



UNION JOB DESCRIPTION

JD1674

JOB TITLE:	Supervisor, Computed Tomography	JOB DESCRIPTION NO.:	P.CI.46500.003
CLASSIFICATION:	Radiological Technologist S2 - Up to 8 FTE	GRID/PAY LEVEL:	H-D-S2A
COLLECTIVE AGREEMENT:	Health Science Professionals	HSCIS NO.:	46921
UNION:	HSA	JOB/CLASS CODE:	46921
PROGRAM/DEPARTMENT:	Medical Imaging	BENCHMARKS (If Applicable):	
REPORTING TO:	Leader		
FACILITY/SITE:	Vancouver Island Health Authority (Nanaimo Regional General Hospital, Cowichan District Hospital)		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority, patient safety is a priority and a responsibility shared by everyone at VIHA; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position

Reporting to the Leader, and working in a computerized and digital imaging environment, the Supervisor, Computed Tomography coordinates and supervises the day-to-day activities for the assigned Computed Tomography services; provides direction to assigned staff, including technologists and students; reviews, updates, recommends changes, and ensures adherence to clinical and administrative policies and procedures; prepares and reviews annual performance appraisals for assigned staff as required and provides ongoing feedback on clinical performance to staff and students; maintains currency with new technical and clinical information and procedures; and implements established administrative and clinical policies and procedures.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Performs Computed Tomography examinations/procedures and other related patient care functions, modeling best practices and adherence to established policies and procedures.
2. Assigns, schedules, supervises and evaluates designated staff. Participates in the recruitment of staff as required. Directs, supports, coaches and mentors designated staff, reporting significant performance issues to the Leader. Conducts employee evaluations and prepares written appraisals for designated staff. Submits evaluations to Leader for review.
3. Coordinates the day-to-day Computed Tomography activities within the assigned area by performing supervisory functions such as scheduling and directing the performance of daily duties, developing activity and case loads, managing attendance and maintaining the on-call rotations. Approves overtime and vacations and leaves of absence in accordance with established procedures, referring all special leave requests or contentious overtime or absence requests to the Leader. Maintains policy and procedure manuals for assigned Computed Tomography services. Compiles and submits regular and timely reports regarding assigned Computed Tomography services to the Leader, including opportunities for improved efficiencies and areas of concern.
4. Ensures designated staff understand and follow Medical Imaging and VIHA policies and procedures by implementing, communicating and monitoring administrative and clinical policies and procedures. Submits recommendations for changes to policies and procedures to Leader for discussion/approval and participates in developing and updating policies and procedures. Advises and instructs staff regarding implementing new and revised or modified procedures, methods, technological developments, supplies and equipment as required.

5. Organizes and participates in the delivery of orientation and training opportunities for staff, students and others as required. Coaches and mentors staff to meet established standards, policies and procedures. Organizes, develops and delivers in-service training for Computed Tomography services as required.
6. Operates multiple computerized applications related to Picture Archive & Communication System (PACS) and Hospital Information System / Radiology Information System (HIS/RIS), including using a personal computer with a suite of office applications, such as Microsoft Word and Excel, and internet access.
7. Provides a variety of administrative duties in support of the operational budget for assigned Computed Tomography services by performing duties such as monitoring and controlling expenditures to ensure adherence to approved budget and reports variances to the Leader. Provides input to the Leader regarding capital and operational budget requirements for assigned Computed Tomography services, regularly and as requested.
8. Oversees and ensures the maintenance of the inventory of supplies and equipment within assigned area. Orders additional supplies and equipment, as budgeted, by completing stores/purchasing requisition forms and forwarding to the appropriate department for processing as required and in accordance with established procedures.
9. Responds to reports regarding equipment malfunctions by assessing extent of maintenance/repair required, determining requirement to remove equipment from use, and reporting problems and recommendations to Leader.
10. Participates in the development of goals and objectives for Computed Tomography services incorporating the mission, vision, values, philosophy, policies, and standards of the VIHA. With the approval of the Leader, develops and implements appropriate plans to meet these goals and objectives.
11. Carries out quality assurance activities and projects, analyzing, investigating, and acting upon information received through incident reports, evaluations and other data, including collecting and compiling statistical data for research and evaluation purposes, such as workload units and examinations performed. Works with the Leader to develop outcome measures for assigned Computed Tomography services.
12. Demonstrates personal initiative in maintaining professional currency and skills by participating in relevant educational activities, as required. Conducts research as assigned, including literature reviews pertaining to the evaluation of current Computed Tomography policies, practices and technologies. Assesses the application of developments in Computed Tomography technologies and practices as required and reports observations, conclusions and recommendations to Leader.
13. Ensures adherence to safe practices and procedures and compliance with Workers' Compensation Board regulations and standards, including maintaining records of current Material Safety Data Sheets and compliance with Workplace Hazardous Material Information System. Communicates and interprets regulations and standards to designated staff.
14. Cooperates and collaborates with the Occupational Health & Safety Committee, by performing regular workplace inspections, investigation of injuries and related documentation, and participating in fire prevention and disaster plans as required.
15. Ensures a safe and healthy working environment by observing universal precautions and infection control procedures; removing obvious hazards; reporting faulty equipment, accidents, injuries and near misses; and adhering to and enforcing rules regarding safety.
16. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Graduation from an approved Radiology Technologist diploma program.

Eligible for membership in the Canadian Association of Radiation Technologists (CAMRT).

CAMRT specialty certification in Computed Tomography Imaging (CTIC).

Successful completion of recognized management/leadership/supervisory courses, plus three (3) years recent, related experience, including two (2) years of Computed Tomography experience and one (1) year supervisory experience in an acute health care setting, or an equivalent combination of education, training and experience.

Skills And Abilities

- Effective organizational and supervisory skills.
- Foster and promote good public relations.
- Coach, mentor and teach.
- Problem solve and resolve conflict.
- Deal with others effectively.
- Work as part of a team, with other staff, and with patients/clients and caregivers/families.
- Utilize sound judgment, tact and empathy.
- Demonstrated proficiency in all routines and equipment relevant to the assigned computed tomography services.
- Prioritize and organize work for self and others.
- Effective interpersonal, verbal and written communication skills.
- Physical ability to carry out the duties of the position.
- Ability to operate related equipment, including a computerized systems and a variety of software applications.