UNION JOB DESCRIPTION

JD4519

JOB TITLE:	Imaging Systems Administrator	**JOB DESCRIPTION NO.:**	4519
CLASSIFICATION:	Memoranda /Miscellaneous Rate Grid 11	**GRID/PAY LEVEL:**	P 11
COLLECTIVE AGREEMENT:	Health Science Professionals	**HSCIS NO.:**	69911
UNION:	HSA	**JOB/CLASS CODE:**	SI: 60726 CNI: 69911R
PROGRAM/DEPARTMENT:	Medical Imaging	**BENCHMARKS (If Applicable):**	
REPORTING TO:	Leader, Medical Imaging Clinical Informatics		
FACILITY/SITE:	Royal Jubilee Hospital; Victoria General Hospital; Saanich Peninsula Hospital; Cowichan District Hospital (Quw'utsun Valley Hospital); Nanaimo Regional General Hospital; Oceanside Health Centre; West Coast General Hospital; North Island Hospital, Comox Valley Campus; North Island Hospital, Campbell River and District		

JOB SUMMARY:

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

Reporting to the Leader, MI Clinical Informatics, and working within a multi-site operation in Medical Imaging (MI), the Imaging Systems Administrator ensures and maintains PACS and RIS data accuracy and integrity, ensures that PACS projects are maintained on target with the regards to functionality, and timetable deliverables. Identifies, plans, evaluates, recommends, reviews, and implements workflows and technology upgrades, replacements and modifications to MI PACS systems, MI result creation and delivery systems, and other MI information systems, including but not limited to primary and secondary diagnostic workstations. Develops and creates educational materials, and coordinates and delivers in-service presentations, trainings, and educations.

The Imaging Systems Administrator works in collaboration with an integrated team, and delivers the day-to-day operations of Electronic images, (PACS), including the integration to the Radiology Information System (RadNet). Troubleshoots, analyzes, develops, implements, deploys, and maintains image acquisition, management, archive, display, result creation and delivery systems, and a fleet of primary and secondary diagnostic workstations.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Coordinates, leads, manages and monitors assigned MI projects. Work includes project schedules/ plans, ensures that the projects are maintained within scope, on budget and within approved time frames. The incumbent shall report project variances to the MI Clinical Informatics leader as necessary. Follows proven project management methodologies, protocols and procedures from initiations to completions, including plans for after completion operation supports.

2. Analyzes and recommends on teleradiology opportunities for electronic imaging. Upon approval, designs and implements the required hardware and software configuration to support such activity.

3. Develops specifications of functionality for processes and system enhancement requests, suggestions and changes to current and future applications by gathering detailed information from the business units. Recommends modifications to systems and/or business processes to improve workflow efficiencies and the quality of patient care. Develops and creates related educational materials in collaboration with the integrated team. Coordinates and delivers in-services, trainings, and educations to staff.

4. Installs, upgrades, and maintains PACS servers, image review workstations, and image capture devices. Monitors and tracks day-to-day operations of Medical Imaging systems supporting PACS. Troubleshoots issues in the PACS and RIS as they arise.

5. Administers and maintains day-to-day operations of MI PACS, RIS, and other MI systems, result creation and delivery systems, and other MI operational and informational systems Ensures and maintains data accuracy and data integrity. Troubleshoots, analyzes, implements, deploys, maintains, and operationalizes various MI systems and workstations. Provides technical consulting advice to MI staff, Radiologists, and other Island Health staff for imaging equipment, computers and electronic imaging devices. Collaborates and engages various other departments and teams within and outside of Island Health.

6. Works collaboratively with the Leader and Integrated Team in the development and implementation of disaster recovery procedures for MI servers and workstations.

7. Engages with imaging systems vendors and internal corporate customers on system issues and functionality.

8. Communicates and documents all system failures, unusual delays, financial impacts, and impacts to patient care, to the Leader, Clinical Informatics.

9. Provides basic end user support such as patient registration, order entry, exam management, transcription, case sign out and interfaces to PACS. Perform user and data access/usage audits. In accordance with the PACS Team and the IS Help Desk policies, assists with the development and implementation of department help/troubleshooting processes.

10. Participates and/or provides input and information on corporate committees, task forces, and teams, as assigned. Makes presentations to internal/external partners on departmental initiatives as assigned.

11. Maintains familiarity with industry developments and advancements and recommends course of action for their application within Island Health.

12. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

- Bachelor degree in a program such as, Health Information Science, Computer Science, Electrical Engineering or other relevant discipline; and,

  Five (5) years recent related experience, including a minimum of three (3) years supporting and administering medical imaging and clinical information systems within a patient care environment. This experience includes the following:

  - Technical experience in hardware/software medical imaging product development (PC and/or Unix); Network; Network methodologies; as well as application installation and maintenance in a networked environment;
  - Experience with Security policy and technology, and privacy policies;
  - Computer networking/systems integration experience with familiarity of databases;
  - Experience with PACS, RIS, DICOM/HL7 integrations, modality workflows, and enterprise imaging systems, Result creation, distribution and delivery system architectures and designs;
  - Experience in providing computer training and application end user support;
  - Previous project management experience;
- Valid BC Driver's license

An equivalent combination of education, training and experience will be considered.

Skills And Abilities

- Knowledge of Medical Imaging services, principles, procedures, and workflow.
- Demonstrated communication skills, both verbal and written.
- Demonstrated ability to manage meetings.
- Demonstrated ability to establish effective working relationships with medical, technical, operational, and vendor staff.
- Ability to work independently and as part of a multi-functional team.
- Knowledge of, and practice in, effective problem solving techniques.
- Ability to organize workload and priorities.
- Ability to utilize Imaging systems analysis and design procedures and techniques.
- Ability to utilize Imaging systems technology methodologies, analysis, and design techniques.
- Ability to utilize Business process analysis and re-engineering techniques.
- Ability to utilize Data modeling/entity modeling and process/event modeling.
- Physical ability to perform the job.
- Ability to operate a vehicle.