



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Northwest Territories Health and Social Services Authority	Medical Radiation Technologist/Laboratory Assistant	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
67-15276	Fort Smith	Diagnostic Imaging Services / Fort Smith

## **PURPOSE OF THE POSITION**

The Medical Radiation Technologist / Laboratory Assistant, provides diagnostic X-ray services and lab assistant duties to patients of the Diagnostic Services unit in accordance with established standards of radiological practice and the philosophy and objective of the Northwest Territories Health and Social Services Authority - Fort Smith Region, to ensure quality images are produced which aid the Radiologist during the accurate and timely diagnosis of patients.

## **SCOPE**

The Northwest Territories Health and Social Services Authority (NTHSSA) is the single provider of all health and social services in the Northwest Territories (NWT), with the exception of Hay River and Tłı̄chǫ regions, covering 1.2 million square kilometers and serving approximately 43,000 people, including First Nations, Inuit, Metis, and non-aboriginals. Health and social services includes the full range of primary, secondary and tertiary health services and social services including family services, protection services, care placements, mental health, addictions, and developmental activities, delivered by more than 1,400 health and social services staff.

While the Tłı̄chǫ Community Services Agency (TCSA) will operate under a separate board and Hay River Health and Social Services Agency (HRHSSA) will in the interim, the NTHSSA will set clinical standards, procedures, guidelines and monitoring for the entire Northwest Territories. Service Agreements will be established with these boards to identify performance requirements and adherence to clinical standards, procedures, guidelines and policies as established by the NTHSSA.

Under the direction of the Minister of Health and Social Services, the NTHSSA is established to move toward one integrated delivery system as part of the government's transformation strategy.

The NTHSSA - Fort Smith Region is responsible for the effective delivery of Primary and Emergent Health Care and Social Services to approximately 2,500 residents of Fort Smith and the surrounding area. The Regional facilities include one type C Health Facility and a 28 Bed Long Term Care Facility.

Unlike most major laboratories and radiological departments in southern Canada, the NTHSSA Diagnostic Services Department lacks an on-site pathologist or radiologist. In absence of these services, the incumbent acts as a resource (first contact) on laboratory and radiological related practice within the Fort Smith region. In addition, the incumbent is responsible for the quality of results from all tests to ensure that the findings are reliable.

Duties are performed in accordance with established standards of radiological and laboratory practice, Accreditation Canada Standards, Guidelines and Required Organizational Practices as well as the philosophy, objectives policies and procedures of the NTHSSA.

The NTHSSA - Fort Smith Region is an accredited facility, located in Fort Smith, Northwest Territories (NWT). Fort Smith provides health care services to adults and children on an inpatient/outpatient basis in order to restore health with dignity. The Diagnostic Imaging unit handles approximately 500 Diagnostic Imaging examinations on an annual basis.

Located within the Fort Smith Region, the Medical Radiation Technologist/Laboratory Assistant, (MRT) reports directly to the Regional Manager, Allied Health Services. As MRT most of the exams will be conducted on an individual basis where the incumbent works directly with the patient and is responsible for all images produced. The incumbent is responsible for ensuring the continued operation of all radiographic equipment. As well, this position will support the health care team by collecting laboratory samples on patients.

Within the Diagnostic Imaging unit the MRT will be required to provide on-call coverage during the evening and on rotating weekends to provide x-rays that follow established departmental protocols.

The incumbent acts to support the mission, goals and values of the NTHSSA and Fort Smith Region. Continuing education is required to stay current with the ever-changing technology.

## **RESPONSIBILITIES**

### **1. Perform radiology procedures in accordance with established policies and procedures, and governing bodies, to produce a high quality hard copy of images for diagnosis of the patient.**

- Demonstrate patient and family centered care and quality principles in the provision of services to patients, and families.
- Based on in-depth knowledge of human anatomy and radiographic procedures, make creative decisions on how to best attain quality images with patients of a variety of sizes and ailments.
- Ensure the patient is a candidate for the procedure, understands the procedure and explain the risks associated.

- Review patient history and question the patient to obtain relevant information required before performing the examination (i.e. history and symptoms).
  - Examine and evaluate images for technical and diagnostic quality.
  - Advocate the dignity and self-respect of patient.
  - Apply all methods and standards of radiation protection for patients and employees.
  - Obtain written patient consent for invasive procedures.
  - Promote the autonomy of patients and help them to express their health needs and values to obtain appropriate information and services.
  - Safeguard the trust of patients that information learned in the context of a professional relationship is shared outside the health centre team only with the patient's permission or as legally required.
  - Act in a manner consistent with professional responsibilities and standards of practice.
  - Provide direct patient care and support during all types of examinations.
  - Conduct administrative tasks or any other tasks, as required by the employer, related to the department and that would promote the mission, vision and values of Fort Smith and the NTHSSA.
- 2. Perform basic quality control tests in accordance with Safety Code 35 from Health Canada and by the Policies and Procedures of Fort Smith in order to maintain image quality and to ensure a safe environment for patients and health professionals.**
- Perform monthly monitoring of equipment.
  - Trouble-shoot equipment issues, within the incumbent's field of expertise.
  - Identify problems or concerns, notifying the Lead or Manager and consulting with field service engineers on potential resolution.
  - Complete minor maintenance on machines as required.
- 3. Perform other related duties.**
- Value diversity of the workplace and reflect on own values and beliefs and completes tasks without bias or prejudice.
  - Participate as team member within home unit and other units of Fort Smith Health Center to ensure optimal care for each client. Foster good working relationships throughout the facility.
  - Participate on regional and/or territorial committees as required.
  - Assist with orientation of new employees.
  - Maintain collection of statistical information.
- 4. Collect laboratory samples on patients as part of the health care team.**
- Collect blood using a closed collection system (e.g. Vacutainer system), needle with syringe, and/or micro-collection techniques following standard precautions.
  - Provide instructions to patients on the proper collection of biological samples to achieve quality or results.
  - Perform electrocardiograms (ECGs) following established standards of practice.
  - Sort and distributes biological samples collected and prepare biological samples for transportation to referral laboratories, adhering to established International Dangerous Goods Regulations.

- Access a computerized database of patient files to enable the correct entering for collection, distribution and tracking of patient results/reports.
- Assist to maintain and order inventory required for the laboratory.
- Perform laboratory equipment monitoring, cleaning and maintenance, ECG machine, centrifuges and refrigerators.
- Other related duties as required by the department.

## **WORKING CONDITIONS**

### **Physical Demands**

A significant amount of the incumbent's time is spent supporting and moving patients; manipulating cassettes, and lifting, moving and adjusting heavy equipment including overhead x-ray equipment and portable x-ray machine.

### **Environmental Conditions**

The incumbent is continuously exposed to infectious agents such as biological samples, human waste and sharps (i.e. hands on delivery of services as well as during training, orientation and review of samples (QC) and radiation (to a lesser degree) while producing x-ray images. There is also exposure to toxic/corrosive agents used doing the performance of duties, and to unpleasant odors from urine, feces and chemical reagents.

Although universal precautions are in place, the incumbent is continually exposed to low doses of ionizing radiation during x-ray examinations. Quarterly monitoring is done to ensure the incumbent's radiation exposure level is within limits. Investigation will be conducted on each known or suspected case of excessive or abnormal exposure to determine the cause and to take remedial steps to prevent its recurrence. The incumbent is required to work with ill, emotionally upset patients, patients with contagious diseases (TB, HIV, and Hepatitis) or open wounds.

### **Sensory Demands**

The incumbent will be required to use the combined senses of touch, sight and hearing during on-going assessment and continuous observation during testing.

### **Mental Demands**

Patients coming into Diagnostic Imaging are often very ill or have experienced a severe trauma. As such, the incumbent may be exposed to death/dying or other emotionally upsetting experiences where the incumbent is expected to remain calm, controlled and professional regardless of the situation and demonstrate compassionate care to the client.

Within the health care setting there is a significant lack of control over the work pace, with frequent interruptions and demands to collect and/or deliver samples in a specific timeframe. The incumbent may have to alter specific ways of doing tasks to adapt to a specific situation to ensure the needs of the client have been met.

There is pressure to produce optimal images within a set length of time. This is hampered by: physical size and age of the patient, lack of adequate patient preparation, patients in pain and/or shock, patients intoxicated and uncooperative patients arriving late for appointments and many patients with language barriers.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of Radiology and an ability to use varied types of diagnostic equipment required to produce quality images for diagnosis of the patient by the Radiologist.
- Knowledge of laboratory medicine with a focus on laboratory functions, principles and standards of practices including ECG's, medical terminology and the ability to operate and understand complex sample preparation and collection processes.
- Knowledge of, and an ability to, input and retrieve information from Laboratory Information Systems.
- Ability to produce high quality x-rays and an ability to efficiently operate a Radiology Information System (RIS) and Picture Archiving Communication System (PACS).
- Ability to communicate effectively, including being able to get one's point across to both medical and non-medical individuals.
- Ability to be sensitive to the geographical and cultural needs of the people and understand how community and culture impacts the delivery of health care.
- Ability to uphold the importance of confidentiality and to keep personal and medical information private and confidential at all times.

### **Typically, the above qualifications would be attained by:**

Diploma or Degree in Medical Radiation Technology with certification and registration with the Canadian Association of Medical Radiation Technologists (CAMRT), and the completion of a Medical Laboratory Assistant program, as well as two (2) years of experience; OR

Certification from an approved Combined Laboratory / X-ray Technologist (CLXT) or Certified Combined Technician (CCT) program or Medical Laboratory Assistant Program, and 2+ years of experience.

Other equivalencies may be considered.

### **ADDITIONAL REQUIREMENTS**

Certified as a Medical Laboratory Assistant in good standing with the CLMLS.

#### **Fort Smith Regional Requirements**

Within the Fort Smith Region, all health care providers must be able to acquire within a reasonable time frame and remain current with the following training and certifications:

- Safety Mask Fit testing
- Workplace Hazardous Materials Information System (WHMIS)
- Basic CPR

**Position Security**

- 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 applicable)

- 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

**Indigenous language:** Select language

- Required
- Preferred