Advanced (A)
- French preferred

Aboriginal language: Choose a language

- Required
- Preferred