



**IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Northwest Territories Health and Social Services Authority	Combined Laboratory/Radiology Technologist	
<b>Position Number(s)</b>	<b>Community</b>	<b>Division/Region(s)</b>
67-11062	Fort Smith	Primary Care, Acute and Allied Health Services /Fort Smith

**PURPOSE OF THE POSITION**

The position provides radiological and laboratory services within the Northwest Territories Health and Social Services Authority (NTHSSA) Fort Smith Region in order to ensure that medical practitioners have the diagnostic images and laboratory results which are necessary to diagnose, treat and manage disease.

**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.

This position reports to the Regional Manager, Primary Care, Acute and Allied Health Services and assists with collection of statistics and the need for supplies, equipment and resources.

The incumbent provides diagnostic services (laboratory and X-ray) including to but not limited to chemistry, hematology, microbiology, phlebotomy, specimen receiving/processing, taking and preparing x-ray images and electrocardiographs.

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. The Combined Laboratory/Radiology Technologist will be required to provide standby coverage on a rotational basis (with the Lab/DI Lead during the evenings and weekends to provide emergency diagnostic services).

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 Northwest Territories Health and Social Services Authority.

## **RESPONSIBILITIES**

- 1. Examine and analyzes a variety of biological samples using recognized international laboratory practices to ensure that medical and non-medical professionals have laboratory results required to diagnose, treat and manage disease.**
  - Organizes, prioritizes and verifies the accuracy of patient/sample information prior to processing.
  - Prepare and analyze samples using complex laboratory instrumentation and manual techniques.
  - Review, verify and release patient results through the Laboratory Information.
  - Arrange for the shipping of samples that require special handling and ensure that the NTHSSA adheres to established National and International standards for the transportation of dangerous goods.

- 2. Collects and analyzes laboratory samples and performs diagnostic tests on patients as part of the health care team.**
  - Collects blood using a closed collection system (i.e. Vacutainer), needle with the syringe, and/or micro-collection techniques following universal precautions
  - Performs ECGs, and glucose tolerance testing following established standards of practice.
  - Performs tests and procedures for inpatient and outpatient populations.
  
- 3. Using X-ray equipment, the incumbent performs diagnostic examinations that will accurately demonstrate pathology, broken bones, medical disorders or wellness of the patient to the referring physician and/or radiologist where appropriate.**
  - Ensure patient is a candidate for the examination and understands 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).
  - 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).
  - Ensure that all exam results are documented.
  
- 4. Monitor all Quality Control and Quality Assurance (QC/QA) procedures and practice to ensure that equipment is performing in accordance with acceptable standards and lab results or diagnostic images are accurate and reliable.**
  - Ensure laboratory instruments generate results within established parameters.
  - Ensure x-ray machines are functioning within acceptable parameters.
  - Report external QC issues to the Lead of Diagnostic Services or Manager as required.
  
- 5. Contribute to the continued maintenance of the laboratory and radiological equipment in order to minimize downtime and maintain productivity. This will aid in extending the life expectancy of the instruments thus avoiding costly repairs and/or replacement.**
  - Reporting and communication of critical values as per NTHSSA policies and procedures
  - Strict adherence to all infection control regulations and precautions
  - Provisions of accurate client record (i.e. identification through use of double identifiers
  - Reporting, investigation and follow up of all critical incidents as per NTHSSA policy and procedures
  
- 6. Performs Other Related Duties.**
  - Values diversity of the workplace and is able to reflect on own values and beliefs and completes tasks without bias or prejudice.

- Participates as team member within home department and other departments of Fort Smith Health Center to ensure optimal care for each client. Fosters good working relationships throughout the facility.
- Participates on regional and/or territorial committees as required.
- Assists with orientation of new employees
- Maintains collection of statistical information

## **WORKING CONDITIONS**

### **Physical Demands**

Much of the incumbent's time will be spent providing hands-on analysis of biological samples and producing x-ray images. Therefore the incumbent will need to be able to be on their feet and have to continuously bend over benches and equipment while performing review and analysis of samples and lifting of and supporting patients during x-ray examinations.

In addition, the incumbent is required to lift items ranging from 2kg to 10kg for stocking, storing or replacing of reagents/inventory on a daily basis. These activities result in moderate levels of physical stress on the incumbent on a daily basis.

### **Environmental Conditions**

Working within the Ancillary Services Unit, 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 a continuous risk of injury or ill health from exposure to toxic/corrosive agents used doing the performance of duties. The incumbent is exposed daily on an on-going basis to unpleasant odors from urine, feces and chemical reagents which can lead to headaches and/or nausea.

### **Sensory Demands**

Continuous periods of intense visual concentration are required to confirm the integrity of the samples (i.e. color, density, presence of contamination, volume) to determine if they are suitable for analysis (QC) and the production of x-ray images. Employee may be exposed to white noise generated from analyzers.

### **Mental Demands**

Within the Laboratory there is pressure to thoroughly and accurately analyze patient samples within a set length of time. This is hampered by; large number of samples, instrumentation limitations, testing outside of the laboratories scope, contaminated or unsuitable samples, etc. In addition, within the health care setting, there is a significant lack of control over the work pace, with frequent interruptions and competing (often urgent) demands that may lead to

mental fatigue or stress (i.e. processing of samples where results are required for immediate treatment decisions. This usually involves a life-threatening situation).

The incumbent is also required to frequently rotate through evening and weekend standby with the Laboratory/X-ray Technologists. While on standby, the number of callbacks is high (2-4 calls per week of on call), resulting in a significant impact on the incumbent's personal and private life as well as normal sleeping patterns.

The incumbent may have to alter specific ways of doing task to adapt to a specific situation to ensure the needs of the client have been met.

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

- Working knowledge of Laboratory Technologies and Principles, and Standards of Practice including venipuncture, ECG, medical terminology and the ability to operate and understand complex laboratory instrumentation in order to provide direct hands on laboratory services, provide direction and leadership to Technicians, and in order to analyze and interpret results to aid medical and nonmedical professionals in the diagnosis, treatment and management of disease.
- A working knowledge of Radiology and an ability to effectively use varied types of diagnostic equipment (i.e. x-ray machine) to produce quality images for diagnosis of the patient by a radiologist,
- An ability to operate desktop computers in order to produce written documents (word-processing), send and receive electronic mail and conduct research over the internet.
- The incumbent must be able to communicate effectively using "lay" terminology.
- The incumbent must be aware of the importance of confidentiality and be able to keep personal and medical information private and confidential at all times. The incumbent acts to support the mission, goals and values of the NTHSSA and Fort Smith Region.
- An ability to manipulate small samples and repair delicate instruments in confined spaces (i.e. well-developed motor skill).

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

This level of knowledge is typically acquired through the successful completion of a certification from an approved Combined Laboratory/X-ray Technologist (CLXT) or Certified Combined Technician (CCT) program.

### **ADDITIONAL REQUIREMENTS**

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

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

- Safety Mask Fit testing
- WHIMS
- Basic CPR

- Transportation of Dangerous Goods

**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 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

**Aboriginal language:** To choose a language, click here.

- Required
- Preferred