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The job catalogue contains general information only and is not intended to be used as an official VIHA job description. Job information and requirements are subject to change without notice.
AREA SUPPLY ATTENDANT

JOB SUMMARY
Performs tasks such as unpacking, checking, storing, and distributing supplies to user units and service areas according to established procedures. (Additional details below)

QUICK FACTS
The Wage

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<th>Year Range</th>
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<td>2008 - 2009</td>
<td>$18.01 per hour</td>
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<tr>
<td>2009 - 2010</td>
<td>$18.49 per hour</td>
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TRAINING / EXPERIENCE NEEDED
- Grade 12, plus one year of recent related experience or an equivalent combination of education, training, and experience.

SKILLS AND ABILITIES NEEDED
- Ability to organize work.
- Ability to deal effectively with a variety of contacts.
- Ability to communicate effectively both verbally and in writing.
- Physical ability to perform the duties of the position.
- Ability to operate related equipment.
- Ability to type at 50 w.p.m.

JOB TASKS - A SAMPLE
- Issues inventory by using standing requisitions and user generated requisitions. Maintains records of supplies delivered and returned.
- Monitors supply usage at each user unit and modifies quotas and standing requisitions based on utilization history. Modifies or creates requisitions and reorganizes and labels shelves and sections in user units, with consultation and input from user departments.
- Records and reports changes to the standing requisitions using the Computerized Material Management System (CMMS) and associated hardware.
- Answers supply usage and product availability questions from department managers and staff. Sets up new top-up areas with quotas and standing requisitions, with input from the user department and the CMMS.
- Maintains user department top-up area and carts tidy and organized. Checks for and removes all outdates and expired stock, replacing when necessary. Removes and replaces any recalled stock as required.
- Maintains designated area in Stores, keeping work area safe consistent with safety regulations and established department procedures. Keeps inventory organized, restocks shelves, opens boxes, rotates stock, and maintains inventory using the CMMS.
- Assists in product evaluations by removing old products from departments and issuing evaluation product to affected departments, ensuring product stock levels are maintained until the end of the trial.
- Receives logs, unpacks, and checks incoming materials, processes packing slips, and matches delivery memoranda to shipments for distribution to user units or appropriate warehouse location. The put-away functions for inventoried items includes verifying the accuracy of shipments against the printed copy of the delivery memoranda, notifying inventory control of any discrepancies, and counting and recording stock for inventory control.
- Receives and assembles materials for return to vendors by preparing appropriate waybills and Dangerous Goods documents, notifying selected carrier of pick-up, logging shipment, and completing documentation in the CMMS.
- Receives inventory orders from off-site departments, picks goods from appropriate location, prepares stock with proper packaging and labels for shipment to users, determines appropriate courier or delivery route, prepares paperwork as required, and submits documents for processing.
- Delivers inventory, direct purchase items and equipment, inter-site shipments, and other items to users as scheduled or requested.
- Sorts incoming mail and prepares outgoing mail for pick-up and processing at the mailroom.
- Performs other related duties as assigned.
AUDIOLOGIST

JOB SUMMARY
The Audiologist provides comprehensive audiological and amplification services, including diagnostics and treatment, to clients of all ages, with specialization in pediatric and special populations. The Audiologist works cooperatively with professionals, agencies and community members and groups in a multidisciplinary team approach to address hearing related needs of individuals, families and the community, following family-centred care principles. The position provides direct consultation and educational services to other professionals, community members and families and coordinates and implements community-based programs designed to promote optimal hearing and communication skills and increase community awareness. The Clinical Audiologist provides supervision and teaching for Audiometric Technicians. (Additional details below)

TRAINING / EXPERIENCE NEEDED
- Masters Degree in Audiology.
- Eligible for membership in the Canadian Association of Speech Language Pathologists and Audiologists (CASLPA).
- Relevant experience in community audiology, including pediatric audiology and experience in the selection, evaluation and fitting of hearing aids and Assistive Listening Devices (including FM equipment) is an asset.
- Travel is a requirement of this job. Travel arrangements must meet the requirements of the program.

SKILLS AND ABILITIES NEEDED
- Ability to perform audiologic test battery and interpret results
- Ability to fit, evaluate and monitor hearing aids and FM equipment
- Ability to relate to children and special populations and engage their co-operation
- Ability to organize and coordinate own schedule, set priorities and work independently with minimum supervision
- Ability to develop and implement selected Audiology programs
- Ability to supervise staff
- Ability to complete self-evaluation of work efficiency and standards through evidence-based practice
- Ability to work using health promotion and family centred care principles
- Ability to work effectively and cooperatively with staff, multi-disciplinary teams, groups and individuals in acute care and community health settings
- Ability to communicate both verbally and in writing
- Demonstrated counseling skills
- Ability to complete basic program planning
- Physical ability and manual dexterity to carry out the duties of the position
- Ability to operate a computer at a level required for clinical audiology practices (word processing, statistical analysis and hearing aid programming)

QUICK FACTS
The Wage
- 2008 - 2009 $30.50 – 38.05 per hour
- 2009 - 2010 $31.41 – 39.19 per hour

NOTE: The minimal degree to practice Audiology in the US is changing to an Audiology Doctorate (AuD). More Canadian audiologists are beginning to have this qualification, although the majority still have Master's degrees. The AuD is not currently offered in Canada, and is not a requirement for practice here at this time.
BC POST-SECONDARY INSTITUTIONS

- University of British Columbia (link)
For a list of all Canadian University Masters Programs in Speech-Language Pathology & Audiology, click here: http://www.caslpa.ca/english/profession/conn1.asp

PROGRAM LENGTH

- 4 Years for a bachelor/undergraduate degree
Masters Degree in Audiology is a 2 year-3 year program depending on the educational institution.

RELATED LINKS

- BCASLPA
- CASLPA

ADMISSION REQUIREMENTS

Admission is on a competitive basis. At a minimum, applicants must have a cumulative average of at least 76% over the last two years of a four-year undergraduate degree, and at least 12 credits with a minimum grade of 80% in courses at the 300 level or above. Applicants must also have appropriate undergraduate preparation as defined below.

For students seeking to specialize in Audiology, the routes for preparation are diverse and could include an undergraduate degree in, for example, linguistics, psychology, biology, or physics.

- View all UBC Audiology Admission Requirements
UBC requirements. Subject to change. Requirements will vary between educational facilities.

UVic admission requirements to an undergraduate degree program can be found here.

JOB TASKS - A SAMPLE

- Provides comprehensive Audiological and amplification services by:
  - Completing and interpreting diagnostic audiological evaluations using standard and special tests and techniques to determine hearing status, including type and degree of hearing loss (Tests include, but are not limited to: pure tone and speech audiometric, immittance measurements, otoacoustic emissions testing, and specialized procedures such as central auditory processing testing, and auditory brainstem response testing.)
  - Adapting test procedures appropriately for clients of differing ages and developmental abilities
  - Integrating assessment results with other medical, educational and other information to determine the appropriate course of treatment and follow-up
  - Determining appropriate audiological recommendations and providing referral to additional medical educational or community services as needed
  - Counselling, instructing and guiding clients and families regarding the nature, extent, impact, and implications of the hearing loss and treatment
  - Prescribing, evaluating, fitting and verifying hearing aids, assistive listening devices and auditory training equipment, using current, evidence-based methods, to provide maximal technical assistance for clients as needed. This includes monitoring and readjustment of amplification as needed, as well as ongoing amplification services
  - Planning, organizing, providing and assessing rehabilitation programs for clients as indicated by clinical assessment findings; providing these services within multidisciplinary teams when appropriate
  - Collaborating and following up with other professionals, agencies and families to facilitate appropriate management in a family-centred model
  - Documenting and reporting clinical findings, recommendations and relevant client data ensuring an appropriate exchange, and respecting client confidentiality
Provides supervision and training by:
- Supervising audiometric technicians during assisted audiological assessments and providing guidance regarding delivery of amplification services
- Participating in orientation and teaching of new and existing Audiometric Technicians and providing ongoing training in new developments and techniques
- Determining when it is appropriate to delegate job responsibilities to Audiometric Technicians, within Technician scope of practice and program quality standards
- Providing performance evaluations and constructive feedback to Audiometric Technicians regarding work performance
- Instructing, supervising and evaluating students during their clinical placements
- Participating in selection panels

Administers designated Hearing Programs by:
- Participating in the implementation of Health Programs such as Preschool and School Auditory Training Equipment, British Columbia Early Hearing Program, School Hearing Screening, Family Support, and Hearing Aid Dispensing, as needed
- Maintaining and analyzing data for all program functions in order to determine program effectiveness
- Participating in joint agency and community meetings on Hearing Program related issues

Performs Administrative Responsibilities by:
- Ensuring clinical equipment receives annual calibration as well as routine periodic maintenance and calibration checks
- Participating in staff and community meetings and representing the Hearing Clinic as appropriate
- Monitoring individual and clinic schedule to ensure client and program priorities and requirements are met
- Analyzing clinic activities to ensure efficient and effective case and program management
- Maintaining client and program statistics
- Participating in the development, implementation and review of Hearing Clinic goals and procedures, including clinical procedures, by researching, testing, and making recommendations to the Senior audiologist to ensure evidence-based best practice

Provide Education and Promotion activities by:
- Researching, developing and evaluating resources for client and community use
- Providing information about the Hearing Program to individuals and the community regarding hearing, hearing loss, health hearing behaviour and the importance of early identification and treatment of hearing loss
- Developing and delivering written materials, presentations, workshops, orientations, in-services, and other community activities
- Participating in appropriate multi-disciplinary community activities

Practices and sustains Professional Development by:
- Maintaining and updating knowledge in Audiology through literature review and self-study, consultation with other professionals, and participation in relevant continuing education sessions
- Fulfilling continuing educational requirements appropriate for professional certification or licensure, and program delivery
- Performs other related duties as assigned.
Audiometric Technician

JOB SUMMARY
The Audiometric Technician assists with the provision of comprehensive clinical audiology services, newborn hearing screening, the implementation/operation of selected service area components and the promotion in the community of awareness and maximal use/preservation of hearing abilities. The Audiometric Technician works with families, professionals, agencies and community members in addressing the hearing related needs of the community. Work is performed at various sites including but not limited to the health units and hospitals.

(Additional details below)

QUICK FACTS
The Wage
- 2008 - 2009 $18.03 per hour
- 2009 - 2010 $18.39 per hour

SKILLS AND ABILITIES NEEDED
- Ability to communicate verbally and in writing.
- Ability to organize work.
- Ability to practice and deliver client and family centered care.
- Ability to work effectively in a multidisciplinary team.
- Ability to work in both acute care and community health care settings.
- Physical ability and manual dexterity to carry out the duties of the position.
- Ability to operate related equipment.
- Ability to type 30 w.p.m.
- Travel is a requirement of this job. Travel arrangements must meet the requirements of the program.

TRAINING / EXPERIENCE NEEDED
- Grade 12 graduation.
- One-year audiometric technician experience or equivalent combination of education, training and experience in a similar or related clinical setting.
- Recent related experience working with newborn infants and their families; clients with a developmental disability; postnatal women.
- Working knowledge of computer software for electronic mail, data management systems.

POST-SECONDARY INSTITUTIONS
- Training is on the job and takes about 1 year

JOB TASKS - A SAMPLE
- Assists with and provides technical support services for Hearing Clinic adhering to established guidelines, by:
  - Providing assistance with hearing tests for infants, young children and individuals with developmental disabilities by preparing them for testing, observing responses, and explaining testing procedures to parent/caregiver;
  - Taking ear mold impressions by completing visual screening of client ear canal(s) following established guidelines, inserting the impression materials, checking for accuracy and processing for shipment;
  - Checking acoustic couplers and hearing aids for fit modifying using bench grinder, hand drill and chemical agents, and/or determining need for replacement or recasing;
  - Completing troubleshooting and minor repair procedures independently on hearing aids and other listening devices using hearing aid test box, hearing aid stethoscope, client interview and case file review and determining when a hearing aid needs to be reviewed by an Audiologist or sent for repair;
  - Assisting in troubleshooting, maintenance, and minor repair of clinic testing equipment, following clinic guidelines.
  - Referring clients to their audiologist or family physician when appropriate, following clinic guidelines;
  - Completing and interpreting measurements of ambient noise in test environments and completing output verification of clinic equipment through use of a sound level meter, referring problems to Supervisor;
- Completing equipment repair orders and preparing equipment for shipment.
- Discussing with clients communication strategies, how to use and care for their hearing aids, swim molds and auditory training equipment.
- Screening the hearing of newborn babies by:
  - Completing hearing screening on newborn infants using Automated Otoacoustic Emission, Automated Auditory Brainstem Response Testing equipment, in hospital and community settings following BC Early Hearing Program procedures;
  - Entering data and tracking infants according to BC Early Hearing Program procedures
  - Communicating screening results (pass or more testing required) to families and service providers.
- Assists with and participates in implementing specific Audiology Programs following established guidelines by:
  - Coordinating schedule for screening of kindergarten students; Scheduling audiology follow-up appointments of students referred according to prescribed procedures;
  - Measuring ambient noise levels in screening environments; completing output verification of portable audiometers;
  - Audiometric screening including impedance testing using audiometric equipment and following established protocols;
  - Completing auditory training equipment function checks;
  - Providing training and monitoring for clients and educational staff in the use of client’s equipment;
  - Monitoring status of repairs, orders and loaner hearing aids;
  - Completing various forms, e.g. receipts, invoices, authorization to invoice;
  - Reconciling cash intake including completing bank deposits and maintaining the petty cash fund;
  - Performing inventory counts of stock for resale as appropriate.
- Performs a variety of related duties, such as:
  - Collecting, recording and reporting data according to prescribed methods;
  - Completing requisitions for supplies and equipment, ensuring authorizing signatures;
  - Maintaining, monitoring, tracking and reporting of supplies, equipment and inventory;
  - Participating in staff meetings by attending, recording minutes, exchanging information;
  - Monitoring individual technician schedule and coordinating with Hearing Clinic Audiologist appointment schedule;
  - Assisting in developing and reviewing informational brochures for client use;
  - Ensuring a safe and healthy working environment by observing universal precautions and infection control procedures, and adhering to and enforcing rules regarding safety including WHIMIS guidelines.
  - Assisting with the orientation of new staff and students and maintains up-to-date knowledge through involvement in appropriate work-related continuing education as required by the employer.
  - Liaising with other agencies with regards to eligibility of clients for service and funding approvals.
- Performs other duties as required.
AUTISM INTERVENTIONIST

JOB SUMMARY
The Autism Interventionist provides one-on-one intervention and behavioral support, as developed by the child’s inter-disciplinary team, to children with Autism Spectrum Disorder (ASD).
(Additional details below)

QUICK FACTS
The Wage
- 2008 - 2009 $20.04 – 25.00 per hour

TRAINING / EXPERIENCE NEEDED
- Minimum requirements: Certificates in Early Childhood Care and Education and Special Needs Education from a recognized post-secondary institution
- One year recent, related experience working with children with autism.
- Valid First Aid Certificate.
- Valid Class 5 vehicle license.

SKILLS AND ABILITIES NEEDED
- Well developed interpersonal, oral, and written communications skills, especially with regard to data collection and reporting.
- Ability to work independently and as a member of a team.
- Ability to take direction and to follow planned programs.
- Strong organizational and time management skills.
- Knowledge of group processes and facilitation techniques.
- Knowledge of typical child development
- Physical ability to carry out the duties of the position including lifting and carrying children.
- Ability to learn and use alternative modes of communication such as sign language, picture communication systems, augmentative devices and Braille.

POST-SECONDARY INSTITUTIONS
For more information on schools offering the required training visit the following websites:

Early Childhood Care & Education (ECE)
- Camosun College (link), including:
  - Infant and Toddler Educators specialization
  - Special Needs Educators specialization
- University degree in relevant field - Child and Youth Care, Education, Psychology or Linguistics, humanities, social sciences
- Douglas College http://www.douglascollege.ca/programs/behavioural-interventionist.html

PROGRAM LENGTH
- Varies – view program outlines available from the links on the left.

ADMISSION REQUIREMENTS
- C+ or higher
- Completion of 40 hours experience as an employee or volunteer in a licensed pre-school or group day care centre, licensed home-based family care or child minding program within the past five years.

Camosun College ECE requirements. Subject to change. Requirements will vary between educational facilities.
JOB TASKS - A SAMPLE

Intervention:
- Implements individualized plans as determined and directed by the inter-disciplinary team for assigned children, in the home or community setting.
- Establishes working relationships with child, family, and other caregivers.
- Provides input to and participates in the training of families, caregivers, and community service providers.
- Monitors, records, and reviews child's progress with team members.
- Collects data as appropriate to each child's Individual Program Plan.
- Contributes to the development of individual child and family service plans.
- Revises intervention plans in collaboration with child's team.
- Liaises with other community childcare settings, schools, and agencies to ensure coordination of child-specific supports.

Support:
- Prepares toys, equipment, worksheets, handouts, and other supporting materials related to Autism Program services and specific child interventions.
- Identifies and recommends the purchase of supplies and materials.

Other:
- Participates in staff development and education activities as required and provides training to and supervision of assigned students and volunteers.
- Keeps current on literature and research in the field of ASD.
- Performs other related duties as assigned.
BIOMEDICAL ENGINEERING TECHNOLOGIST

JOB SUMMARY
Reporting to the Manager or delegate, inspects, tests, maintains, and performs difficult repairs on biomedical and other equipment pertaining to designated areas of the hospital such as Radiology, Respiratory, Anaesthesia, and the Operating Room. Performs other related functions such as carrying out acceptance tests for new biomedical equipment, modifying equipment to improve performance and safety, and providing technical advice to equipment users. (Additional details below)

QUICK FACTS
The Wage
- 2008 - 2009 $26.39 - 32.83 per hour
- 2009 - 2010 $27.18 - 33.88 per hour

RELATED LINKS
- Canadian Medical and Biomedical Engineering Society

TRAINING / EXPERIENCE NEEDED
- Graduation from a recognized program in Biomedical Engineering Technology required, however an equivalent combination of education, training, and experience may be considered.
- Valid Class 5 vehicle license may be required

SKILLS AND ABILITIES NEEDED
- Physical ability to carry out the duties of the position.
- Ability to operate related equipment.
- Ability to organize work.
- Ability to deal with others effectively.
- Ability to communicate effectively both verbally and in writing

BC TRAINING FACILITY
- British Columbia Institute of Technology (link)
A list of all Biomedical Engineering and other related technology programs available in Canada can be found here.

PROGRAM LENGTH
- 2 years, full-time beginning in September each year (resulting in a Diploma of Technology)

BCIT ADMISSION REQUIREMENTS
- High school graduation.
- English 12 (C+ or better) or English-language proficiency
- Principles of Math 12 (B) or Academic Math 12 (B)
- Physics 11 (B or better)
- Chemistry 11 (B or better)
These entrance requirements should have been completed during the past five years. If more than five years have elapsed, BCIT requires individual assessment
- Consideration on an individual basis of applicants with relevant practical experience or special background
- A possible interview. Due to the limited number of seats and the large number of applicants, the program accepts only the most suitable applicants
- Attendance at an information session organized by the program, and completion of an immunization form prior to final acceptance into the program
- Strongly recommended basic computer skills in Windows operating systems, and creating documents and worksheets in word processing and spreadsheet programs such as MS Word and Excel
- Complete a Physical Requirements form and submit with your application:

BCIT requirements. Subject to change. Requirements will vary between educational facilities.
**JOB TASKS - A SAMPLE**

- Inspects, diagnoses malfunctions and performs difficult repairs on biomedical and other equipment pertaining to various designated areas of the hospital such as Radiology, Respiratory, Anaesthesia, and the Operating Room. Tests and calibrates complex equipment according to manufacturer specifications.
- Performs scheduled preventive maintenance and corrects problems to ensure manufacturer specifications, warranty requirements, and hospital safety and performance standards are met.
- Performs acceptance tests and installs new biomedical and electronic equipment in accordance with departmental procedures. Monitors the installation of equipment by vendors to ensure conformance with specifications.
- Provides technical advice and training regarding the use and care of biomedical and electronic equipment to clinical staff.
- Provides input into the pre-purchase evaluation of new biomedical and electronic equipment.
- Modifies, redesigns and/or fabricates biomedical and electronic equipment as required.
- Maintains service reports by recording details of repair, maintenance and calibration and other related information in accordance with department policies and procedures.
- Uses computer-based information and published sources of product and technical data to determine equipment service and parts supply options.
- Communicates with manufacturers, distributors, other institutions and colleagues regarding the support of biomedical and electronic equipment and to keep abreast of current technology.
- Operates a motor vehicle such as a car to visit other sites to install, repair, and/or modify related equipment.
BIOMEDICAL ENGINEER

JOB SUMMARY

A biomedical engineer applies engineering principles and design to solve problems related to human health. Three important components in making a competent biomedical engineer are: (1) a firm foundation in engineering (Bachelor of Applied Science), (2) working knowledge in human biology and (3) an understanding of clinical practice.

QUICK FACTS

The Wage
- $50k-$100k annual

TRAINING / EXPERIENCE NEEDED

- A Masters degree in Engineering, or combination of education and experience, with eligibility for registration with the Association of Professional Engineers of B.C.
- Demonstrated proficiency in the operation of a broad range of electronic test equipment and medical instruments.
- Familiarity with computer programming and operation.
- Four years related experience including exposure to Biomedical Engineering in a Hospital environment required.

SKILLS AND ABILITIES NEEDED

- Ability to establish and maintain effective work relationships with all levels of staff within the VIHA, vendors and suppliers. Demonstrated organizational, communication and project management skills. Ability to analyze unexpected problems with medical equipment and to resolve them with minimum disruption to the department.
- Ability to communicate with and direct a wide variety of people including clinical staff, managers, and internal resource people (e.g., purchasing).
- Ability to establish and maintain effective work relationships and communication with all levels of VIHA staff and external agencies, vendors, and resources.

WHAT ARE THE PREREQUISITES FOR A BIOMEDICAL ENGINEER?

- High academic achievement will be required to obtain entrance to an undergraduate program in Biomedical Engineering.
- The Masters level program will be open to those with undergraduate degrees in engineering or science in relevant scientific disciplines such as physics, computer science, biotechnology, or medical science.

TRAINING LOCATIONS

- For information on schools offering biomedical engineering visit the following website: http://www.cmbes.ca/

PROGRAM LENGTH

- 4 years for a bachelor (Undergraduate Degree)
- 2 years masters’ degree
WHAT WILL I BE LEARNING ABOUT?

**Undergraduate Degree:**
- The mandatory courses required to complete an engineering degree are required, such as Calculus, Electronics, Static/Dynamic mechanics, Computer Programming, and Design.
- Additional courses will include Human biology and physiology, organizational behaviour and clinical practice.

**Master’s Degree:**
- The three-credit course APSC 556: Clinical and Industrial Practice of Biomedical Engineering
- A maximum of six credits in clinical and industrial practice of medical science or biomedical engineering. This includes APSC 556: Clinical and Industrial Practice of Biomedical Engineering.
- A minimum of six credits in life science subjects. Three credits must be in physiology and anatomy unless candidates have the equivalent credits prior to admission
- A minimum of six credits from a list of core biomedical engineering courses currently offered by the Faculty of Applied Science.
- At least nine credits must be taken in the Faculty of Applied Science courses at the 500-level.
- Technical electives are selected in consultation with the research supervisor.
- Completion of a graduate research seminar, APSC 552.
- According to the Faculty’s academic regulations, a maximum of six credits at the undergraduate level in courses numbered 300 to 499 may be counted toward the requirements of a master’s degree.

JOB OPPORTUNITIES

**Medical instrument industry**
- Biomedical engineers may be involved in the design of diagnostic and research devices, manufacturing of medical equipment, construction of medical facilities, development of diagnostic standards, or test and implement new products.

**Pharmaceutical/biochemical industry**
- Biomedical engineers may design and evaluate biochemical processes for making medical compounds or components, control and optimize bioreactors for pharmaceutical productions, or participate in project management or marketing of biomedical products.

**Hospitals**
- Biomedical engineers may test and implement new devices, maintain medical equipment, act as consultant to the selection of hospital equipment, design and develop informatics, develop diagnostic protocols, liaise with hospitals and other high-tech sectors.

**Medical research facilities & educational institutions**
- Biomedical engineers teach and perform research to advance the field. Since Biomedical Engineering is a multidisciplinary research area, collaborative research often involves engineers and other researchers from a wide variety of background such as Medicine, Science, Rehabilitation Science, Dentistry, Nursing, and Pharmaceutical Science etc.

**Regulatory bodies, governments and industry associations**
- Biomedical engineers may develop inspection protocols, codes and standards for safety, or practice guidelines. They may review and assess new products, participate in academic activities, and liaise with different bodies including the general public on issues related to this discipline.
JOB TASKS – A SAMPLE

- Mediates crisis situations regarding medical equipment as they arise including any difficulties clinical staff may encounter in the use of medical devices, obtaining replacement equipment or other short term solutions and contacting vendors to negotiate terms of equipment repair or loan.
- Ensures long term solutions to medical device problems by reviewing and revising procedures and policies, identifying key sequences or part set ups that would affect the performance of a device, communicating procedural changes to staff, implementing procedure revisions and follow-up for re-occurrence of problem.
- Develops, leads and manages substantial multi-disciplinary projects that are intended to improve the existing care delivery system. (e.g. laser equipment, ICU charting equipment). This includes assessing the needs of specific departments and the VIHA as a whole, developing a project plan, working with vendor and implementing changes and arranging training. This also includes conducting feasibility studies based on cost analysis.
- Conducts incident investigations in cases of injury to a patient or staff member or a disruption in service that endangers patient care by securing all evidence, interviewing personnel involved in the incident, and preparing a report including conclusions and recommendations for changes. Works with manufacturer if failure of a specific device is a contributing factor, ensures corrective action is taken and follows-up with users and manufacturers to ensure product changes are implemented.
- Assists users with Capital Equipment planning by providing information about the condition and serviceability of existing equipment, VIHA acquisitions strategies, and market trends. Translates user needs into technical specifications in order to identify and locate suitable contenders and analyze how a new acquisition will impact operating costs.
- Maintains an ongoing awareness of developments and trends in a number of technologies and markets relating to health care equipment. Surveys the equipment market, reviews medical equipment trade magazines, searches the internet and maintains contact with suppliers/vendors.
- Coordinates evaluation of contract proposals to ensure objective selection. Contacts user references and vendors to discuss service models including training, service contract options, availability of parts, quality of service, and response times. Chairs multidisciplinary teams to ensure that equipment meets everyone’s needs. Provides a final recommendation to Purchasing as the technology expert. Responsible for the installation, integration, and implementation of the new technology.
- Trains, consults and provides advice to users in the operation, safe use and care of medical equipment, on the instruments necessary for maintaining their safety and effectiveness and for protecting the organization’s investment.
- Develops department policies and operating procedures to improve the operating efficiency of the department.
- Designs and maintains the VIHA’s medical device information system and provides asset management information to clinical users and administration
- Mitigates medical device hazards by maintaining systems to monitor medical device hazard notices and implement recommended changes. Leads and participates as the technology expert for safety committees associated with potentially hazardous technology within the VIHA (e.g., laser safety, reuse committee, cardiac arrest committee, technology assessment committee).
- Responsible for monitoring expenditures and variance analysis and reporting for contract/supply budget for delegated responsibility area.
BUYER

JOB SUMMARY
Utilizing computerized systems, the Buyer is responsible for purchasing equipment, supplies and services for a multi-site organization, including selecting suppliers, negotiating prices and delivery dates.
(Additional details below)

TRAINING / EXPERIENCE NEEDED
- Grade 12, supplemented by recognized purchasing courses, such as completion of the requirements for Level II standing in the accreditation program of the Purchasing Management Association of Canada (PMAC); and five (5) years recent, related experience; or an equivalent combination of education, training and experience.
- Valid Class 5 vehicle license.

QUICK FACTS
The Wage
- 2008 - 2009 $23.50 per hour
- 2008 - 2009 $24.37 per hour

SKILLS AND ABILITIES NEEDED
- Communicate effectively, both verbally and in writing
- Deal with others effectively
- Keyboard at 40 wpm
- Organize work
- Operate related equipment
- Physically able to carry out the duties of the position

JOB TASKS - A SAMPLE
- Review requisitions and consults with customer departments and programs regarding requirements for equipment, supplies and services, including specifications, quantity, quality, costs and delivery dates.
- Contacts suppliers for information such as price, delivery dates, quality, suitability; recommends preferred product(s) and supplier(s) based on best overall value.
- Prepares specifications, terms and conditions for the formal tendering of equipment, supplies and services. Solicits and analyzes quotations from suppliers and negotiates resultant contracts and/or places purchase orders.
- Carries out purchasing follow-up activities, such as monitoring delivery dates, resolving shipping problems, and expediting late deliveries.
- Contacts suppliers regarding contract and/or purchase order discrepancies and shipping errors and arranges for credit, return or exchange as appropriate.
- Maintains supplier representative contacts through meetings, interviews and negotiations. Evaluates and provides information on supplier performance as required.
- Maintains related records, such as contract files, product standards, source directories, tender files and supplier performance history records, using a variety of computerized systems, as required.
- Communicates and interprets department policies and procedures to customer departments and programs and others, including attending at various sites, as required.
- Responsible for the maintenance of a surplus asset inventory by coordinating removal of surplus items and arranging for storage and/or disposal in accordance with established procedures, as required.
- Performs quality assurance activities and projects, analyzing and acting upon information received through incident reports, evaluations and other data, including collecting and compiling statistical data for research and evaluation purposes. Contributes to the development of outcome measures.
- Advises of opportunities for improved efficiencies, recognizing and reporting poor resource utilization. Reports ongoing deficiencies in systems, services and resources.
- Prepares a variety of reports and maintains documentation and records using a variety of computerized systems, as required.
- Performs other duties as required.
CARDIAC SONOGRAPHER

JOB SUMMARY

The Cardiac Sonographer performs cardiac ultrasound procedures; receives and completes requisitions, forms and reports; prepares and monitors supplies and equipment; monitors patients; and operates ultrasound equipment, including preparing and presenting patient data to physicians. (Additional details below)

QUICK FACTS

The Wage

- 2008 - 2009 $25.80-32.16 per hour
- 2009 - 2010 $26.25-32.73 per hour

TRAINING / EXPERIENCE NEEDED

- Graduation from an approved Ultrasound Technologist Diploma Program
- Eligible for cardiac sonographer certification with the Canadian Association of Registered Diagnostic Ultrasound Professionals (CARDUP) and/or eligible for Registered Diagnostic Cardiac Sonographer, Pediatric (RDCS, Pediatric) credential registration with the American Registry of Diagnostic Medical Sonographers (ARDMS);
- One (1) year recent related experience; or an equivalent combination of education, training, and experience.
- Basic Life Support Certificate, Level C (BLSC).
- Travel is a requirement of this job. Travel arrangements must meet the requirements of the program.

SKILLS AND ABILITIES NEEDED

- Organize and coordinate workload.
- Establish priorities in collaboration with others.
- Demonstrate effective interpersonal communication skills.
- Work independently and as a member of a multidisciplinary team.
- Operate related equipment, including computerized systems.
- Physical ability to perform the duties of the position.

POST-SECONDARY INSTITUTIONS

- BCIT - http://www.bcit.ca/study/programs/5650diplt

For a complete list of Canada-wide post-secondary institutions, see the Canadian Society of Diagnostic Medical Sonographers' site at (link).

PROGRAM LENGTH

- The general program is one year (12 months) in length

RELATED LINKS

- Canadian Society of Diagnostic Medical Sonographers - http://www.csdms.com/

ADMISSION REQUIREMENTS

- English 12 with a B or better or English-language proficiency.
- Diploma of Technology in a minimum two-year allied health program such as Radiography, Nuclear Medicine or Registered Nursing, or a Bachelor of Science in an appropriate health related field, and with an emphasis on human anatomy and physiology (i.e. Registered Nursing, Kinesiology).

Please see the BCIT website for additional admission requirements and other important information.

BCIT requirements. Subject to change. Requirements will vary between educational facilities.
JOB TASKS - A SAMPLE

- Performs cardiac ultrasound procedures in accordance with standards of professional practice and established departmental policies and procedures, and provides assistance as required with pharmacological and/or exercise stress echocardiography and diagnostic and/or intra-operative transesophageal echocardiography procedures.
- Explains procedures and monitors patient care by observing and responding in accordance with policies and procedures, including performing cardiopulmonary resuscitation (CPR) in the event of an emergency.
- Checks results of procedures and records acquired patient data. Completes written Technical Impressions of the cardiac ultrasound examinations for interpretation by the physician.
- Utilizes computerized systems and applications to maintain patient and hospital records, including obtaining and entering patient demographics, histories and charts as required, in accordance with departmental policies, procedures and professional practice standards.
- Participates as a member of the multidisciplinary health care team by:
  - Collaborating with other members of the health care team in the provision of quality, patient-centred care;
  - Coordinating the technical procedures required with other aspects of healthcare; and
  - Promoting effective communication with patients and staff.
- Acts as a resource person by collegially sharing, demonstrating and providing guidance regarding technical procedures, and in particular pediatric cardiac ultrasound procedure leadership, to other technologists, students and members of the multidisciplinary team.
- Participates in Continuous Quality Improvement by conducting audits, completing appropriate reports, monitoring clinical indicators and satisfaction surveys, providing feedback and following up on risk factors and making recommendations for improvement.
- Maintains work area by checking and cleaning equipment, setting up examination trays for specific procedures. Receives and stocks supplies and identifies depleted stock and malfunctioning equipment requiring repair in accordance with established policies and procedures. Ensures Patient Clinic area remains tidy and family friendly.
- Demonstrates personal initiative in maintaining professional currency and skills by participating in continuing education activities as required, including case reviews and regular educational rounds.
- Performs other related duties as required.
The job catalogue contains general information only and is not intended to be used as an official VIHA job description.
Job information and requirements are subject to change without notice.

CARDIOLOGY TECHNOLOGIST

JOB SUMMARY
The Cardiology Technologist, performs a variety of non-invasive cardiology procedures (such as ECG, treadmill, stress tests) and routine maintenance of equipment. Using a personal computer and related software, performs database functions, including editing of electrocardiograms, storage and retrieval of cardiac records, and related clerical duties.
(Additional details below)

TRAINING / EXPERIENCE NEEDED
- Canadian Society of Cardiology Technologists (CSCT) certification as a Cardiology Technologist.
- Completion of a recognized Cardiology Technologist program at the diploma level, or an equivalent combination of education, training, and experience.

ADMISSION REQUIREMENTS
- High School Graduation with the following courses:
  - Biology 12, C+ or better
  - Chemistry 11, C+ or better
  - Matt 12 or Applied Math 12, C+ or better
  - English 12, B or better
  - Physics 11 or Applied Physics 12, C+ or better
- Spoken English Language Proficiency
- Computer Skills
- Letter of Intent
- 2 letters of reference
- Site visit to Cardiology department
- Cardiology Physical Requirements form

BCIT requirements – extended requirements found at http://www.bcit.ca/study/programs/530adipl. Subject to change. Requirements will vary between educational facilities.

QUICK FACTS
The Wage
- 2008 - 2009 $24.50 - 30.53 per hour
- 2009 - 2010 $25.23 - 31.44 per hour

SKILLS AND ABILITIES NEEDED
- Prioritize and organize work.
- Observe and assess clients/patients.
- Operate related equipment, including computerized systems.
- Communicate effectively, both verbally and in writing.
- Deal with others effectively.
- Participate as a member of a multidisciplinary team.
- Physical ability to perform the duties of the position.

POST-SECONDARY INSTITUTIONS
- BCIT (link)

PROGRAM LENGTH
- The program is a distance and online education program that must be completed within 5 years.

RELATED LINKS
- Health Sciences Association of BC (HSA)
- Canadian Society of Cardiology Technologists (CSCT)
JOB TASKS - A SAMPLE

- Explains procedures to prepare patients for tests and answers related questions, referring questions to other members of the multidisciplinary team as appropriate.
- Performs non-invasive cardiology testing such as resting electrocardiograms (ECG’s), pacemaker ECG’s with and without magnet, treadmill stress tests, 24 hour holter monitor hook-ups, and patient activated cardiac loop recorders, according to departmental policies and procedures.
- Performs ECG’s by attaching electrodes to the patient and operating cardiac equipment. Documents data such as position of patient, physical symptoms, and changes in lead positions as required. Performs modified lead procedures following established policies and procedures.
- Under the direct supervision of a physician, administers oral or sublingual drugs, such as Adenosine and Dobutamine. Monitors patients during the administration of drugs and records time of drug administration and rhythm changes.
- Conducts exercise tolerance testing by performing duties such as attaching electrodes to patients, demonstrating usage of equipment, recording of cardiac rhythms and blood pressures. Scans and analyses test strips.
- Assesses and selects portion of test strips and summarizes for interpretation by medical staff. Monitors patient responses and reports changes in real-time ECG or blood pressure to the supervising physician.
- Notifies appropriate members of the health care team such as the physician or nurse of significant ECG abnormalities in accordance with established procedures. Assists the care team in dealing with medical emergencies.
- Performs holter arrhythmia scanning as required by selecting, printing, and analyzing various arrhythmias from the recording and preparing a report, summarizing the data, the time periods in question, and describing potential classifications of selected arrhythmia, for interpretation by the physician.
- Performs Tilt Table Testing, MIBI treadmills, and the exercise tolerance testing portion of Stress Echocardiograms as required by recording ECG’s, blood pressure, and time and dosage of administered drugs and identifying and printing abnormalities according to established procedures.
- Participates as a member of the health care team by collaborating in the provision of quality, patient/client-centered care and promoting effective communication with patients/clients, caregivers, families, visitors & staff.
- Utilizes computerized systems to maintain patient and hospital records, including obtaining and entering patient demographics, histories and charts as required, and in accordance with department policies, procedures and professional practice standards. Completes documentation and prepares recordings for interpretation by designated medical staff and performs database functions such as identification, verification, editing, updating, and retrieval of cardiac records.
- Performs related clerical duties such as filing, photocopying, record retention, patient check-in, procedure completion, and telephone answering as required.
- Performs routine calibration and maintenance of equipment such as cleaning, inspection, calibrating, and replacing parts such as batteries, leads and paper. Reports any malfunction to the appropriate authority.
- Maintains an adequate stock of necessary supplies in accordance with established procedures.
- Participates in Continuous Quality Improvement by conducting audits, completing appropriate reports, monitoring clinical indicators and satisfaction surveys, providing feedback, following up on risk factors, and making recommendations for improvements. Assists in clinical research projects, as required.
- Acts as a resource person by collegially sharing, demonstrating and providing guidance regarding cardiology technologist procedures to other staff, students and other members of the multidisciplinary health care team.
- Demonstrates personal initiative in maintaining professional currency and skills by participating in relevant educational activities, as required.
- Performs other related duties as assigned.
The job catalogue contains general information only and is not intended to be used as an official VIHA job description. Job information and requirements are subject to change without notice.
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CARDIOVASCULAR TECHNOLOGIST

**JOB SUMMARY**
Collects and analysis the physiological data from cardiac catheterizations and other related procedures.
(Additional details below)

**QUICK FACTS**
The Wage
- 2008 - 2009 $26.39-32.89 per hour
- 2009 - 2010 $27.18-33.88 per hour

**RELATED LINKS**
- Canadian Association of Cardiopulmonary Technologists (www.cacpt.ca)

**TRAINING / EXPERIENCE NEEDED**
- Graduate from a recognized program in Physiological Laboratory Technology Program
- Bachelor degree in a Biological Science

**POST-SECONDARY INSTITUTIONS**
- BCIT [link] – Cardiovascular Technology program, post-diploma

**SKILLS AND ABILITIES NEEDED**
- Ability to work under stressful conditions.
- Ability to retain a variety of complex details associated with the required duties and to make frequent decisions based upon such information.
- Ability to work for lengthy periods sustaining attention to detail.
- Ability to work for lengthy periods wearing heavy lead shielding due to radiation exposure.
- Ability to physically move awkward, heavy monitoring equipment.

**PROGRAM LENGTH**
- The eight (8) theory courses are each 12 weeks in length, and are offered in a distance-learning format, in any one or more of three (3) terms, September to December, January to April and April to June each year.
- The three (3) clinical courses are available in a continuous entry format

**ADMISSION REQUIREMENTS**

**Academic**
- English 12 (B or better) or English language proficiency
- One of the following:
  - Minimum 2-year Allied Health Diploma or Degree
  - Minimum 2-year Diploma or Degree in Nursing
  - Relevant B.Sc. with allied health experience (proof of allied health exposure must be available for review by the Cardiovascular Program Head)
Additional Requirements

- Meet the above Entrance Requirements and supply official transcripts
- Complete CPR "C" certificate (ACLS certification is preferred for those individuals working in the field and requesting prior learning assessment)
- Have a favorable interview with the Program Head or delegate from a prospective clinical site
- Provide proof of landed immigrant status if non-Canadian applicant completing clinical in Canada
- Provide a completed Verification of Cath Lab Visit form [PDF] (not to be completed until all entrance requirements are met)
- Provide a Cardiovascular Physical Requirements Form [PDF] (not to be completed until all entrance requirements are met)
- Provide a completed Verification of Work Experience form if applying for clinical courses via Compressed Time Frame

Note: Students will be required to provide a current immunization record prior to entrance into the clinical practicum. Necessary forms will be provided by the program area as part of the Practicum Application.

BCIT requirements. Subject to change. Requirements will vary between educational facilities. See http://www.bcit.ca/study/programs/530bdipl for English Proficiency Requirements

JOB TASKS - A SAMPLE

- Sets up, calibrates, and operates physiological data monitoring equipment which includes Electrocardiogram, pressure recording devices, oximetry equipment, infusion pump, heparin analysis machine, and computerized Cardiac Catheterization Lab data base system.
- Maintains, assembles, operates and cleans monitoring and support equipment for invasive cardiovascular procedures. Maintains, assembles and operates monitoring and support devices for invasive Valvuloplasty procedures.
- Advises the Cardiologist of abnormal conditions and/or measurements during invasive cardiac catheterization.
- Completes calculations and analyzes physiological data. Computes and records results. Prepares completed catheterization reports. Performs flow studies on cardiac and other procedures.
- Prepares and assembles 35mm cine films post catheterization on to a projector in order to calculate flows, volumes and ejection fractions.
- Performs electrophysiological tests during permanent pacemaker implantation. Insures that pacemaker generators, leads and test equipment in the operating room perform to specifications. Documents related data. Maintains and operates the temporary pacemakers in the Cardiac Catheterization Lab. for pacing and internal cardioversion.
- Provides intra-operative and follow-up heparin protamine analysis for cardiac catheterization and percutaneous transluminal coronary angioplasty including emergency procedures as required or on a call back.
- Maintains complete, accurate patient records of cardiac catheterization procedures and permanent pacemaker surgical procedures.
- Maintains, assembles and operates the Thermodilution Cardiac output computer and dye dilution cardiac output computer (including withdrawal pump) in the Cardiac Catheterization Lab.
- Ensures appropriate safety checks and repairs of all related equipment by the Biomedical Engineering Department.
- Acts as a resource person in clinical areas such as I.C.U., C.C.U. and within the Electrodiagnostic Department by providing in-service education.
- Maintains, assembles and operates stimulation/recording switchbox, stimulator, and multi-channel monitor/recorder for electro-physiological studies.
CARPENTER

JOB SUMMARY
Reports to the Manager or designate, performs skilled carpentry work at the journeyman level in the construction and repair of buildings, furniture and equipment. Carries out maintenance duties to buildings, grounds and equipment as required. (Additional details below)

QUICK FACTS
The Wage
- 2008 - 2009 $27.70 per hour
- 2009 - 2010 $28.45 per hour

TRAINING / EXPERIENCE NEEDED
- Grade 10 plus two years recent related experience or an equivalent combination of education, training, and experience.
- Trades Qualification Certificate as a journeyman Carpenter recognized by the Province of B.C.
- Valid Class 5 vehicle license.

SKILLS AND ABILITIES NEEDED
- Ability to read blueprints and drawings.
- Ability to communicate effectively, both verbally and in writing.
- Ability to deal with others effectively.
- Ability to operate related equipment.
- Physical ability to carry out the duties of the position.
- Ability to organize work.

PROGRAM LENGTH
- 6-8 months full time

Upon completion of the program you’ll have the skills to enter various construction fields or seek a Carpentry apprenticeship.

The Carpentry apprenticeship program is four years long with students attending classes in both theoretical and practical aspects of the Carpentry trade for six weeks each year and leads to interprovincial certification.

POST-SECONDARY INSTITUTIONS
- Vancouver Island University
  http://www.mala.ca/carpentry/
- Camosun College
  http://camosun.ca/learn/programs/carp/index.html
- North Island College
  http://www.nic.bc.ca/calendar/trades_technical_and_apprenticeship_training/carpentry_and_residential_construction_framing_technician/
ADMISSION REQUIREMENTS

- Grade 12, or equivalent, or mature student status.
- Min. 17 years of age.
- Successful completion of assessment testing.
- Personal profile.
- Interview may be required.

Trades general admission requirements:
- Grade 12 (or prov. equivalent), or Mature Student status. (Minimum 17 years of age, unless stated otherwise)
- Resume and/or personal profile and/or references may be required; Interview may be required.
- Math and/or reading and/or trades aptitude test may be required.
- Physically fit and able to adapt to working conditions.
- Good hand/eye coordination.
- Good health, free of vision, hearing or respiratory ailments.
- Valid driver’s license will be required for vehicle and equipment operation.

Vancouver Island University requirements. Subject to change. Requirements will vary between educational facilities.

JOB TASKS - A SAMPLE

- Designs, constructs and maintains items such as wood cabinets, drawers, shelves, counters, and patient aids.
- Performs repairs to building structure and millwork.
- Renovates areas of the building by removing, constructing and or upgrading items such as partitions and doorways.
- Estimates material requirements for renovations, new construction, and repairs.
- Paints minor renovations, projects and repairs as required.
- Maintains an inventory of carpentry hand and power tools and supplies. Notifies Manager of damaged items or items requiring replacement.
- Carries out maintenance duties to buildings, grounds and equipment as required.
- Performs other related duties as assigned.
CENTRAL PROCESSING & STERILIZATION ASSISTANT

Note: Education programs leading into this position use the job title ‘Sterile Supply Technician’

JOB SUMMARY
Decontaminates, inspects, assembles, wraps and sterilizes or high-level disinfection reusable instruments and equipment. Works in such areas as: Central Processing Supply, Medical Imaging, Operating Room, and Endoscopy. (Additional details below)

TRAINING / EXPERIENCE NEEDED
- Grade 12
- Successful completion of Sterile Supply Processing course
- One year’s recent related experience
- or - an equivalent combination of education, training, and experience

POST-SECONDARY INSTITUTIONS
- Vancouver Island University (link) – Sterile Supply Technician program
- Vancouver Community College (PDF link) – Sterile Supply Technician Certificate Course

PROGRAM LENGTH
- 10.5 weeks full time, including:
  - Sterile Supply Technician: Theory (125 hours)
  - Sterile Supply Technician: Clinical Practicum (270 hours)

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Vancouver Island University requirements. Subject to change. Requirements will vary between educational facilities.

JOB TASKS - A SAMPLE
- Sorting, cleaning, inspection and assembly of simple and complex types of instrument sets.
- Cleaning and disinfection of Patient care equipment.
- Wrap and sterilize instrument sets and equipment according to manufacturer’s recommendations.
- Test and operate department equipment such as steam and low temperature sterilizers.
- Maintains sterile storage, distributes items to appropriate areas.
- Performs related clerical duties.
- Performs other related duties as assigned

QUICK FACTS
The Wage
- 2008 - 2009 $20.36 per hour
- 2009 - 2010 $20.90 per hour

SKILLS AND ABILITIES NEEDED
- Ability to communicate effectively both verbally and in writing.
- Knowledge of medical and surgical terminology.
- Mathematical aptitude.
- Ability to organize work.
- Ability to operate related equipment.
- Physical ability to carry out duties of the position.
- Ability to deal with others effectively.

ADMISSION REQUIREMENTS
- Grade 12 graduation (or acceptable equivalent)
- Completion of Grade 12 English with a grade of “C” or better. (Students, who do not meet this requirement, see www.lpi.ubc.ca for more info.
- Successful completion of Medical Terminology (OFMT 030) or equivalent course;
- Successful completion of Interpersonal Skills for Health Care Workers (HHIP 001) or equivalent course.

Vancouver Island University requirements. Subject to change. Requirements will vary between educational facilities.
CHILD & YOUTH COUNSELOR

JOB SUMMARY
Under the general supervision of the Program Director in a Mental Health Program, the Child & Youth Counselor participates as a member of the multi-disciplinary team in residential or community settings. As a primary worker, provides individual, family and group counseling based on a conceptual model. (Additional details below)

TRAINING / EXPERIENCE NEEDED
- B.A. degree in a field related to the growth and development of children, adolescents and their families.
- Minimum of three (3) years experience working with children, adolescents and their families.
- Eligible for membership in B.C. Child Youth Care Association.
- Valid Class 5 vehicle license.

POST-SECONDARY INSTITUTIONS
- University of Victoria – School of Child & Youth Care (link)
- Vancouver Island University - http://www.mala.ca/hhs/cyc/BACYC.asp

PROGRAM LENGTH
- 4 years

ADMISSION REQUIREMENTS
- Admission requirements for this program can be found at: http://www.cyc.uvic.ca/prospective/apply/index.php
- To determine if you are ready to apply, click here: http://www.cyc.uvic.ca/prospective/apply/ready.php

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JOB TASKS - A SAMPLE

- Acts as a primary worker for children/youth; initiates therapeutic relationship; conducts interviews of children/youth and family to identify problems; and plans for and implements individual and/or family counseling sessions. Organizes recreational activities and drives children.
- In consultation and collaboration with the multi-disciplinary team develops, evaluates and modifies the plan of care. Records on the clinical record. Attends and contributes to the admission, weekly, and discharge conferences.
- Researches, develops, implements and evaluates various therapeutic programs in the area of play, recreation and the performing and creative arts related to self concept, social adaptations and physical development.
- Contributes to developing a safe milieu. Evaluates the effectiveness of the milieu and influences changes as required.
- Provides orientation to new employees and supervises students; team leads; plans for the shift activities and uses leadership skills to manage emergency situations such as crisis interventions or fire/earthquake disaster.
- Implements day to day interventions for children/youth and families using a variety of therapeutic techniques such as relationship building, expressive therapies, individual counseling using specific techniques such as cognitive behavioral strategies, and negotiates contractual agreements such as suicide contracts.
- Develops, plans and conducts group process. Acts as the facilitator and educator for other staff as required. Acts as group leader or co-facilitator during sessions.
- Acts as a behavior management resource to parents by providing guidance, consultation and education. Liaises with community professionals, parents and other caregivers to provide a continuum of care and delivery of service.
- Attends team meetings; gathers data and participates in Continuous Quality Improvement activities. Participates in research as required.
- Maintains program equipment and supplies.
- Performs other related duties as assigned.
**Child Life Specialist**

**Job Summary**

Conducts planned educational and recreational activities for children, adolescents, and their families. Assists families in recognizing and dealing with the intellectual, physical, emotional, and social development of children and adolescents. Acts as patient advocate and functions as a full member of the health care team.

(Additional details below)

**Quick Facts**

- **The Wage**
  - 2008 - 2009: $26.39 - 32.89 per hour
  - 2009 - 2010: $27.18 - 33.88 per hour

**Related Links**

- Child Life Counsel - [http://www.childlife.org/](http://www.childlife.org/)

**Training / Experience Needed**

- Bachelor Degree in Child & Youth Care.

- Completion of a practicum/internship in child life, and one year’s recent related experience working with children and families, or an equivalent combination of education, training and experience.

- Eligible for membership in the Child Life Council, and meets the eligibility requirements to write the Child Life Certification Examination.

**Skills and Abilities Needed**

- Firm background in child growth and development.

- Firm understanding of illness and hospitalization and their effects on children and families.

- Ability to work as a team member.

- Ability to supervise and orient students, volunteers and assistants.

- General knowledge of activities and procedures needed to foster the child's normal growth and development.

**Post-Secondary Institutions**

- University of Victoria – School of Child & Youth Care - [http://www.cyc.uvic.ca/](http://www.cyc.uvic.ca/)

- Vancouver Island University - [http://www.mala.ca/hhs/cyc/BACYC.asp](http://www.mala.ca/hhs/cyc/BACYC.asp)

- McMaster University (Child Life Studies Post-Graduate Diploma Program) - [http://registrar.mcmaster.ca/CALENDAR/year2008/sec_255.htm](http://registrar.mcmaster.ca/CALENDAR/year2008/sec_255.htm)

- University College of the Fraser Valley (Bachelor of Arts in Early Childhood Education/Child and Youth Care with a specialization in child life), whose programs offer direct child life studies - [http://www.ufv.ca/ece.htm](http://www.ufv.ca/ece.htm)

- Cambrian College, Sudbury, ON (Advanced diploma in Child and Youth Care Post Graduate Child Life concentration) - [http://www.cambriancollege.ca/_Our_Programs/Full-time_programs/showpage.cfm?cboPrograms=/fulltime/html/termprograms/200909CCPG.HTM&dept_page=true](http://www.cambriancollege.ca/_Our_Programs/Full-time_programs/showpage.cfm?cboPrograms=/fulltime/html/termprograms/200909CCPG.HTM&dept_page=true)

**Admission Requirements**

- Admission requirements for the UVic program can be found at: [http://www.cyc.uvic.ca/prospective/apply/index.php](http://www.cyc.uvic.ca/prospective/apply/index.php)

- To determine if you are ready to apply, click here: [http://www.cyc.uvic.ca/prospective/apply/ready.php](http://www.cyc.uvic.ca/prospective/apply/ready.php)

University of Victoria requirements. Subject to change. Requirements will vary between educational facilities.
JOB TASKS - A SAMPLE

- Contributes to and updates the individual care plans based on the medical condition, level of development, interests and individual special needs of each child. Observes, records, reports relevant information on patients’ needs.
- Plans, coordinates and initiates educational and recreational activities, based on information gained on each patient, to further the intellectual, physical, emotional and social development of children and adolescents in the hospital, in designated play areas as well as at the bedside.
- Fosters normal growth and development through age appropriate toys, games, and activities.
- Plans and implements activities in order to assist the child to adjust to the hospital environment and to prepare them for any diagnostic or treatment procedures required. Provides support to accomplish these procedures.
- Works in cooperation with other hospital personnel, e.g. Physiotherapy, Occupational Therapy, in providing reinforcement through play activities of treatment being carried out.
- Supervises assigned Child Life Assistant.
- Orientates, supervises and provides direct guidance to hospital based students.
- Orientates, supervises and provides direct guidance to volunteers.
- Assists families of patients to understand the developmental needs of their children and to their adjustment to the hospital. Encourages families to participate in decisions affecting the care of children.
- Assists in the development and implementation of preparation and orientation programs, as well as parent/patient educational information and brochures.
- Organizes visits by community groups and special entertainers to the hospital.
- Keeps abreast of new developments and literature in child life and related fields.
- Maintains equipment and supplies.
- Performs other related duties as assigned.
**Clinical Chemist**

**Job Summary**

The Clinical Chemist is responsible for the provision of chemistry analysis services to patients of the Vancouver Island Health Authority. Responsible for delivering care, technical support, research and teaching activities to ensure an integrated Laboratory Medicine Service that is high quality, patient centric, affordable, sustainable and accountable.

(Additional details below)

**Quick Facts**

**The Wage**

- $149,252 – $199,003 per annum

**Additional Information**

- Canadian Society of Clinical Chemists – “Consider a Career in Clinical Chemistry”

**Skills & Abilities Needed**

- Demonstrated commitment to client focused services and teamwork.
- Demonstrated organizational ability, effective interpersonal and problem solving skills.
- Ability to establish and maintain effective work relationships with all levels of departmental and hospital staff and external contacts.
- Effective verbal and written communication skills.
- Ability to develop and nurture an environment where quality improvement principles are embraced and used on a continuous basis.

**Training / Experience Needed**

- A level of education, training and experience equivalent to a doctorate in Clinical Chemistry from a recognized University
- Certified (or eligible for certification) in Clinical Chemistry by the Canadian Academy of Clinical Biochemistry
- Seven (7) years’ recent related work experience in a complex organization including experience providing clinical supervision to technical and support staff.

**Post-Secondary Training Information**

**University of Toronto Training Program**

(Postdoctoral Training Program in Clinical Chemistry (Diploma Program) – 2-year program)

- Admission Requirements:
  - PhD in Biochemistry or a related science (eg, Biology, Chemistry, Immunology, Nutrition, Pharmacology, Physiology)
  - PhD defense must be completed
  - Canadian citizen or status as landed immigrant
  - Good communication skills - written and verbal
  - Three referee evaluations
  - A minimum of B+ in relevant courses and overall average during graduate studies
- Additional Admission Considerations
  - Strong background in chemistry or biochemistry with adequate background in the other discipline
  - Third year level course in physiology or equivalent
  - Research record, relevance to clinical chemistry
  - Relevant experience in clinical chemistry, hematology, microbiology, molecular biology
  - Commitment of candidate to the field of clinical chemistry

For more information, email: Dr. Khosrow Adeli, Program Director at k.adeli@utoronto.ca
Additional Training Program Options:

- McMaster University Training Program
  Director: Dr. V. Tony Chetty - chetty@hhsc.ca
- University of Manitoba Training Program
  Director: Dr. Lorne Seargeant -lseargeant@exchange.hsc.mb.ca
- Université de Montréal Training Program
  Dr. Roger Sanfaçon - rsanfacon.hmr@ssss.gouv.qc.ca

Related Links

- Canadian Academy of Clinical Biochemistry
  http://www.cscc.ca/articles.php?frmArticleID=34&staticId=32

Job Tasks - A Sample

- Provides discipline specific consultation services and technical leadership to the clients and staff of the VIHA laboratory service.
- Identifies areas for independent and collaborative research and development, conduct studies and report results.
- Works collaboratively with Directors and Managers to develop and implement a shared vision of seamless service and continuum of care model for patients across all island communities.
- Provides advice and consultation to physicians on the selection of appropriate tests and the interpretation of the results of tests used in the investigation, diagnosis, and monitoring of treatment and disease.
- Provides discipline specific advice, guidance, continuing education and lectures to medical undergraduates and post-graduates, and to staff, including technologists and allied health personnel.
- Conducts independent and collaborative research and development in areas consistent with individual’s interests and strengths.
  - Reports results of research in abstracts for national and international meetings and peer-reviewed journals, as appropriate.
  - Assists in the preparation of research grants, project funding or other internal initiatives, such as summer students.
- In conjunction with, and at the direction of the Director and Medical Director:
  - Assists in the development, implementation and evaluation of short and long-range service objectives in support of the identified strategic directions of the laboratory service.
  - Develops and validates division policies and technical procedures.
  - Works closely to ensure appropriate analyses are performed locally; analytic capability as required at the VIHA regional reference laboratory.
  - Selects, evaluates and directs the implementation of analytic equipment.
  - Assists in the management of staff and resources of the chemistry sections through their respective supervisors.
- Participates in medical rounds, clinical committees and liaison with other VIHA programs on matters pertaining to clinical chemistry In conjunction with clinical pathologists.
- Undertakes tasks, duties and assignments as delegated by the Director.
- Performs all other related duties as required.
COMMUNITY HEALTH WORKER (CHW)

Note: This position may also be referred to as a Home Support Worker (HSW). In the Vancouver Island Health Authority, the positions entitled Community Health Worker are available only in Central and North Island.

JOB SUMMARY
As a member of a multidisciplinary health care team providing Seniors, Community & Primary Care services to clients in their own homes, the Community Health Worker provides personal care assistance and support to clients and their caregivers/families to promote and maximize independence in the home setting, including assistance with activities of daily living and delegated transfer of function tasks, as directed and in accordance with established plans of care. (Additional details below)

QUICK FACTS
The Wage
- 2008 - 2009  $18.03 - $19.72 per hour
- 2009 - 2010  $18.39 - $20.11 per hour

TRAINING / EXPERIENCE NEEDED
- Graduation from a recognized Home Care/Resident Care Attendant program
  - or - an equivalent combination of education, training, and experience
- Food Safe Certificate
- Current Level “C” Basic Life Saving Certificate
- Valid BC driver’s license

SKILLS AND ABILITIES NEEDED
- Work independently with a minimum of supervision
- Communicate effectively, both verbally and in writing
- Deal with others effectively
- Physically able to perform the duties of the job
- Organize work
- Operate related equipment

POST-SECONDARY INSTITUTIONS
- Camosun College (link)
- Vancouver Island University (link)
- North Island College (link)
- Discovery Community College (link)
- Sprott-Shaw Community College (link)
- This a list of training programs approved by VIHA for both the CHW and Resident Care Worker positions.

PROGRAM LENGTH
- Between 23 and 27 weeks full-time (on average)

ADMISSION REQUIREMENTS
- English 12 (minimum grade C) or completion of an English Competency test
- Camosun College requirements. Subject to change. Requirements will vary between educational facilities.

NOTE
Travel is a requirement of this position. Transportation arrangements must meet operational requirements.
JOB TASKS - A SAMPLE

- Provides personal care to clients, including all aspects of activities of daily living such as assisting with dressing and undressing, bathing, care of skin and hair, assisting with toilet needs, feeding and changing beds.
- Performs delegated transfer of function tasks as directed and for which specific training has been completed, such as medication administration, catheter care, suppositories, applying non-sterile dressings, and implementing exercise and mobilization routines.
- Monitors the physiological, socio-cultural and general wellbeing of clients and their caregivers/family, reporting any concerns to the Care Coordinator.
- Encourages and promotes independence and self-sufficiency for clients, and their caregivers/family, reports regularly to the appropriate Care Coordinator on the condition and care needs of client and their caregiver/family.
- Maintains an awareness of community resources, health care services and other agencies and shares that information as required.
- Demonstrates household management methods and provides basic information to clients related to activities of daily living, housekeeping, meal planning and preparation, and grocery shopping. Plans, prepares and serves meals, including special diets, and assists and/or feeds clients as necessary and in accordance with the established Care Plan.
- Maintains a safe and healthy environment in the home by performing household management duties, including cleaning and laundry, as directed and in accordance with the established Care Plan.
- As part of the multidisciplinary health care team, provides input in the development, maintenance and delivery of a client-centered Care Plan by documenting the care provided in communication books and providing regular progress reports on the clients condition and any changes to the appropriate supervisor.
- 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.
- Performs related clerical duties such as using the telephone and paging systems, and maintaining patient records.
- Participates in staff meetings, quality improvement initiatives, committees and in-services, and maintains up-to-date knowledge through involvement in appropriate work-related continuing education as required by the employer.
- Assists with orientation of new staff and education experiences of students as well as sharing expertise with other members of the team as required.
- Performs other related duties as required.
COOK

JOB SUMMARY
Reporting to the Senior Cook or designate. Prepares and serves meals including special diets. Performs routine cleaning duties; receives supplies; and monitors equipment.
(Additional details below)

QUICK FACTS
The Wage
- 2008 - 2009 $16.34 - $18.03 hourly

TRAINING / EXPERIENCE NEEDED
- Grade 12.
- Certification as a Cook - Industry Training and Apprenticeship Commission.
- Food Safe 1 & Food Safe 2.
- Certification in CPR, First Aid.
- Certification in Non-Violent Crisis Intervention (NVCI) within three (3) months of employment.
- A minimum of six (6) months recent, related experience or an equivalent combination of education, training and experience.

SKILLS AND ABILITIES NEEDED
- Ability to communicate effectively, both verbally and in writing.
- Ability to deal with others effectively.
- Ability to deal with seriously addicted and mentally ill clients and their families.
- Physical ability to carry out the duties of the position.
- Ability to operate related equipment.
- Ability to organize and prioritize workload

POST-SECONDARY INSTITUTIONS
- Vancouver Island University – Culinary Arts (link) 1 year Certificate or 2 year diploma
- Camosun College – Culinary Arts (link) Levels 1, 2, and 3

Note: To work in a hospital setting you must complete level II at Camosun College

PROGRAM LENGTH
1-2 years (varies by program)
ADMISSION REQUIREMENTS

- Candidates must submit proof of at least three (3) months of work experience related to the food service industry, together with a letter of reference from their employer;

AND

- Submit proof of a letter grade of “C” or higher in English 10, or ENGL 057, or assessment;
- Submit proof of a letter grade of “C” or higher in Principles of Math 10, or MATH 037, or assessment;

OR

- Complete GED with a min. average standard score of 500 and a min. standard score of 500 for both Math & English;
- Food Safe Level 1.

For Level 2 & 3 Requirements and additional Participation Requirements, go to (link) Camosun College requirements. Subject to change. Requirements will vary between educational facilities.

JOB TASKS - A SAMPLE

- Prepares and serves meals and snacks by performing all duties, such as planning food preparation, heating and serving schedules. Testing food items for palatability, portioning and serving.
- Using a client-centre approach, works with residents in developing meal preparation, cooking and kitchen organization skills.
- Receives supplies, checks invoices against orders and goods received, stores and distributes supplies.
- Performs inventory duties such as storing and rotating all food and kitchen supplies.
- Performs routine cleaning duties such as cleaning food preparation equipment, sweeping and mopping floors, cleaning kitchen and storage areas such as walls, ovens, and freezers, and removing garbage
- Maintains a clean and orderly kitchen and work area at all times. Washes, scrubs, and rinses pots, pans, dishes, and utensils by hand or dishwasher.
- Monitors the functioning of equipment, and takes corrective action within established policy and budget considerations, reports status to Clinical Coordinator or designate.
- Completes and maintains kitchen records and documentation as set out in policy, procedure and practice, and client preferences, allergies, and special dietary needs.
- Performs other related duties as assigned by the Senior Cook or designate.
DENTAL ASSISTANT

JOB SUMMARY
Provides assistance with the delivery of public health dental services, assists in the operational function of the public health dental program, and provides administrative support services to the public health dental program.
(Additional details below)

TRAINING / EXPERIENCE NEEDED
- Must be registered and licensed to practice as a Certified Dental Assistant in British Columbia
- One year recent related experience including experience with children.
- Valid Class 5 vehicle Licence.

POST-SECONDARY INSTITUTIONS
- Camosun College (link)
- Vancouver Island University (link)
For a list of other Colleges and post-secondary institutions offering a Dental Assistant Programs, view:
http://www.cdaa.ca/e/index.asp?l=e/career/schools/bc.html

PROGRAM LENGTH
- 10 months (varies by program)
The program is offered at several colleges in British Columbia, most of which are accredited by the Commission on Dental Accreditation of Canada.

SKILLS AND ABILITIES NEEDED
- Ability to operate related equipment including a computer and word processing and spreadsheet applications.
- Physical ability to carry out the duties of the position.
- Ability to communicate orally and in writing.
- Ability to work with children.
- Ability to deal with others effectively.
- Knowledge of techniques and standards of prevention and restorative clinical practice

ADMISSION REQUIREMENTS
- Grade 12 graduation or equivalent; including:
  - Proof of a letter grade of “C” or higher in English 12 or TPC 12 or assessment; and,
  - Proof of a letter grade of “C” or higher in Biology 12 or BIOL 080 or BIOL 100.
- A TB test, Hepatitis and flu vaccination are highly recommended
- You should have basic computer literacy, including experience with keyboarding and basic Internet search, email skills and Windows
Additional/Participation Requirements at: http://camosun.ca/learn/programs/cda/cda-requirements.html
Attendance at a program information session is highly recommended prior to application to this program.
Camosun College requirements. Subject to change. Requirements will vary between educational facilities.

QUICK FACTS

The Wage
- 2008 - 2009 $18.03 – 19.72 per hour
- 2009 - 2010 $18.39 – 20.11 per hour

The job catalogue contains general information only and is not intended to be used as an official VIHA job description.
Job information and requirements are subject to change without notice.
JOB TASKS - A SAMPLE

- Provide assistance with the delivery of public health dental services by:
  - Conducting cursory screenings of children in accordance with established practices and procedures;
  - Documenting and recording findings and relevant client data while respecting client confidentiality;
  - Providing information to families;
  - Scheduling screening and education activities;
  - Delivering appropriate dental health demonstrations for individuals in classrooms and in the community.
- Assist in the operational function of the public health dental program by:
  - Participating in the development of presentations;
  - Participating in the development and review of program plans and goals.
- Provide administrative support services to the public health dental program by:
  - Ensuring equipment and supplies are working and complete;
  - Inputting data on the computer utilizing the PHIS and other software;
  - Monitoring supply and equipment inventories, identifying requirements, preparing order requisitions. Referring complex problems to the supervisor;
DENTAL HYGIENIST - COMMUNITY

JOB SUMMARY
The Community Dental Hygienist is responsible for the delivery of dental health prevention and promotion services for individuals, families and communities. Dental Hygienists assess, plan, implement and evaluate programs and services for children and their families and work collaboratively with professionals, agencies, and community members and groups in an inter-disciplinary team approach. (Additional details below)

TRAINING / EXPERIENCE NEEDED
- Graduation from an accredited School of Dental Hygiene with a diploma in Dental Hygiene or the equivalent.
- Registered to practice dental hygiene in British Columbia by the College of Dental Hygienists of BC.
- Minimum 1 year private practice experience plus one to two years experience working in a community health organization or the equivalent working with children, youth and their families and persons with disabilities.
- Valid B.C. driver’s license

POST-SECONDARY INSTITUTIONS
Diploma Programs:
- Camosun College (link)
- College of New Caledonia (link)
- University of BC (link)
- Vancouver Community College (link)
- Vancouver Island University (link)
*For a complete list of Canada-wide diploma programs, view: (link)*

Degree Programs:
- University of British Columbia (link)
- University of Alberta (link)
- Dalhousie University, Nova Scotia (link) - * One-year degree completion program

QUICK FACTS
The Wage
- 2008 - 2009 $25.41-31.72 per hour
- 2009 - 2010 $26.17-32.67 per hour

SKILLS AND ABILITIES NEEDED
- Ability to work effectively with children and families, and with persons with developmental disabilities, groups and inter-disciplinary teams using health promotion principles.
- Ability to assess and provide oral health services to clients with complex needs.
- Ability to communicate effectively verbally, including public speaking, and in writing.
- Knowledge of and ability to apply teaching principles for groups and individuals.
- Knowledge of and ability to present to and facilitate groups.
- Ability to plan, organize and prioritize work and work independently and to adapt to a variety of situations.
- Computer literacy, particularly with word processing and spreadsheet applications.
- Ability to carry out duties of the position.
- Demonstrated leadership skills.

PROGRAM INFORMATION
In Canada, dental hygienists must successfully complete a dental hygiene diploma or bachelor program.
Timeline:
- 1 year of prerequisites
- 2 years dental hygiene program leading to a diploma
- 1-year post diploma (for a Dental Hygiene Degree)

RELATED LINKS
- College of Dental Hygienists of BC
  http://www.cdhbc.com/
ADMISSION REQUIREMENTS

- High school students preparing for this program will need the following courses to enter university and take the required courses:
  - English 12
  - Biology 12
  - Chem 12
  - P Math 11
  - A Math 12

Admission requirements

When you apply you'll need:

- Completion of first-year university-transfer courses with proof of a letter grade of “C+” or higher in each of:
  - Human Anatomy and Physiology (two semesters with regular labs*);
  - Chemistry (two semesters with weekly labs);
  - Elementary Statistics for Social Sciences** (one semester);
  - English (two semesters, writing courses preferred);
  - Psychology (two semesters); and,
  - One (1) elective (one semester).

Camosun College requirements. Subject to change. Requirements will vary between educational facilities.

A TYPICAL WORKDAY COULD INCLUDE:

- Conducting dental health surveys, screenings or caries risk assessments;
- Counselling a family about oral health
- Providing fluoride treatments to children
- Teaching adults, college students, health professionals, care providers and others in the community, either individually or in groups;
- Providing clinical preventive services within the scope of dental hygiene practice.
- Collaborating on projects with community groups;
- Representing the dental team on local, regional and Island-wide committees;
- Researching, developing, and evaluating resources for clients, professionals and communities;
- Participating in multi-disciplinary community activities
- Reviewing literature and conducting research.

The dental hygiene profession focuses on preventive health care. As a result, many dental hygienists deliver health promotion programs in their community to parent and special needs groups. Among the programs provided are:

- Child Health Conferences
- Parent groups
- Pregnancy outreach
- Dental health services for persons with developmental disabilities
DIAGNOSTIC MEDICAL SONOGRAPHER

JOB SUMMARY
The Diagnostic Medical Sonographer, performs ultrasound procedures; receives and completes requisitions, forms and reports; prepares and monitors supplies and equipment; monitors patients; and operates ultrasound equipment, including preparing and presenting patient data to physicians. (Additional details below)

QUICK FACTS
The Wage
- 2008 - 2009 $27.79-34.64 per hour
- 2009 - 2010 $28.28-35.25 per hour

TRAINING / EXPERIENCE NEEDED
- Graduation from an approved Diagnostic Medical Sonography Diploma or Degree Program
- Eligible for general sonographer certification with the Canadian Association of Registered Diagnostic Ultrasound Professionals (CARDUP) and/or eligible for Registered Diagnostic Medical Sonographer, (RDMS) credential registration with the American Registry of Diagnostic Medical Sonographers (ARDMS);
- One (1) year recent related experience; or an equivalent combination of education, training, and experience.
- Basic Life Support Certificate, Level C (BLSC).
- Travel is a requirement of this job. Travel arrangements must meet the requirements of the program.

SKILLS AND ABILITIES NEEDED
- Organize and coordinate workload.
- Establish priorities in collaboration with others.
- Demonstrate effective interpersonal communication skills.
- Work independently and as a member of a multidisciplinary team.
- Operate related equipment, including computerized systems.
- Physical ability to perform the duties of the position.

POST-SECONDARY INSTITUTIONS
- British Columbia Institute of Technology (BCIT) (link)

For a complete list of Canada-wide post-secondary institutions, see the Canadian Society of Diagnostic Medical Sonographers’ site at (link)

PROGRAM LENGTH
- The general program length varies between institutions from 27 months to 5 years in duration.

RELATED LINKS
- Canadian Society of Diagnostic Medical Sonographers
  - http://www.csdms.com/

ADMISSION REQUIREMENTS
- High school graduation
- Physics 11 (B)
- English 12 (B) or English language proficiency
- Biology 12 (B)
- Principles of Math 12 (B)

Please see the BCIT website for additional admission requirements and other important information.

BCIT requirements. Subject to change. Requirements will vary between educational facilities.
JOB TASKS - A SAMPLE

- Performs general ultrasound procedures in accordance with standards of professional practice and established departmental policies and procedures, and provides assistance as required with interventional and intra-operative procedures.
- Explains procedures and monitors patient care by observing and responding in accordance with policies and procedures.
- Checks results of procedures and records acquired patient data. Completes written Technical Impressions of the ultrasound examinations for interpretation by the physician.
- Utilizes computerized systems and applications to maintain patient and hospital records, including obtaining and entering patient demographics, histories and charts as required, in accordance with departmental policies, procedures and professional practice standards.
- Participates as a member of the multidisciplinary health care team by:
  - Collaborating with other members of the health care team in the provision of quality, patient-centered care;
  - Coordinating the technical procedures required with other aspects of healthcare; and
  - Promoting effective communication with patients and staff.
- Acts as a resource person by collegially sharing, demonstrating and providing guidance regarding technical procedures to other technologists, students and members of the multidisciplinary team.
- Participates in Continuous Quality Improvement by conducting audits, completing appropriate reports, monitoring clinical indicators and satisfaction surveys, providing feedback and following up on risk factors and making recommendations for improvement.
- Maintains work area by checking and cleaning equipment, setting up examination trays for specific procedures. Receives and stocks supplies and identifies depleted stock and malfunctioning equipment requiring repair in accordance with established policies and procedures. Ensures Patient Clinic area remains tidy and family friendly.
- Demonstrates personal initiative in maintaining professional currency and skills by participating in continuing education activities as required, including case reviews and regular educational rounds.
- Performs other related duties as required.
**DISTRIBUTION PORTER**

**JOB SUMMARY**
Performs a variety of duties relating to distribution and transportation of hospital items such as laboratory specimens, blood, charts, furniture, and equipment. Attends to related record keeping as required. (Additional details below)

**QUICK FACTS**

**The Wage**
- 2008 - 2009  $17.34 per hour
- 2009 - 2010  $17.81 per hour

**TRAINING / EXPERIENCE NEEDED**
- Grade 10 plus six months recent related experience or an equivalent combination of education, training, and experience.

**SKILLS AND ABILITIES NEEDED**
- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to perform the duties of the position.
- Ability to organize work.
- Ability to operate related equipment.

**JOB TASKS - A SAMPLE**
- Receives instruction from appropriate source such as Supervisor or through requisition form to transport and distribute hospital items such as supplies, equipment, furniture, and material to a designated area within hospital grounds.
- Loads supplies, equipment and material onto appropriate transporting vehicle, ensuring items are stable and secure.
- Transports and delivers requested stock, equipment and materiel to specified area. Unloads, unpacks, sorts, and places in designated area.
- Ensures safety and security of material during transport by keeping regularly used transporting equipment such as distribution carts and carriers clean and reporting improperly working equipment to Supervisor for repair.
- Stores transporting equipment in readily available area for convenience and efficiency of service.
- Fills requisitions, assists with physical inventories and cleans and rotates stock as required.
- Keeps stores area clean and tidy and performs routine clerical duties such as keeping simple records and completing forms relating to work performed.
- Performs other duties as assigned.
DRIVER

JOB SUMMARY
Reports to the Transport Supervisor. Responsible for the operation, loading, and unloading of a van, light truck, or trailer, to pick up, transport, and drop off garbage, linen, ward supplies, office furnishings, recyclable materials, food products, laboratory specimens, bio-hazardous material, information material, and other items according to defined schedules, request log, or dispatched instructions. (Additional details below)

QUICK FACTS
The Wage
- 2008 - 2009 $17.68 per hour
- 2009 - 2010 $18.16 per hour

TRAINING / EXPERIENCE NEEDED
- Grade 10 or an equivalent combination of education, training, and experience.
- Valid Class 5 vehicle license
- Class 4 (restricted) and/or Class 3 as required

SKILLS AND ABILITIES NEEDED
- Ability to operate related equipment.
- Ability to deal with others effectively.
- Ability to organize work.
- Ability to communicate effectively both verbally and in writing.
- Physical ability to carry out the duties of the position.

JOB TASKS - A SAMPLE
- Operates a van or similar motor vehicle in the delivery and collection of items required by the VIHA sites to destinations as directed by written or verbal instructions.
- Operates a single axle truck or similar motor vehicle in the collection and transport of trash, bio-hazardous material, recyclable material, and garbage. Maintains records in accordance with federal Ministry of Transport regulations.
- Operates a single axle truck or similar motor vehicle in the collection and delivery of items such as clean linen, soiled laundry, furnishings, perishable and non-perishable provisions, meals and prepared food products, ward supplies, and other general stores items, from various sites to predetermined destinations. Maintains records in accordance with federal Ministry of Transport regulations.
- Operates a single axle truck or similar motor vehicle in the collection of laboratory specimens and confidential health related records.
- Operates a radio transmitter and receiver to receive instruction, relay information, and transmit requests to other drivers and Transport Supervisor.
- Performs pre and post trip inspection and maintains vehicle logs for assigned vehicles, in compliance with National Safety Council regulations, and submits reports to the Transport Supervisor.
- Cleans and washes the exterior and interior of assigned vehicles.
- Performs routine maintenance duties on assigned vehicles, such as checking belts, lights, tires, and maintaining fluid levels, making recommendations for equipment repair as required.
- Performs distribution duties as required.
ELECTRICIAN

JOB SUMMARY
Under the direction of the Foreman Electrician, installs, inspects, maintains, and repairs all electrical facilities and equipment. May provide work direction to apprentices, labourers, and other designated staff. (Additional details below)

TRAINING / EXPERIENCE NEEDED
- Grade 10 plus two years recent, related experience or an equivalent combination of education, training, and experience.
- Certificate of Apprenticeship and Trades Qualification Certificate as a journeyman Electrician recognized by the Province of B.C., with the following designations: Class Code - EW, Scope - Electrical Worker Unrestricted, AR – Class A.

SKILLS AND ABILITIES NEEDED
- Ability to read and interpret blueprints and drawings.
- Ability to communicate effectively both verbally and in writing.
- Physical ability to carry out the duties of the position.
- Ability to deal with others effectively.
- Ability to work with minimal supervision.
- Ability to organize work.
- Ability to operate related equipment.

POST-SECONDARY INSTITUTIONS
- Camosun College (link)

PROGRAM LENGTH
- Camosun provides the technical training you’ll need for all four years of your apprenticeship, leading to your full Trade Interprovincial Qualification.

ADMISSION REQUIREMENTS
- Submit proof of a letter grade of “C” or higher in English 12 or TPC 12, or ENGL 092 and ENGL 094, or assessment;
- Submit proof of a letter grade of “C” or higher in Principles of Math 11 or Applications of Math 11, or MATH 057, or assessment.

Additional Participation Requirements information at: http://camosun.ca/learn/programs/eltelec/requirements.html
Camosun College requirements. Subject to change. Requirements will vary between educational facilities.

JOB TASKS - A SAMPLE
- Repairs and maintains low voltage electrical equipment such as nurse call systems, fire alarm systems, door alarm systems.
- Repairs and maintains electrical equipment and systems such as electrical appliances, motors, switchgear, heating elements and other electrical apparatus.
- Performs new installations including rough in work such as running conduit and installing boxes and finish electrical duties such as installing fixtures, plugs, and switches.
- Advises Coordinator as to proper method, equipment, safety, standards, codes, etc. associated with trade qualifications. Orders electrical supplies when required and maintains an inventory of supplies, equipment and tools.
- Carries out safety checks on equipment and devices to ensure that safety practices and procedures are adhered to; maintains reports and records; maintains a clean and orderly work area.
- Assigns work tasks to designated staff and provides related training and orientation.
• Prepares for work projects by arranging work schedule with user departments and assembling supplies, tools and equipment. Calculates material and labour, and estimates costs of projects.
• Reviews work requests and consults with user departments regarding specification and project requirements. Interprets blueprints, drawings and specifications in order to determine materials and equipment required.
• Performs other related duties as assigned.
ELECTRODIAGNOSTIC (EDS) TECHNOLOGIST

JOB SUMMARY
The Electrodiagnostic (EDS) Technologist performs a variety of invasive and non-invasive diagnostic tests and specialized procedures in the fields of cardiology, urology, and gastroenterology, and the routine maintenance of equipment. Using a personal computer and related software, performs database functions, including editing of electrocardiograms, storage and retrieval of test and procedure records, and related clerical duties. (Additional details below)

QUICK FACTS
The Wage
- $25.62 – $31.93 per hour

TRAINING / EXPERIENCE NEEDED
- Canadian Society of Cardiology Technologists (CSCT) certification as a Cardiology Technologist.
- Completion of a recognized Cardiology Technologist program at the diploma level
- Eligible for specialty certification with the Canadian Society of Cardiology Technologists (CSCT)
- Three (3) year’s recent, related experience or an equivalent combination of education, training, and experience.
- Demonstrated knowledge of non-invasive diagnostic tests and specialized procedures in the fields of cardiology, urology, and gastroenterology and a willingness to participate in specialized training.

SKILLS AND ABILITIES NEEDED
- Prioritize and organize work.
- Observe and assess clients/patients.
- Operate related equipment, including computerized systems.
- Communicate effectively, both verbally & in writing
- Deal with others effectively.
- Participate as a member of a multidisciplinary team.

RELATED LINKS
- Canadian Society of Cardiology Technologists - http://www.csct.ca/

POST-SECONDARY INSTITUTIONS
- BCIT (link)

PROGRAM LENGTH
- If you opt to do the theory courses of the program based on a part-time schedule (6 to 8 credits), it will take you approximately four years to complete the program, and a maximum of up to five years to complete the entire program.
- If you opt to do the theory courses of the program based on a full-time schedule (13 to 15 credits), it will take you approximately two years to complete the program and a maximum of up to five years to complete the entire program.
ADMISSION REQUIREMENTS

Academic
- High school graduation with the following courses (or college/university equivalent). It is highly recommended that the following entrance requirements are completed within the last 5 years:
  - Biology 12 (to include Human Biology) with a C+ or better
  - Chemistry 11 with a C+ or better
  - English 12 with a B or better or English-language proficiency
  - Math 12 or Applied Math 12 with a C+ or better
  - Physics 11 or Applied Physics 12 with a C+ or better

Additional Requirements
- Computer skills/knowledge of Windows Operating Systems, MS Word, Excel and Internet Explorer
- Letter of intent: 500-word essay detailing interest in the program and the field
- Resume, including work history (Work-related or volunteer experience in the industry is highly recommended)
- Two letters of reference (one academic, one professional/work)
- Site visit to a cardiology department
- Cardiology Physical Requirements Form

For additional information regarding Admission Requirement and Spoken English Proficiency, see: http://www.bcit.ca/study/programs/530adiplt

BCIT requirements. Subject to change. Requirements will vary between educational facilities.

JOB TASKS - A SAMPLE

- Explains both routine and specialized procedures to prepare patients for tests and answers related questions referring questions to other members of the multidisciplinary team as appropriate.
- Prepares for, performs, records, and edits data for interpretation for a variety of invasive and non-invasive procedures such as Pressure Flow Cystometry, Voiding Flow, Esophageal Motility Tests, and 24 hour Ph and Bernstein Acid Perfusion Studies.
- Performs non-invasive cardiology testing such as resting electrocardiograms (ECG’s), pacemaker ECG’s with and without magnets in accordance with doctors’ orders, treadmill stress tests including nitro protocol as required, 24 hour holter monitor hook-ups, and patient activated cardiac loop recorders, according to departmental policies and procedures.
- Performs ECG’s by attaching electrodes to the patient and operating cardiac equipment. Documents data such as position of patient, physical symptoms, and changes in lead positions as required. Performs modified and special lead procedures following established policies and procedures.
- Under the direct supervision of a physician, administers oral or sublingual drugs, such as Adenosine and Dobutamine. Monitors patients during the administration of drugs and records time of drug administration and rhythm changes.
- Performs Tilt Table Testing, MIBI treadmills, and the exercise tolerance testing portion of Stress Echocardiograms as required by recording ECG’s, blood pressure, and time and dosage of administered drugs and identifying and printing abnormalities according to established procedures.
- Participates as a member of the health care team by collaborating in the provision of quality, patient/client-centered care and promoting effective communication with patients/clients, caregivers, families, visitors and staff.
- Performs routine calibration and maintenance of equipment such as cleaning, inspection, calibrating, and replacing parts such as batteries, leads and paper. Reports any malfunction to the appropriate authority. Maintains an adequate stock of necessary supplies in accordance with established procedures.
- Utilizes computerized systems to maintain patient and hospital records, including obtaining and entering patient demographics, histories and charts as required, and in accordance with department policies, procedures and
professional practice standards. Completes documentation and prepares recordings for interpretation by designated medical staff and performs database functions such as identification, verification, editing, updating, and retrieval of test and procedure records.

- Performs related clerical duties such as filing, photocopying, record retention, patient check-in, procedure completion, and telephone answering as required.
- Participates in Continuous Quality Improvement by conducting audits, completing appropriate reports, monitoring clinical indicators and satisfaction surveys, providing feedback, following up on risk factors, and making recommendations for improvements. Assists the Physician with research and development of new diagnostic procedures and assists in clinical research projects, as required.
- Acts as a resource person by collegially sharing, demonstrating and providing guidance regarding electrodiagnostic technologist procedures to other staff, students and other members of the multidisciplinary health care team.
- Demonstrates personal initiative in maintaining professional currency and skills by participating in relevant educational activities, as required.
- Performs other related duties as assigned.
ENVIRONMENTAL HEALTH OFFICER

JOB SUMMARY
The Environmental Health Officer carries out inspections and regulatory duties within the Vancouver Island Health Authority (VIHA) including both urban and rural areas. Duties and responsibilities include investigating complaints and inspecting eating and food handling establishments, sewage disposal systems, water supplies and public services premises. The Environmental Health Officer enforces compliance with municipal by-laws, government acts and regulations. (Additional details below)

QUICK FACTS
The Wage
- 2008 - 2009 $26.39-$32.89 per hour ($27.32-$34.07 sole charge)
- 2009 - 2010 $27.18-33.88 per hour ($28.14-$35.10 sole charge)

TRAINING / EXPERIENCE NEEDED
- Bachelor’s Degree in Environmental Health or equivalent recognized by the Board of Certification, Canadian Institute of Public Health Inspectors. Certificate in Public Health Inspection (Canada).
- Eligible for registration with the Canadian Institute of Public Health Inspectors, B.C. Branch.
- Valid BC Driver’s Licence.
- Three (3) years of recent related experience or an equivalent combination of education, training and experience.

TRAINING FACILITY
- Concordia University College of Alberta (link) – for the 15-month Environmental Health (after degree) program
- BCIT Environmental Health / Public Health Inspection
  http://www.bcit.ca/study/programs/8500dbtech

SKILLS AND ABILITIES NEEDED
- Ability to communicate effectively both verbally and in writing.
- Ability to work independently, organize workload and establish priorities.
- Ability to exercise sound judgment, decision-making and problem solving.
- Ability to establish relationships with internal and external contacts.
- Physical ability to perform the duties of the position.
- Ability to obtain cooperation and coordinate the work of a variety of government representatives, non-profit agencies, landlords and business owners and families.
- Ability to operate related equipment.

PROGRAM LENGTH
At Concordia:
- 3-4 years for a baccalaureate degree in science from a recognized university or college
- 15 months for the Environmental Health (after degree) program
At BCIT:
- 2 years with the appropriate prior 2 years of post-secondary course work, an appropriate credential, or BCIT’s Degree Transfer in Science & Technology
ADMISSION REQUIREMENTS

Concordia University College of Alberta Bachelor of Environmental Health (After Degree) Requirements

- A three- or four-year baccalaureate degree in science from a recognized university or college.
- An admission grade point average (AGPA) of at least 2.3 (on Concordia’s 4-point scale) or equivalent on the most recently attempted 30 credits.
- Successful completion of 12 senior-level credits as listed below. Please note that while candidates with senior-level credit in these subjects are given preference, those with junior-level credits may also be considered.
  - 3 credits in chemistry (analytical chemistry preferred)
  - 3 credits in microbiology (with laboratory hrs pref)
  - 3 credits in human or mammalian physiology
  - 3 credits in statistics
  - Successful completion of 3 credits of English or writing.
- Evidence of proficiency in computer knowledge/use.
- A resume including a statement of career objectives and the names and contact information of two appropriate references (normally an academic and a professional reference). The resume should highlight employment and volunteer experience relating to environmental, public and community health.
- Demonstrated fulfillment of Concordia’s English Language Requirement, section 3.1.3.
- Following the initial review of applications, qualified applicants are invited for interviews. The interview is designed to assess applicants’ non-academic qualifications, such as their degree of maturity and motivation, initiative, ability to communicate, personal qualities and interests, and overall suitability for the profession.

BCIT Entrance Requirements

- A. Two years of post-secondary course work, OR
- B. An appropriate credential, OR
- C. BCIT’s Degree Transfer in Science and Technology

SEE: [http://www.bcit.ca/study/programs/8500dbtech](http://www.bcit.ca/study/programs/8500dbtech) for details regarding the above

Additional Criteria

Applicants must be in good health with adequate hearing and vision. We suggest an up-to-date immunization program for applicants accepted into the program. The nature of the work in this program and career is physically demanding. If you have questions regarding the physical demands, please contact the program head. Student applicants with disabilities should also contact the Disability Resource Centre at 604-451-6963. Applicants should be able to show evidence of maturity, have a positive outlook and an interest in serving the public.

International students who are applying for student authorization should request a work permit to cover the practicum course at the same time as they apply for their student authorization.

Preparation

BCIT suggests that people interested in this program contact a health agency in their area to speak to a PHI/EHO about the job. Note that workloads in some agencies will limit the available time for such inquiries. If possible, both a rural and an urban agency should be approached as the role of the PHI/EHO can vary considerably in these two settings. Alternatively, contact the program head to speak to PHIs on faculty about the profession. BCIT also recommends acquiring keyboarding (typing) skills in preparation for computer use.
JOB TASKS - A SAMPLE

- Performs a variety of duties to minimize the occurrence of disease and public exposure to environmental health hazards through methods such as performing epidemiological investigations into food borne illness outbreaks and epidemics of waterborne and zoonotic diseases, identifying conditions and initiating investigations into areas which are injurious or potentially hazardous to human health, initiating and conducting health assessments.
- Provides technical assessments for a variety of clients including the general public, private industry and licensed professionals such as engineers, surveyors and architects, government agencies and municipalities. Responsibilities include reviewing and assessing plans or proposals for the operation or construction of a variety of facilities, reviewing on-site sewerage system filings, assessing, evaluating and recommending approval or rejection of bare land subdivision applications.
- Provides consultation and education to others including the general public, government agencies, local and authority officials, architects and engineers. Responsibilities include evaluating and documenting critical health and safety hazards, advising on necessary corrective actions and preventative measures to be in compliance with the current Federal, Provincial and regional requirements and interpreting and providing advice, guidance and direction on legislation, policies and procedures.
- Ensures compliance with Environmental Health Legislation and standards through methods such as issuing operating permits for food facilities, and water systems, issuing orders and withdrawing operating permits from non-compliant premises, initiating other legal action and participating in prosecutions by preparing briefs, gathering evidence, and appearing in court as an expert witness.
- Collects fees for Health Operating Permits in the field and delivers to field office for processing.
- Represents the Health Protection program on various community based and in-house committees such as the Food Safety and Drinking Water Committees.
- Documents and accesses a wide variety of information utilizing computerized information/management systems.
- Contributes to the practicum experience of students by performing duties such as providing supervision, clinical education and guidance to students and providing feedback on performance.
- Maintains and updates knowledge in environmental health issues through methods such as reviewing literature, consultation with other professionals and attendance at relevant education programs as requested and approved in order to contribute to the continuing improvement of services.
- Participates in continuous quality improvement/quality assurance activities through methods such as evaluation and measurement of outcomes of programs, follow-up of unusual occurrences, identification and participation in research studies and contribution to the identification of new policies and best practices for the profession and the organization.
- Performs other related duties as assigned.
HEALTH INFORMATION MANAGEMENT PROFESSIONAL

JOB SUMMARY
Performs a variety of health record related duties such as record assembly, quantitative analysis, validation and editing of information, and release of information in accordance with established standards, guidelines, policies and procedures, by utilizing computerized systems and related software applications. (Additional details below)

TRAINING / EXPERIENCE NEEDED
- Grade 12
- Graduate of an accredited Health Information Professional program
- Two year’s recent, related experience or an equivalent combination of education, training, and experience.

POST-SECONDARY INSTITUTIONS
- Douglas College (link)

PROGRAM LENGTH
- 2 years full time
- The program can be taken on a part-time basis and it can be completed in three or four years

JOB TASKS - A SAMPLE
- Performs quantitative analysis on patient chart through detailed analysis of the health record and direct records to appropriate physicians for review and completion.
- Edits, corrects and validates health information as required.
- Completes record counts and follows procedures for physicians’ incomplete charts as outlined in the Medical Staff By-Laws and department policy.
- Processes release of information requests according to VIHA policies and departmental procedures.
- Assembles charts according to the Standard Record Assembly Order.
- Files loose reports as required.
- Files and retrieves health records.
- Performs other related duties as assigned.

QUICK FACTS
The Wage
- 2008 - 2009 $20.01 per hour
- 2009 - 2010 $20.55 per hour
- 2010 - 2011

SKILLS AND ABILITIES NEEDED
- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others.
- Ability to organize work.
- Ability to operate related equipment.
- Physical ability to carry out the duties of the position.

ADMISSION REQUIREMENTS
- Admission to the Health Information Management Program is contingent upon availability of seats, completion of all admission criteria, and applicant ranking as determined by a process of selective admission evaluation. To be considered for a seat in the program, applicants must meet all the required admission criteria.

View an extensive overview of Admission Requirements: http://www.douglas.bc.ca/calendar/programs/phisp.html

Douglas College requirements. Subject to change. Requirements will vary between educational facilities.
INVENTORY CONTROL CLERK

JOB SUMMARY
Under the direction of the Supervisor-Materials Management, maintains the data entry and inventory re-order functions for Victoria General Hospital Stores. Assists in the maintenance of the filing system and records associated with the Shipping and Receiving functions. Provides customer service by answering inquiries or directing to the appropriate source. (Additional details below)

TRAINING / EXPERIENCE NEEDED
- Grade 12 plus 2 years recent related experience or an equivalent combination of education, training, and experience.

QUICK FACTS
The Wage
- 2008 - 2009 $19.34 per hour
- 2009 - 2010 $19.86 per hour
- 2010 - 2011

SKILLS AND ABILITIES NEEDED
- Ability to type 50 wpm
- Ability to communicate effectively both verbally and in writing
- Ability to organize work
- Ability to operate related equipment
- Ability to deal effectively with others
- Physical ability to perform the duties of the position.

JOB TASKS - A SAMPLE
- Performs filing and records' maintenance associated with receiving functions to ensure compliance with good materiel handling and accounting procedures.
- Performs inventory data entry functions, maintaining the accuracy and timeliness of inventory statistics and levels for the assigned inventories.
- Performs departmental inventory issues and automatic departmental replenishment functions, adjusting quotas and par levels in accordance with standard procedures, and in consultation with clients.
- Participates in taking physical Inventory counts by counting the items and entering physical counts in accordance with Stores policy and procedures.
- Performs clerical and reception tasks, including answering the telephone, taking messages, typing and filing of letters and other Stores-related documents.
- Provides customer service for clients by answering queries, directing queries to the appropriate Support Services portfolio or directing service requisitions to the appropriate VIHA service centre.
- Performs other related duties as required.
LAUNDRY WORKER

JOB SUMMARY
Performs various duties required for the processing of hospital linens such as transporting linen, handling, separating, and sorting soiled linens, processing, inspecting, and storing clean linen articles. (Additional details below)

TRAINING / EXPERIENCE NEEDED
- Grade 10 or an equivalent combination of education, training, and experience.

QUICK FACTS
The Wage
- 2008 - 2009 $17.00 per hour
- 2009 - 2010 $17.46 per hour
- 2010 - 2011

SKILLS AND ABILITIES NEEDED
- Ability to communicate effectively both verbally and in writing.
- Ability to deal effectively with others.
- Physical ability to carry out the duties of the position.
- Ability to operate related equipment.
- Ability to organize work.

JOB TASKS - A SAMPLE
- Unloads carts containing soiled linen from transport truck. Weighs and records weight of soiled linen received in carts and bags for processing.
- Places bags of soiled linen onto the hooks of the overhead bag storage system.
- Handles and sorts soiled linen by placing into various laundry hoppers or into the wheeled soiled linen cart, according to the type of linen and the nature of the cleaning required.
- Operates various laundry equipment such as weigh scale, linen cart dumper, cart washer, and conveyor belt and various linen finishing equipment such as linen feeder-spreader-ironer, roll-up bin, blanket and small-piece linen folder, rotary accumulator, and uniform finishing equipment.
- Inspects clean linen for quality control purposes and separates stained, torn, and otherwise defective linens for repair, stain treatment, and rewash.
- Processes clean linen by sorting, feeding linens into ironers, folders, and uniform finishing tunnel and stacking, bulk bagging, or hand folding items.
- Collects finished linens from rotary accumulator and places on linen carrier shelves.
- Transports loaded and empty linen carriers to storage areas and to transport truck.
- Maintains work area by performing light cleaning duties such as waste collection, sweeping, spot washing and spill cleanup, dusting, wiping, and tidying.
- Performs other related duties as assigned.
LICENSING OFFICER – CHILD CARE & RESIDENTIAL

JOB SUMMARY
The Licensing Officer, participates in the licensing process for residential and child care facilities and performs investigations and inspections of facilities as per the applicable government Act(s) under delegated authority by the Medical Health Officer. Responsibilities include reviewing and processing applications for and amendments to residential and child care facility licenses, reviewing and approving plans of new facilities, participating in the assessment of facility staff, completing inspections of facilities and monitoring compliance. The Licensing Officer investigates complaints, serious incident reports and communicable disease outbreaks within residential and child care facilities.

SKILLS AND ABILITIES NEEDED
- Ability to communicate effectively verbally and in writing.
- Ability to work independently, organize workload and establish priorities.
- Ability to exercise sound judgement, decision-making and problem solving.
- Ability to work effectively as part of an inter-disciplinary team.
- Ability to establish relationships with internal and external contacts.
- Ability to deal with others effectively.
- Ability to operate related equipment including word processing equipment.
- Ability to teach and conduct presentations.
- Knowledge of and ability to implement problem-solving processes.
- Ability to demonstrate sound professional judgement, empathy, tact and integrity.
- Ability to work with media such as print, television and radio.
- Physical ability to perform the duties of the position.
- Ability to secure facts through investigation and inspection and gather evidence.
- Ability to enforce regulatory provisions with tact and firmness.
- Ability to prepare concise and accurate written reports.
- Ability to read and examine floor plans.
- Ability to interpret and explain applicable acts and regulations.

QUICK FACTS
The Wage
- 2008 - 2009 $26.39-32.83 per hour
- 2009 - 2010 $27.18-33.88 per hour
- 2010 - 2011

The job catalogue contains general information only and is not intended to be used as an official VIHA job description. Job information and requirements are subject to change without notice.
TRAINING / EXPERIENCE NEEDED

- University Degree in a related discipline with
- A minimum of two (2) years of recent related experience such as working in a community care facility where a knowledge of residential and child care community care facility operational issues has been acquired,

OR

- A diploma and an equivalent combination of education, training and experience. Eligible for membership in the applicable professional organization.
- Valid BC Driver’s Licence.

POST-SECONDARY INSTITUTIONS – LOCAL OPTIONS

- BCIT – Environmental Health / Public Health Inspection, Bachelor of Technology [http://www.bcit.ca/study/programs/8500dbtech](http://www.bcit.ca/study/programs/8500dbtech)
- University of Victoria: [http://uvic.ca/](http://uvic.ca/)
- Vancouver Island University [http://viu.ca/](http://viu.ca/)
- University of British Columbia: [http://ubc.ca/](http://ubc.ca/)

Related disciplines include: Social Work or Child & Youth Degree depending on the type of facility being inspected.

PROGRAM LENGTH

- 4 years

ADMISSION REQUIREMENTS

- View UVic or UBC admission requirements at the web sites above depending on the related discipline chosen.

JOB TASKS - A SAMPLE

- Reviews and processes applications for residential and child care facility licenses and applications for amendments to community care facility licenses to ensure that the proposed operation/amendments comply with applicable government Acts and Regulations. Makes recommendations to the Supervisor, Licensing or designate on the issuing of licenses to new residential facilities and license amendments for existing facilities.
- Reviews and approves plans of new facilities to determine compliance with legislated requirements and to determine license capacity.
- Participates in assessing the staffing requirements/qualifications of staff for residential and child care facilities including determining the eligibility/suitability of licensees and applicants for the position of Manager, completing interviews and reviewing and making recommendations on staffing requirements/qualifications, residential and child care programming and discipline policies.
- Monitors licensed residential and child care facilities to determine compliance with applicable Regulations and Acts, Ministry of Health and VIHA policies. Conducts inspections of facilities at various times including time of initial application, change in capacity, receipt of a complaint; issues correction orders where indicated and conducts re-inspection visit to ensure compliance.
- Reviews and assesses requests for local discretionary approval by the Medical Health Officer to delegated sections of the Regulations including preparing reports and conducting follow-up visits to the facility to ensure that the local approval continues to be appropriate and there is no risk to the health or safety of adults or children in care.
- Notifies designated individuals of serious infractions of licensing regulations.
- Participates and provides evidence at hearings.
- Organizes and plans a program of monitoring standards of health, safety and care requirements in licensed residential and childcare facilities.
- Assists facility management and staff with interpretation of legislation and policies, resolving operational and programming deficiencies to improve the quality of care provided.
- Documents information manually and/or electronically including writing reports and making recommendations on issues such as suspension or cancellation of a residential and childcare facility license.

The job catalogue contains general information only and is not intended to be used as an official VIHA job description.
Job information and requirements are subject to change without notice.
- Performs a variety of duties related to the investigation of complaints, serious incident reports and communicable disease outbreaks through methods such as:
  - Investigating complaints that a facility is not being operated according to applicable Regulations and Acts;
  - Investigating complaints of alleged abuse or neglect;
  - Interviewing individuals involved in a complaint including adults, children, parents and facility staff;
  - Reviewing and investigating reportable incident reports;
  - Assisting with the investigation of communicable disease outbreaks;
  - Directing complaints to other VIHA staff or external individuals;
  - Informing the Supervisor, Licensing of investigation results;
  - Preparing related reports including results of investigation and recommendations.
- Provides a variety of consultative services including providing information, guidance and consultation to licensees, facility staff and others regarding the licensing process, applicable legislation and the requirements for various categories of care and providing and/or coordinating in-service education for facility staff.
- Contributes to the planning, development and evaluation of the Licensing program through methods such as participating in a variety of committees including accreditation and staff meetings.
- Contributes to the practicum experience of students in environmental health and other students by performing duties such as providing supervision, and guidance to students and providing feedback on performance.
- Maintains and updates knowledge in health, safety and care issues through methods such as reviewing literature, communication with other professionals and attendance at relevant education programs as requested and approved in order to contribute to the continuing improvement of the service provided.
- Participates in continuous quality improvement/quality assurance activities through methods such as evaluation and measurement of outcomes of programs/care, follow-up of unusual occurrences, identification and participation in research studies and contribution to the identification of new policies and best practices for the profession and the organization.
- Performs other related duties as assigned.
LICENSED PRACTICAL NURSE (LPN)

JOB SUMMARY
Under the direction of the Unit Manager or designate and as a member of a multidisciplinary team, performs assessments, plans and provides personal care, and performs nursing procedures. The LPN operates in accordance with the competency guidelines and full scope of practice within the Standards of Practice as outlined by the College of Licensed Practical Nurses of British Columbia, and according to agency operating policies and standards and unit specific protocols. (Additional details below)

TRAINING / EXPERIENCE NEEDED
- Grade 12 graduation or equivalent
- Graduation from a recognized practical nursing program or equivalent.
- Current, full licensure as a Licensed Practical Nurse through the College of Licensed Practical Nurses of British Columbia (CLPNBC)

POST-SECONDARY INSTITUTIONS
- Camosun College (link)
- Discovery Community College (link)
- North Island College (link)
- Sprott Shaw Community College (link)
- Vancouver Island University (link)

PROGRAM LENGTH
- 12 months of study using a provincial curriculum. (Must be recognized by the CLPNBC)

QUICK FACTS
The Wage
- 2008 - 2009 $21.87 - $23.75 per hour
- 2009 - 2010 $22.81 – 24.76 per hour
- 2010 - 2011

SKILLS AND ABILITIES NEEDED
- Clinical competence
- Communicate effectively, both verbally and in writing
- Charting and writing concise reports
- Deal with others effectively
- Sound organizational and problem solving skills
- Sound judgment, good observation and patient assessment skills
- Tact and empathy
- Provide culturally sensitive care and services
- Work independently and cooperatively as part of multidisciplinary teams
- Promote positive change and independence
- Physically and emotionally able to carry out the duties of the position
- Operate a computer with a variety of windows based software
- Foster good public relations
- Operate related equipment
- Maintain a commitment to continued professional development as required by the employer
- Reliability
ADMISSION REQUIREMENTS*

- Grade 12 Graduation
- English 12 (C+ or higher)
- Math 10 (C+ or higher)
- Biology 12 (C+ or higher)

Recommendations:
- Volunteer hours in a health care facility
- Computer literacy (keyboarding/email skills)

*Camosun College requirements. Subject to change. Requirements will vary between educational facilities.

RELATED LINKS

- College of Licensed Practical Nurses of BC
- BC Work Futures

JOB TASKS - A SAMPLE

- Assesses patient/client/family’s actual and potential strengths and limitations including physiological, psychological, socio-cultural, and spiritual needs. Where appropriate, encourages patient/client participation in activities of daily living.
- Contributes to the development and ongoing changes to the individualized plan of care, including attending and providing input into multidisciplinary care planning meetings and patient/client/family conferences.
- Performs nursing care and procedures and evaluates outcomes. Administers medications to assigned patients according to Program service specific protocols.
- Participates in admissions, discharges, and transfers of patients according to Program operating policies and procedures.
- Documents and updates all relevant information about care and procedures to achieve patient/client safety and comfort.
- Assists in the orientation and continuing education of new staff, students, and other members of the Health Care Team.
- Participates in continuous quality improvement and Program evaluation activities, education sessions, team conferences, meetings and committees.
- Performs other related duties as required.

VIHA RESOURCES

- Job postings (link)
- Role and opportunities within VIHA (link)
MAMMOGRAPHY TECHNOLOGIST

JOB SUMMARY
Responsible for the practice of screening and diagnostic mammography procedures in accordance with departmental policies and procedures. Assists in Radiology Section as required. (Additional details below)

TRAINING / EXPERIENCE NEEDED
- Graduation from a recognized accredited school of Medical Radiation Technology - Radiography.
- Registration in good standing with the Canadian Association of Medical Radiation Technologists (CAMRT), BC Division.
- One year recent experience in mammography OR
- An equivalent combination of education, training and experience.

TRAINING INFORMATION
- Mammography is a specialty included in the Medical Radiography program.
- Pre-requisites for Medical Radiology are available on the BCIT website (http://www.bcit.ca/study/programs/6550diplt) and can also be found in the Radiology Technologist section of this document.

SKILLS AND ABILITIES NEEDED
- Ability to communicate tactfully and effectively with program participants and staff.
- Ability to organize own work, and work independently as required.
- Ability to provide a high standard of patient/participant care.
- Knowledge of current developments in related technology.
- Ability to work cooperatively with supervisor and radiologists in a busy work environment.
- Ability to operate related equipment.
- Physical ability to perform the duties of the position.

PROGRAM LENGTH
- The Medical Radiography Technology program is two-and-one-half years, full-time, beginning in January each year. This includes a three-month break (June to August) after the first level.

ADMISSION REQUIREMENTS
- Go to the Radiology Technologist section of this catalogue for Admission Requirements.

RELATED LINKS
- Canadian Association of Medical Radiation Technologists (CAMRT) (http://www.camrt.ca/)
- BC Association of Medical Radiation Technologists (BCAMRT) (http://www.bcamrt.bc.ca)
JOB TASKS - A SAMPLE

- Provide for the safety of patients and personnel in the conduct of the breast imaging clinical examination
- Prepare and position patients for a wide variety of breast imaging examinations
- Operate the breast imaging system and its accessory equipment
- Operate image processing and recording equipment
- Manipulate and evaluate breast images and communicate images electronically if required
- Perform selected quality control tests for breast imaging system performance
- Demonstrate professional conduct and attitudes
- Work as a member of the breast imaging team
MACHINIST

JOB SUMMARY
Reports to the Head Machinist or designate. Performs skilled machinist work at the journeyman level such as fabricating, machining, resurfacing, constructing, assembling, installing, maintaining and repairing plant and hospital machinery, equipment and vehicles. (Additional details below)

THE JOB

QUICK FACTS
- **The Wage**
  - 2008 - 2009: $28.36 per hour
  - 2009 - 2010: $29.13 per hour
  - 2010 - 2011: $30.00 per hour

TRAINING / EXPERIENCE NEEDED
- Grade 10 plus two years recent, related experience or an equivalent combination of education, training, and experience.
- Certificate of Apprenticeship and Trades Qualification Certificate as a journeyman Machinist recognized by the Province of B.C.

SKILLS AND ABILITIES NEEDED
- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to carry out the duties of the position.
- Ability to read and interpret blueprints and drawings.
- Ability to organize work.
- Ability to operate related equipment.

JOB TASKS - A SAMPLE
- Repairs, maintains and fabricates plant and hospital machinery equipment and vehicles by performing skilled machinist work at the journeyman level such as machining, resurfacing, constructing, assembling, and installing machinery and equipment utilizing a variety of tools and equipment such as machine tools, electric and gas welding equipment, cutting bending and forming tools.
- Discusses work orders with representative from requesting department. Prepares specifications and cost estimates, interprets blueprints to determine labour and equipment requirements, makes recommendations as required and arranges work schedule.
- Carries out scheduled and unscheduled performance tests to ensure that manufacturer warranty specifications and applicable departmental and statutory regulations are met.
- Completes documentation related to work performed and maintains related statistics.
- Performs other related duties as assigned.
MEDICAL LABORATORY ASSISTANT

JOB SUMMARY

A medical laboratory assistant is an integral member of the laboratory workforce, a field that is not only growing to meet the needs of an increasing and aging population, but also changing to support medical advances. Students are trained to collect, process, and prepare patient specimens, enter data, perform clerical and reception services, perform electrocardiograms and urinalyses, and carry out basic laboratory procedures. Medical laboratory assistants must be accurate, self-motivated and dependable with a skilled eye for detail and strong client service skills. (Additional details below)

QUICK FACTS

The Wage

<table>
<thead>
<tr>
<th>Year</th>
<th>Wage</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009 – 2010</td>
<td>$20.41</td>
</tr>
</tbody>
</table>

SKILLS AND ABILITIES NEEDED

- Ability to communicate effectively, both verbally and in writing.
- Ability to deal with others effectively.
- Ability to operate related equipment.
- Physical ability to carry out the duties of the position.
- Ability to organize work.
- Ability to do data entry in a timely fashion.

TRAINING / EXPERIENCE NEEDED

- Medical Laboratory Assistant certification from a recognized college with successful completion of a keyboarding assessment as part of the interview process. Basic computer literacy for success in the program
- Hepatitis B vaccinations
- Valid security clearance prior to start of practicum

POST-SECONDARY INFORMATION

Camosun College (part time) (link):
- Runs from September to April each year, two evenings per week and approximately every 2nd Sat.
- Includes a full-time practicum over the course of four weeks in April and May.

Vancouver Community College (link):
- This program is offered in one six-month term. The College places students in one clinical, & upon completion of the clinical, students return to the classroom.

Thompson Rivers University (link):
- A maximum of 30 weeks per course is permitted, however students are allocated a maximum of two years to complete the entire certificate program. Students are however encouraged to complete the program in less than a year. No extensions will be granted to the program time frame.
- This entire program is equivalent to 16 to 20 weeks of full-time study

Northern Alberta Institute of Technology (link):
- Distance - Part-time, Flexible

ADMISSION REQUIREMENTS

- Completed Grade 12 graduation or equivalent;
- "C" or higher in English 12 or assessment;
- "C" or higher in Math 10 (Principles) or assessment; AND

The job catalogue contains general information only and is not intended to be used as an official VIHA job description. Job information and requirements are subject to change without notice.
- "C+" or higher in Camosun’s Medical Terminology course, or another Medical Terminology course with a minimum of 60 hours;
  or
- "C" or higher in a Human Biology course (e.g. Biology 12); or
- Minimum of six months paid or volunteer work or education in a health care field;
  and
- Keyboarding to a minimum of 40 net words* per minute within the last six months prior to application. Test must be from a recognized organization and show gross words, timing, errors, etc. *The College deducts two points per error if the student submits gross words plus errors.

Camosun College requirements. Subject to change. Requirements will vary between educational facilities.

**JOB TASKS - A SAMPLE**

- Reports to designated Supervisor
- Takes blood for patients, collects and prepares blood and other specimens for analysis, distribution, and storage;
- Performs Electrocardiograms.
- Responsible for initial processing & preparation of specimens for analysis
- Responsible labeling and organizing patient samples
- Perform venipunctures (phlebotomy) on adult and pediatric patients
- May work in a variety of departments including Microbiology, Histology, Molecular, Genetics and Outreach
- May make up chemical solutions and monitor/restock supplies
- May act as reception to the public, answers telephone inquiries and retrieve results
MEDICAL LABORATORY TECHNOLOGIST

JOB SUMMARY

As a medical laboratory technologist you will perform a variety of specialized tests using high tech instrumentation to help diagnose, treat and prevent disease. Professional responsibilities include collecting and preparing samples, testing blood, body fluid and tissue samples, and interpreting results. You will work independently, but as an important part of the health care team.

Areas of specialization include

- Clinical Chemistry
- Hematology
- Microbiology
- Transfusion Medicine
- Anatomic Pathology
- and others

(Additional details below)

QUICK FACTS

The Wage

- 2009 - 2010 $26.25-32.73 per hour
- 2010 - 2011

SKILLS AND ABILITIES NEEDED

- Ability to establish and maintain effective working relationships with patients, co-workers and other hospital staff, and medical staff.
- Ability to communicate effectively, both verbally and in writing.
- Ability to organize and prioritize work in order to meet deadlines.
- Physical ability to carry out the duties of the position.
- Ability to operate related laboratory equipment.

TRAINING / EXPERIENCE NEEDED

- Canadian Society of Medical Laboratory Science (CSMLS) certification as a Medical Laboratory Technologist.
- Graduate of a recognized diploma program in Medical Laboratory Technology.

POST-SECONDARY INSTITUTIONS

BCIT [http://www.bcit.ca/study/programs/6565certt]
Overall, a 2.5 year diploma program with a January intake

- 1.5 years classes on BCIT campus
- A 2 week blood collection practicum at a medical laboratory setting in the first year
- A 1 year full-time clinical practicum in a medical laboratory setting in the last year.

College of New Caledonia
[http://www.cnc.bc.ca/CNC_Programs/medlab.htm]

- A 2.5 year full-time diploma program with 1.5 years at the Prince George campus classroom and a 1 year practicum in a medical laboratory.

ADMISSION REQUIREMENTS

- Biology 12, Chemistry 12, Physics 11, Principles of Math 12 or Applications of Math 12 and English 12, or an English Language Proficiency Evaluation.
- Immunizations – Hepatitis B, Red Measles, TB Skin test.
- Criminal Record Check
- Career investigation report

Subject to change. Requirements will vary between educational facilities.

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RELATED LINKS

- Canadian Society of Medical Laboratory Science - [http://www.csmls.org/]
- BCIT – [http://www.bcit.ca/study/programs/6565certt]
- College of New Caledonia - [http://www.cnc.bc.ca/CNC_Programs/medlab.htm]

JOB TASKS - A SAMPLE

- Performs analytical procedures according to established policies and procedures.
- Collects, prepares and processes laboratory specimens for analysis and/or transport.
- Enters, retrieves, records and stores written or computer-based information related to specimen procurement, analysis and transport. Attention to detail is an important part of the job.
- Performs routine instrument maintenance and calibration; prepares reagents as required.
- Reviews quality control results, conducts initial troubleshooting to diagnose problems, and reports equipment and procedural problems/concerns to designated staff.
- Communicates test results to designated staff as required.
- Demonstrates test procedures to new employees and students on clinical rotations.
- Keeps abreast of technological developments in the field by reading related literature and attending in-services and workshops.
- Follows Safe work practices.
- Performs other related duties as assigned.
MEDICAL LIBRARIAN

JOB SUMMARY
Responsible for the organization, administration and operation of library services for the Nanaimo Regional General Hospital (NRGH) site, the Medical Librarian, Library Services collects, organizes, maintains and facilitates the location and access of information resources.
(Additional details below)

QUICK FACTS
The Wage
- $31.00 - $39.62 per hour

TRAINING / EXPERIENCE NEEDED
- A level of education, training and experience equivalent to a Master’s degree in library or information science from an American Library Association (ALA) accredited program
- Three (3) years recent related experience.

SKILLS AND ABILITIES NEEDED
- Demonstrated ability to establish and maintain effective working relationships with clients, superiors, physicians, management, and staff. Communicate effectively in both verbal and written form
- Work independently and effectively with others in a team-based organization.
- Utilize sound judgment
- Possess collaborative problem solving and dispute resolution skills
- Ability to plan, organize and establish priorities
- Ability to undertake research and/or analysis of concepts or assigned projects
- Utilize multiple computer software programs including electronic mail to optimize the efficiency of the service
- Function effectively in an environment characterized by change
- Physically and emotionally able to perform the duties of the position
- Use personal vehicle is necessary to facilitate travel within a multi-site organization

POST-SECONDARY TRAINING
University of British Columbia
School of Library, Archival & Information Studies
- Accredited Program: Master of Library & Information Studies
- Web: www.slais.ubc.ca

University of Alberta
School of Library and Information Studies
- Accredited Program: Master of Library & Information Studies
- Web: www.slis.uaberta.ca

Dalhousie University (Nova Scotia)
School of Information Management
- Accredited Program: Master of Library & Information Studies
- Web: http://sim.management.dal.ca/

University of Toronto
- Faculty of Information
- Accredited Program: Master of Information Studies
- Web: www.ischool.utoronto.ca/

University of Western Ontario
Faculty of Information & Media Studies
- Accredited Program: Master of Library & Information Science
- Web: www.fims.uwo.ca

McGill University (Quebec)
School of Information Studies
- Accredited Program: Master of Library and Information Studies
- Web: www.mcgill.ca/sis/
Université de Montréal
École de bibliothéconomie et des sciences de l’information

- Accredited Program:
  Maitrise en sciences de l’information
- Web: [www.ebsi.umontreal.ca](http://www.ebsi.umontreal.ca)

**JOB TASKS - A SAMPLE**

- Develops, implements and revises goals and objectives for library services, and participates in the development of policies and procedures by making recommendations to the Regional Manager, Library Services.
- Plans, coordinates and implements library services and collaborates with other Library Services staff to provide services to other sites, responding to requests for information through the use of print, non-print and in-house or external computerized resources.
- Selects, orders, acquires, maintains and processes materials to maintain an information resource service which supports the objectives, endeavors and needs of the site.
- Provides and manages a cataloguing service by receiving, classifying and entering into a database, all books, journals, audiovisual and computerized materials in order to maintain a catalogue of information resources.
- Develops and maintains inter-library loan and document delivery services, including resource sharing with other libraries, ordering, receiving and distributing items, and developing and maintaining computerized information resource applications.
- Maintains records and statistics of library activities, preparing reports as required.
- Plans, develops, participates in, delivers and evaluates library services. Communicates policies, programs and procedures by written form and by providing verbal direction. Provides orientation to library and library services. Participates in various meetings and on committees, as required.
- Ensures effective planning by monitoring library services and identifying deficiencies in systems, service, resources and utilization issues. Advises Regional Manager, Library Services of opportunities for improved efficiencies. Recognizes and resolves most issues independently, reporting significant concerns to the Regional Manager, Library Services.
- Provides input to the Regional Manager, Library Services regarding capital and operational budget requirements for library services. Prepares and monitors the library services operating budget, advising the Regional Manager, Library Services of issues and concerns related to variances.
- Carries out quality assurance activities and projects, analyzing and acting upon information received through incident reports, evaluations and other data, including collecting and compiling statistical data for research and evaluation purposes and working with the Regional Manager, Library Services to develop outcome measures.
- Develops and maintains communication with local, provincial, national and international health libraries through memberships and participation in cooperative ventures. Provides information to external agencies in accordance with established policies and procedures.
- Maintains professional currency and a commitment to continuing professional development as required by the employer.
- Ensures a safe and healthy working environment by removing obvious hazards; reporting faulty equipment, accidents, injuries and near misses; and adhering to and enforcing rules regarding safety.
- Performs other related duties as required.
MEDICAL TRANSCRIPTIONIST

JOB SUMMARY
Transcribes the medical histories, consultations, discharge summaries, progress notes and the operating room reports using advanced word processing and dictation system functions as required, and performs related clerical duties. (Additional details below)

QUICK FACTS
The Wage
- 2008 - 2009 $20.01 per hour
- 2009 - 2010 $20.55 per hour

TRAINING / EXPERIENCE NEEDED
- Grade 12
- Graduate of an approved medical transcription program
- One year recent related experience or an equivalent combination of education, training, and experience.

SKILLS AND ABILITIES NEEDED
- Ability to type at 60 w.p.m.
- Effective oral and written communication skills.
- Ability to deal with others effectively.
- Ability to operate related equipment.
- Physical ability to perform the duties of the position.

POST-SECONDARY INSTITUTIONS
- Selkirk College (link)
- CanScribe (link) – Online Medical Transcription School in Canada
- Northern Alberta Institute of Technology (link)

PROGRAM LENGTH
- Approximately 9 months

ADMISSION REQUIREMENTS
- To achieve success, a student choosing to take the medical transcription program should be highly motivated and proficient in computer skills including file management, downloading, uploading, MS Word, email and internet browsing. All prerequisites to the medical transcription program are offered online.
- A graduate of a BC Senior Secondary school or equivalent
- A post-secondary certificate in Applied Business Technology or equivalent work experience including MS Word I and II a(2007) and Windows-based operating system.
- Provide proof of a keyboarding typing speed of 50 net words per minute in a five minute typing test
- MTAT 140: Medical Terminology I: 30 hours
- MTAT 141: Medical Terminology II: 90 hours
- MTAT 142: Medical Terminology III: 30 hours
- OLS: Online Learner Success
- Highly recommended: for students who are weak in English/grammar: Business English

Selkirk College requirements. Subject to change. Requirements will vary between educational facilities.
JOBS TASKS - A SAMPLE

- Transcribes histories, consultations, discharge summaries, progress notes and operating room reports, according to prescribed procedures.
- Matches completed preoperative histories and consultations to lists of patient names from operating room slate according to prescribed routine and instruction - makes deliveries of reports as necessary.
- Distributes copies of reports according to procedure and policy on confidentiality and release of information.
- Insures all patient related information is kept confidential.
- Records workload statistics.
- Performs quality assurance activities as required.
- Performs other related duties as required.
MENTAL HEALTH WORKER

JOB SUMMARY
The Mental Health Worker participates in the provision of client-focused treatment, rehabilitation and support for persons with mental illness in a residential, community-based facility. Promotes a safe, healthy and non-threatening environment that instills a sense of dignity and self-respect.

Participates in the planning, development, implementation, delivery, and modification of clinical services by responding to identified client needs, within the program’s guidelines.

Motivates, assists, and instructs clients with the activities of daily living, reports clients' conditions, including reactions to medications.

Escorts clients to off-site programs, appointments and other planned events. Assesses clients' ability to assume self-care responsibility.

QUICK FACTS
The Wage
- $19.72 - $21.40 hourly

SKILLS AND ABILITIES NEEDED
- Ability to communicate orally and in writing.
- Ability to develop and maintain therapeutic rapport with clients and employ such rapport to enable clients to understand their illness and the rehabilitation process.
- Ability to work effectively as a member of a multidisciplinary team.
- Ability to employ aggressive behaviour management techniques.
- Ability to exercise judgment in keeping with program philosophy, when supervisor is unavailable for consultation.
- Must hold a valid BC Driver's License and if required, must be able to obtain a class 4 Driver's License.
- Physical ability to perform the duties of the position.
- Ability to operate related equipment.

TRAINING / EXPERIENCE NEEDED
- Grade 12 graduation, supplemented by post-secondary courses dealing with mental illness.
- Minimum two years recent related experience working with persons with mental disorders, including teaching life skills, or an equivalent combination of education training and experience.
- Understanding of the principles of psychosocial rehabilitation, using a client-centred approach.
- Knowledge of the Mental Health Act as it applies to the rights and obligations of clients and staff in the facility.

POST-SECONDARY INSTITUTIONS
- Camosun College – Community Mental Health Worker Program (link)

PROGRAM LENGTH
- Full time - 20 weeks
- Part time - 37 weeks

ADMISSION REQUIREMENTS
- Submit proof of a letter grade of “C” or higher in English 12 or TPC 12 or assessment.
- A TB screen, Hepatitis B, and flu vaccination are highly recommended and are available at your local health clinic or through your physician.
Students are expected to have basic computer skills including experience with keyboarding, word processing and basic internet search and email skills.

Additional participation requirements are applicable. Details can be found here:
http://camosun.ca/learn/programs/cmhw/cmhw-requirements.html

Camosun College requirements. Subject to change. Requirements will vary between educational facilities.

JOB TASKS - A SAMPLE

Participates as a member of a multidisciplinary team in contributing to the planning, development, implementation, delivery and modification of rehabilitation services in response to identified client needs by:

- Assuming case management role as directed by Manager;
- Developing and recommending rehabilitation plans and team approaches by observing and accessing clients' skill development, behaviour and motivation;
- Observing, assessing, recording/charting and reporting, in accordance with standard procedures or specific directions on the client's condition, skill development, behaviour, and reaction to medication;
- As determined by the rehabilitation plan, communicating with clients, families and significant others, and relaying their goals, comments and concerns to the team;
- Recommending adjustments to rehabilitation plans, physical environment and procedures to enhance the development of an individual or the program;
- Ensuring client and guest adhere to safety and security procedures, and reporting incidents or problems in accordance with standard procedures or specific directions;
- Working with client, team and external agencies to prepare client for transition to community living;
- Participating in Community Outreach Program under direction of the Manager and following principles and values of Psychosocial Rehabilitation including supporting attendance of community programs, supporting money management, attending appointments, etc.;
- Contributing to team decision-making regarding the appropriate response to particular incidents or crises; participating in debriefing and incident review;
- Contributing to the development and implementation of policies and procedures for emergencies, incidents of aggression and general risk management.

Follows individual rehabilitation plan formulated by multidisciplinary team by:

- Motivating, assisting and instructing clients in care activities, e.g. bathing, personal hygiene, dressing, laundry, clothing repair and replacement, household cleaning, nutrition, meal planning, cooking, feeding;
- Motivating, assisting and teaching clients to manage affairs, e.g. money management, shopping, banking, use of public transportation, participation in recreational and cultural activities;
- Arranging for, preparing clients physically and emotionally, and escorting clients to off-site programs, appointments and other planned events and reviewing such events with clients later;
- Performing and recording the results of routine health activities, e.g. weighing, taking temperatures, pulse and respiration rates, measuring intake and output, and collecting routine specimens;
- Where assigned, administering medication, including, if authorized, making adjustments depending on the client's condition in accordance with the rehabilitation plan;
- Where assigned, advising clients of their rights and obligations related to the Mental Health Act and regulations; ensuring residents' rights of privacy and confidentiality are maintained;
- Assisting clients with group problem-solving and conflict resolution;
- Responding to, and in accordance with standard procedures or specific directions, reporting any unusual or dangerous behaviour, wandering off site by clients, including assessing the potential for harm to the individual client and others;
- Performing housekeeping tasks, e.g. serving meals, making beds, cleaning, laundry, stocking store rooms, etc., when required;
- Lifting, transferring and providing bed patient care, as required.
- Assists in facilitating the use of community services and resources by:
  - Maintaining awareness of, and using community resources and agencies such as education, recreation, life skills and health services; contributing such information to the team for planning of rehabilitation plans, to clients and families where appropriate;
  - In accordance with the rehabilitation plan, communicating on behalf of clients to other agencies, e.g. Public Trustee or government ministries;
  - Fostering effective working relationships with related outside agencies and services;
  - Developing positive relationships with neighbours and general public by describing the role of the project locally when required.
- Contributes to the monitoring and enhancement of the physical site to provide a safe, non-restrictive environment by:
  - Providing input for improvements in the environment;
  - Conveying feedback from clients and families regarding the physical site to the Manager/Designate and the team;
  - Monitoring safety of buildings, equipment and supplies and reporting problems to the mental health nurse on duty and the team.
- Attends staff in service and continuing education programs and approved work-related conferences and seminars when directed. Serves on committees and attends meetings as required.
- Performs other duties as required.
# Molecular Diagnostic Technologist

## Job Summary
The Molecular Diagnostic Technologist performs a wide range of clinical genetic testing that will be used for patient diagnosis, prognosis and treatment options. Test results are used to treat both patients with congenital genetic disease as well as those with acquired infectious diseases. (Additional details below)

## Quick Facts

| **The Wage** | $28.28 - $35.25 hourly |
| **Vacation Allowance** | 4 weeks to start with accumulation of up to 9 weeks |
| **Technology** | Interesting work with state of the art technology |

## Training / Experience Needed
- Bachelor of Science degree in Biology or Molecular Genetics.
- Certification in Clinical Genetics with the Canadian Society for Medical Laboratory Science (CSMLS).
- Two years recent related experience.

## Related Links
- Canadian Society for Medical Laboratory Science - [http://www.csmls.org/](http://www.csmls.org/)

## Skills and Abilities Needed
- Knowledge of computer systems related to the Laboratory.
- Knowledge and technical competence to perform procedures using molecular techniques.
- Demonstrated ability to operate related equipment and to use related software.
- Demonstrated familiarity with Internet web sites specific to Molecular Biology.
- Ability to communicate effectively with others including staff, patients and medical staff.
- Demonstrated problem solving, organizational and decision-making skills.
- Physical ability to carry out the duties of the position.

## Post-Secondary Institution Information
- Bachelor of Science degree in Biology or Molecular Genetics.
- UVic Bachelor of Science Programs - [http://web.uvic.ca/calendar2007/FACS/FoEn/BoScP/index.html](http://web.uvic.ca/calendar2007/FACS/FoEn/BoScP/index.html)
- Certification in Clinical Genetics or Cytogenetics with the Canadian Society for Medical Laboratory Science
- BCIT: Clinical Genetics Technology – Post Diploma Program [http://www.bcit.ca/study/programs/5670diplt](http://www.bcit.ca/study/programs/5670diplt)

The training program spans 13.5 months, and consists of three terms. The first two terms are didactic (instructional), 15 and 10 weeks in length respectively, and involve lectures and laboratory study at BCIT. The third term is a 30-week practicum spent at one or more of the practical sites affiliated with BCIT. The time spent in the practicum is divided into cytogenetics, FISH and molecular technologies. After successful completion of each of the three terms, graduates are eligible to write the Certification Examination of the Canadian Society for Medical Laboratory Science (CSMLS), which leads to the qualification of Registered Technologist (RT) in Clinical Genetics, the nationally recognized qualification for employment in the field.
**JOB TASKS - A SAMPLE**

- Performs clinical genetic and molecular cytogenetic procedures including: deoxyribonucleic acid (DNA) and ribonucleic acid (RNA) extraction and quantitation from clinical specimens, all aspects of the polymerase chain reaction (PCR) and reverse transcriptase (RT)-PCR analysis, restriction enzyme digestion, gel electrophoresis, Southern transfers, labeling of DNA probes, hybridization and autoradiography according to established protocols.

- Performs new clinical genetic and molecular cytogenetic procedures after they have been developed by senior staff.

- Performs additional special procedures/techniques such as DNA sequencing, single strand conformational polymorphism (SSCP) analysis, temperature gradient gel electrophoresis, pulse field gel electrophoresis (PFGE), heteroduplex analysis and real-time PCR as required.

- Performs laboratory procedures by operation a variety of laboratory equipment, apparatus and instrumentation. Maintains equipment by following preventative maintenance protocols. Notifies the Unit Coordinator of any malfunctions.

- Prepares reagents, standards and quality control material to be used for test procedures.

- Uses the laboratory computer for patient data entry, retrieval and preparing laboratory worksheets and reports. Enters daily workload statistics into the laboratory information system.

- Independently analyses/interprets data and recognizes abnormal patterns in clinical genetic and molecular cytogenetic results, prepares and evaluates reports in preparation for issue.

- Maintains standardization and quality control of test procedures and monitors test results. Reports unusual or questionable test results to Unit Coordinator and/or Cluster Chief.

- Ensures that STAT and priority tests are assayed and reported promptly and in accordance with established protocols.

- Monitors laboratory supplies and stocks up to adequate amounts.

- Orientates new technologists, medical technology students and residents in the use of molecular techniques by demonstration and verbal instructions.

- Develops, evaluates and implements new techniques with the guidance of senior technical staff and laboratory scientists.

- Maintains current knowledge in the field of medical laboratory technology in order to recommend new applications and contribute improvement in technical activities of the area by performing duties such as attending courses and lectures as requested and approved.

- Applies principles of universal precautions, biohazard, MSDS and laboratory safety to work environment. Participates in lab safety awareness projects and takes personal responsibility for workstation safety and ergonomics.

- Identifies and reports situations related to safety. Operates and maintains laboratory equipment. Recognizes malfunctions in equipment and initiates corrective action.

- Keeps the welfare and confidentiality of the patient paramount at all times by following departmental policies regarding confidentiality.

- Performs other related duties as required.
MEDICAL RESONANCE IMAGING (MRI) TECHNOLOGIST

JOB SUMMARY
Responsible for Magnetic Resonance Imaging (MRI) procedures within the department of Medical Imaging. Performs Technologist duties in another specialty area of Medical Imaging. (Additional details below)

TRAINING / EXPERIENCE NEEDED
- Registration in good standing with the Canadian Association of Medical Radiation Technologists, B.C. Division. Experience in computer tomography preferred.
- Two years recent related experience in Medical Resonance Imaging plus one year experience in another Medical Imaging specialty area or an equivalent combination of education, training and experience.

QUICK FACTS
The Wage
- $27.31 - $34.05 per hour

RELATED LINKS
- Canadian Association of Medical Radiation Technologists (CAMRT), BC Division (http://www.camrt.ca)

SKILLS AND ABILITIES NEEDED
- Demonstrated interpersonal skills, good organizational skills and manual dexterity.
- Ability to work independently.
- Current knowledge and skills in the field of Medical Resonance Imaging

POST-SECONDARY INSTITUTIONS
- The Michener Institute for Applied Health Sciences (http://www.michener.ca)

PROGRAM LENGTH
- 19 months - Distance education for theory courses + full-time clinical component

ADMISSION REQUIREMENTS
- Applicants must have Canadian certification as a technologist in Nuclear Medicine, Radiation technology or Radiation therapy (RTR, RTNM, RTT,) or be a certified Sonographer (RDMS).
- Students must have access to a computer that meets the minimum system requirements, and access to the Internet. Applicants for whom English is a second language must provide proof of an English language assessment.

JOB TASKS - A SAMPLE
- Performs all MRI cases as assigned by the Section Head.
- Explains MRI examinations to patients and ensures they receive proper nursing care.
- Reports problems such as equipment malfunctions, complaints from physicians or nursing units, and delay in work completion to the Section Head.
- Maintains all required documentation for the MRI Section.
- Maintains departmental and hospital safety standards and procedures related to the use of MRI equipment and the maintenance of work areas.
- Participates in continuing educational programs in conjunction with the Section Head and the Clinical/In-Service Coordinator.
- Performs Technologist duties in another specialty area of Medical Imaging.
- Performs other related duties as assigned.

The job catalogue contains general information only and is not intended to be used as an official VIHA job description. Job information and requirements are subject to change without notice.
NUCLEAR MEDICINE TECHNOLOGIST

JOB SUMMARY
Organizes and performs nuclear medicine procedures. Ensures consistent quality of images and test results. (Additional details below)

QUICK FACTS
The Wage
- 2008 - 2009 $25.80-32.16 per hour
- 2009 - 2010 $26.25-32.73 per hour

RELATED LINKS
- Canadian Association of Medical Radiation Technologists (CAMRT), BC Division (http://www.camrt.ca/)

TRAINING / EXPERIENCE NEEDED
- Graduation from approved nuclear medicine technology program.
- Registered in good standing with the Canadian Association of Medical Radiation Technologists (CAMRT), B.C. Division.
- One year related experience in a Nuclear Medicine Department preferred.
- Experience in all types of diagnostic/therapeutic radioisotopes procedures and advanced procedures desirable.

SKILLS AND ABILITIES NEEDED
- Ability to establish and maintain effective work relationships with others.
- Effective interpersonal, verbal and written communication skills.
- Demonstrated proficiency in all nuclear medicine routines.
- Ability to function efficiently under varying circumstances.
- Ability to keep abreast of technological developments in the field to ensure high standards of patient care.
- Physical ability to perform the duties of the position.
- Demonstrated interest and general proficiency in the use of nuclear medicine computers.

POST-SECONDARY INSTITUTION INFORMATION
- BCIT Nuclear Medicine Technology Program (link) – 2 years (six terms)

ADMISSION REQUIREMENTS
- High school graduation or equivalent, including
  - English 12 (B) or English-language proficiency
  - Principles of Math 12 (C+) or Academic Math 12 (C+)
  - Chemistry 12 (C+)
  - Physics 11 (C+)
  - Biology 12 (C+)
  - BCIT also strongly recommends Physics 12.
- Complete the following forms and submit with your application:
  - Applicant Acknowledgement of Requirements Form (PDF, 523KB)
  - Check for acceptable equivalent courses taught in BC high schools.
- These entrance requirements should have been completed during the past five years. If more than five years have elapsed, BCIT requires individual assessment. Since the work is highly technical and exacting, the student must feel
comfortable with complex instruments, possess considerable manual dexterity, and have meticulous work habits. Applicants must have a strong sense of responsibility and a desire to work as a health-care team worker. Excellent communication and interpersonal skills are required.

**IMPORTANT NOTE:**
BCIT is currently reviewing the Nuclear Medicine Technology program design, content, and entrance requirements, which may be subject to change. Additional Entrance Requirements and Selection Process information can be found at:
http://www.bcit.ca/study/programs/6700dipt

**JOB TASKS - A SAMPLE**
- Performs all procedures related to diagnostic in-vivo and in-vitro nuclear medicine using appropriate gamma camera, computer, isotope counting equipment and/or related equipment to produce test results for physicians'
- Performs diagnostic and therapeutic radioisotopes procedures, including laboratory work, imaging and preparation/administration of therapy doses.
- Explains diagnostic/therapeutic procedures to patients and ensures their comfort.
- Performs calibration and basic quality control procedures on related imaging, counting, and laboratory equipment according to established procedures.
- Collects patient blood as scheduled.
- Compiles examination reports as required.
- Liaises with Section Head and/or nuclear medicine physicians concerning test results and equipment malfunctions.
- In conjunction with the Section Head, investigates, evaluates and selects new and revised laboratory test methods.
- Maintains standards, regulations and records concerning radiation protection and general safety precautions in the work area.
- Stores and disposes radioactive wastes as per Atomic Energy Control Board A.E.C.B. regulations and standards.
- In conjunction with Section Head, performs systems management on computers, when required, according to established procedures.
- Demonstrates nuclear medicine procedures to new employees and students on clinical rotation.
- Performs other related duties as assigned.
OCCUPATIONAL THERAPIST (OT)

JOB SUMMARY
Assesses, develops and implements individual and group treatment programs to ensure optimum patient care for assigned caseload. Coordinates patients’ treatment programs with referring physicians and other medical professionals. (Additional details below)

QUICK FACTS
The Wage
- 2008 - 2009 $29.04 - $36.20 per hour
- 2009 - 2010 $29.90 - $37.29 per hour

TRAINING / EXPERIENCE NEEDED
- High School graduation or equivalent
- Graduation from a university program in Occupational Therapy recognized by the Canadian Association of Occupational Therapy *See important note at bottom right of page*
- Registered with the College of Occupational Therapists of British Columbia (http://www.cotbc.org/)
- Eligible for membership in the Canadian Association of Occupational Therapy (http://www.caot.ca/)

SKILLS AND ABILITIES NEEDED
- Ability to communicate effectively both verbally and in writing.
- Demonstrated planning and instructional skills.
- Ability to organize individual patient treatment programs.
- Ability to work cooperatively with other professional disciplines as part of a team.
- Physical ability to carry out the duties of the position.

BC TRAINING FACILITY
- University of British Columbia (link)
- For a list of all universities in Canada that have MOT programs that are accredited by CAOT, click here.

PROGRAM LENGTH
- 2 years of full time study for a Master of Science (Occupational Therapy)
- 4 years of study for an undergraduate degree in any field from a recognized academic institution (minimum admission requirements for an MOT program)

ADMISSION REQUIREMENTS
- For entry into the UBC MOT, please see the following web page.
- UVic admission requirements to an undergraduate degree program can be found here.

IMPORTANT NOTE
Effective in 2008, CAOT will only grant academic accreditation to those occupational therapy educational programs that lead to a professional master's degree in occupational therapy as the entry credential. For additional information, please refer to these FAQ sheets.

The job catalogue contains general information only and is not intended to be used as an official VIHA job description. Job information and requirements are subject to change without notice.
RELATED LINKS

- College of Occupational Therapists of British Columbia
- Canadian Association of Occupational Therapy
- BC Society of Occupational Therapists
- VIHA Resource – Physiotherapy & Occupational Therapy
- BC Work Futures

JOB TASKS - A SAMPLE

- Screens all referrals for appropriateness of care. Assesses patients of assigned caseload; identifies problems/needs; plans, develops and implements individual and group treatment programs.
- Maintains liaison with referring physician(s) and other medical professionals regarding patients' treatment; coordinates treatment programs with other departments and services.
- Documents patient care activities on health care record according to established guidelines. Provides input into the multidisciplinary patient care plan and discharge plan.
- Assigns duties to and oversees designated treatment activities of the Rehabilitation Assistants.
- Records and/or reports patients' treatment progress to appropriate medical professionals and outside agencies as required.
- Attends and participates in appropriate multidisciplinary conferences, discharge planning conferences, medical rounds, service and department meetings.
- Assists in developing and evaluating treatment programs for the service as assigned.
- Participates in staff orientation and education programs as appropriate.
- Participates in departmental Quality Assurance and Improvement activities and implements changes as directed.
- Performs other related duties as assigned.

Occupational therapists are generally employed in community agencies, health care organizations such as hospitals, chronic care facilities, rehabilitation centres and clinics, schools; social agencies industry or are self-employed. Some occupational therapists specialize in working with a specific age group or disability such as arthritis, developmental coordination disorder, mental illness, or spinal cord injury. (CAOT 2009)

Occupational therapists are specialists in the analysis, adaptation and therapeutic use of occupations, to achieve goals jointly determined by the therapist and the client, in the context of their own home and community. In simple terms, as an occupational therapist you may assist a client to

- learn new ways of doing things; for example, dress or cook with one arm after a stroke.
- adapt materials or equipment they use; for example, built up pencils and special seating for a child to attend school.
- make changes to their environment; for example, negotiate with an employer for a gradual return-to-work plan following a motor vehicle accident.

(CAOT, 2009)
OPHTHALMIC TECHNICIAN

JOB SUMMARY
Under direction, conducts a variety of ophthalmic digital imaging, photography, visual field tests and procedures, provides treatment information to the Ophthalmologist for interpretation and performs related duties. (Additional details below)

QUICK FACTS
The Wage
- 2008 - 2009 $21.69 per hour
- 2009 - 2010 $22.28 per hour

TRAINING / EXPERIENCE NEEDED
- Graduation from a recognized program in ophthalmic technology, plus one (1) year recent, related experience, or an equivalent combination of education, training, and experience.

SKILLS AND ABILITIES NEEDED
- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Ability to organize work.
- Physical ability to carry out the duties of the position.
- Ability to operate related equipment.

POST-SECONDARY INSTITUTIONS
- Dalhousie University (MSc in Clinical Vision Science and graduate diploma in Orthopics and Ophthalmic Medical Technology)

To view the extensive admission requirements and program information for the Clinical Vision Science Program at Dalhousie University – open the following PDF document: http://dalgrad.dal.ca/programs/fact_sheets/visc.pdf

JOB TASKS - A SAMPLE
- Reviews and verifies ophthalmic test requisitions, checks and records patient history, explains test procedures and obtains patient consent.
- Conducts various complex ophthalmic tests, assessments and procedures, such as full Goldman Field tests, slit lamp biomicroscopy, gonioscopy, fluorescein angiography, dark adaptation measurement and A-scan keratometry.
- Performs various other diagnostic tests and procedures, such as static and kinetic visual field studies, amsler grid tests, macular function studies, distance-, near- and pinhole visual acuity tests, retinal potential acuity tests, colour vision assessment, lensometry, tonometry and external photography.
- Analyzes, selects, records and stores test data and images and writes related reports for interpretation by medical staff.
- Operates and maintains various diagnostic test equipment and arranges for repairs.
- Maintains equipment and supply inventories and prepares related requisitions.
- May participate in research studies.
- Performs associated clerical tasks and other related duties as required.

The job catalogue contains general information only and is not intended to be used as an official VIHA job description. Job information and requirements are subject to change without notice.
ORDERLY SPECIALTY

JOB SUMMARY
Performs assessments, nursing care and procedures including patient preparation for urology, orthopedic and other surgical procedures.
The Orderly Specialty operates in accordance with the competency guidelines and full scope of practice within the Standards of Practice as outlined by the College of Licensed Practical Nurses of British Columbia, and according to agency operating policies and standards and unit specific protocols. (Additional details below)

QUICK FACTS

The Wage
- 2008 - 2009  $24.78 per hour
- 2009 - 2010  $25.78 per hour

TRAINING / EXPERIENCE NEEDED
- Graduation from a recognized program for Practical Nurses
- One year’s recent, related experience or an equivalent combination of education, training, and experience.
- Current full practicing licensure with the College of Licensed Practical Nurses of B.C. (CLPNBC).

SKILLS AND ABILITIES NEEDED
- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Ability to organize work and implement a plan of care.
- Knowledge and competencies to work at full scope of practice as currently required by the CLPNBC.
- Ability to operate related equipment.
- Physical ability to carry out the duties of the position.

POST-SECONDARY INSTITUTIONS
- Orderlies are usually practical nurses or have been trained out of province. For more information see the Licensed Practice Nurses section of this catalogue.

RELATED LINKS
- College of Licensed Practical Nurses of BC
- BC Work Futures

JOB TASKS - A SAMPLE
- Performs patient assessment by observing, reporting and recording patient condition and the physiological, psychological, sociocultural, and spiritual needs of the patient. Verifies that required documentation for surgery is present.
- Prepares patients for surgery by providing information to patient, performing pre-operative surgical shave and skin preps, and assisting with positioning of patients for surgery.
- Assists Physician with application, modification, and removal of casts. Gathers and sets up traction equipment and assists Physician with application and adjustment of traction on patient. Under direction of the Physician, applies tourniquets, prepares and adjusts settings, and prepares and holds limbs.
- Performs nursing care and procedures and evaluates outcomes. Performs nursing procedures for closed urological surgical procedures such as preparing surgical set up, draping the clean surgical field, maintaining continuous bladder irrigation, and ensuring proper catheter function.
- Participates in admissions, discharges, and transfers of patients according to agency operating policies and procedures.
- Documents and updates all relevant information about care and procedures to achieve patient safety and comfort.
- Performs operator care and maintenance on designated equipment including gas cylinders. Advises the Manager when equipment problems require further attention.
- Porters to, from and within operating room using beds, stretchers and wheelchairs and ensures stretcher or bed is available postoperatively.
- Assists Registered Nurse with the care of the body after death by preparing the body for transport.
- Assists in the orientation and continuing education of new staff, students, and other members of the Health Care Team.
- Participates in continuous quality improvement and program evaluation activities, education sessions, team conferences, meetings, and committees.
- Performs other related duties as required.
ORTHOPTIST

JOB SUMMARY
Provides orthoptic assessments on referred patients, carries out therapy as indicated by the referring Ophthalmologist and assists with other specialized duties.
(Additional details below)

TRAINING / EXPERIENCE NEEDED
- Bachelor degree in sciences, social sciences is preferred, plus completion of a two-year training period in an accredited training centre.
- Certificate to practice from the Canadian Orthoptic Council.
- A minimum of one year recent related experience.

POST-SECONDARY INSTITUTIONS
- Saskatoon Teaching Program
- Halifax Teaching Program
- The Hospital For Sick Children Orthoptic Teaching Program
- BC Children’s Hospital
Links and additional details regarding these teaching programs can be found at: http://tcos.ca/english/about_orthoptics/becominganorthoptist.php

SKILLS AND ABILITIES NEEDED
- Ability to establish and maintain effective work relationships with others.
- Ability to work under pressure.
- Ability to communicate effectively both verbally and in writing.
- Ability to organize work.
- Physical ability to perform the duties of the position.

PROGRAM LENGTH
- 2-3 Years depending on the educational institution

ADMISSION REQUIREMENTS
- Admission requirement for the MSc Clinical Vision Science is a Bachelor’s Degree with Honours or Bachelor’s Degree with 4 years of undergraduate study from a recognized institution of higher education with a minimum of B average (GPA 3.0).
See individual Teaching Program requirements (links on the left) as requirements will vary between programs

RELATED LINKS
- Canadian Orthoptic Council - http://www.orthopticscanada.org/index_e.htm

The job catalogue contains general information only and is not intended to be used as an official VIHA job description.
Job information and requirements are subject to change without notice.
JOB TASKS - A SAMPLE

- Makes a full assessment of the sensorimotor status of Orthoptic patients, using the examinations required to make a full report, including distance and near visual acuity testing, cover testing, prism and cover testing, assessment of fusion ability and stereopsis, evaluation of associated movements, assessment of diplocic fields and identification of associated weak or paretic ocular muscles with Hess Screen, etc., identification of abnormal retinal correspondence and related abnormal visual sensory anomalies.
- Prepares Orthoptic reports including required follow-up reports, including a diagnosis and suggested course of treatment at the request of the referring Ophthalmologist.
- Carries out and supervises orthoptic treatments such as occlusion therapy for amblyopia, prism therapy in its various orthoptic related aspects, exercises of convergence and fusional ability where indicated when Ophthalmologist deems these may be of benefit.
- Performs visual field testing, and field of binocular single vision.
- Measures the intra-ocular pressure by Applanation tonometry, Perkins hand held tonometer, Schiotz; and toнопen.
- Prepares patients for Fluorescein angiography and assists with the procedure.
- Prepares patients for Laser Therapy.
- Performs colour vision test, Ishihara, Farnsworth, D-15, Pseudo-isochromatic colour plates.
- Performs potential acuity meter and visometry.
- Performs A-Scan.
- Performs fund ophthalmic photography.
- Works with the neuro-ophthalmologist in the MS clinic.
- Performs related work as required.
ORTHOTIST

JOB SUMMARY
Reporting to the Senior Orthotist/Prosthetist and utilizing a client-centred approach and working within the context of a multidisciplinary team, provides and manages comprehensive Orthotic care based upon a clinical assessment and physician’s prescription. Supervises Technicians. Monitors achievement of service objectives within area of responsibility and adheres to established budgetary guidelines.
(Additional details on next page)

QUICK FACTS
The Wage
- 2008 - 2009 $26.39-32.83 per hour
- 2009 - 2010 $27.18-33.88 per hour

TRAINING / EXPERIENCE NEEDED
- Certification by Canadian Board of Certified Prosthetists and Orthotists (CBCPO) in good standing.
- Eligible for membership in Canadian Association of Prosthetists and Orthotists (CAPO).
- Two years recent experience in Orthotics assessment and design for children and adults with multiple handicaps.
- Valid B.C. driver’s license.

SKILLS AND ABILITIES NEEDED
- Clinical competency in the profession.
- Ability to work with children, youth, adults, and their families.
- Ability to communicate effectively, both verbally and in writing.
- Ability to organize own time and responsibilities and to establish priorities.
- Ability to work as a team member.
- Ability to supervise.
- Analytical and decision-making skills.
- Ability to work within budgetary parameters.
- Ability to operate related equipment.
- Physical ability to perform the duties of position.

POST-SECONDARY INSTITUTIONS
- BCIT, Vancouver (link)
- George Brown College, Toronto (link)
- Montmorency College, Quebec (link)

PROGRAM LENGTH
- 2 years, full time

ADMISSION REQUIREMENTS
- Applicants should have one of the following:
  - A health or science-related undergraduate degree, *preferably completed within the past 5 years OR
  - Unique qualification, such as a George Brown College Technical Prosthetics and Orthotics Diploma (within the past 3 yrs) AND/OR
  - Considerable prosthetic and orthotic clinical exposure.
*Suitable health or sciences related degrees include, but are not limited to: Physical or Occupational Therapy, Kinesiology, Human Kinetics, Biology, Nursing or Engineering.
- All applicants should have/submit:
English 12
Resume
Letter of Intent

Competitive applicants will have a minimum of three (3.0) credits each of undergraduate Physics, and Math/Statistics and six (6.0 undergraduate credits of Biology or Anatomy/Physiology

Additional Admissions information including provisional acceptance information can be found at:
http://www.bcit.ca/study/programs/7100diplt

BCIT requirements. Subject to change. Requirements will vary between educational facilities.

RELATED LINKS
Canadian Board of Certified Prosthetists and Orthotists - http://www.cbcpo.ca/index.html
Canadian Association of Prosthetists and Orthotists (CAPO) - http://www.pando.ca/

WHAT YOU WILL DO – IN DETAIL
- Assesses each client's need for orthoses in consultation with client, historical data, referring physician and client/family provider according to professional and service standards.
- Designs and provides specifications for manufacture of orthoses.
- Supervises Orthotic Technician(s) in the manufacture of clinically appropriate devices and/or modifications to off-the-shelf devices and components. Assigns and coordinates work assignments, monitors workload, and participates in the selection, orientation, training, and evaluation of designated Technicians.
- Ensures fitting and any subsequent warranty work is completed within acceptable time standards of service where funding of device has been achieved.
- Participates in relevant VIHA - South Island clinics as assigned.
- Works closely with Scheduling Clerk to ensure client appointments are scheduled in consideration to client condition, travel, and other factors.
- Establishes and maintains liaison with medical staff and other caregivers concerning the progress of clients as appropriate.
- Prepares appropriate documentation to achieve funding support within established timelines.
- Documents assessments, work orders, and service delivery on the client record in accordance with professional standards and RES policies and procedures.
- Completes required records and statistics in accordance with the requirements of the provincial, federal governments, and VIHA.
- Participates in quality assurance through device time studies, program and process evaluation, and costing of devices.
- Adheres to established budgetary guidelines. Monitors the achievement of service objectives within area of responsibility by tracking and reviewing service delivery and related information and reports. Reviews results with Senior and Manager.
- Participates in team meetings.
- Contributes to staff, family and community education with the QACCH Programs/Services as appropriate.
- Maintains and upgrades knowledge of current developments in Orthotic care by reviewing professional literature, consulting with other professionals, and participating in relevant education programs.
- Ensures that the environment is free from hazards and that the equipment is safe and in good working order by reporting need for supplies, equipment and repairs to Manager or by filling in appropriate forms.
- Ensures that adequate supplies and stock are maintained for devices to be manufactured and fitted.
- Performs other related duties as assigned.
PAINTER

JOB SUMMARY
Reports to the Foreman Painter. Performs skilled journeyman painter work by preparing, painting, and redecorating walls, woodwork, furniture, fixtures, and equipment throughout the Hospital and maintaining painted and finished surfaces on the Hospital grounds. Provides related training and orientation to apprentices and designated staff. (Additional details below)

QUICK FACTS
The Wage
- 2008 - 2009 $26.36 per hour
- 2009 - 2010 $27.08 per hour

TRAINING / EXPERIENCE NEEDED
- Grade 12 plus two years recent related experience or an equivalent combination of education, training, and experience.
- Certificate of Apprenticeship or Trades Qualification Certificate as a journeyman Painter and Decorator recognized by the Province of B.C.

SKILLS AND ABILITIES NEEDED
- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to carry out the duties of the position.
- Ability to read and interpret blueprints and drawings.
- Ability to organize work.
- Ability to operate related equipment.

RELATED LINKS
- IUPAT (Painters & Allied Trades) Local 138

JOB TASKS - A SAMPLE
- Prepares surfaces for painting by scraping, brushing, stripping, or sanding as required.
- Paints and redecorates walls, woodwork, furniture, fixtures, and equipment with brush, roller, and spray gun.
- Mixes colours or paint ingredients to match existing colours.
- Refinishes special items such as furniture and hospital equipment.
- Coats parking lot with top preservative and marks out parking lines and directions.
- Hangs wallpaper, fabric, vinyl, and performs plastering work.
- Performs special jobs such as graining doors, sign stenciling and engraving. Changes broken window glass and re-caulks lights.
- Moves and replaces furniture and fixtures as may be required to perform painting tasks. Erects and removes all scaffolding.
- Maintains and cleans all painting equipment and tools.
- Performs preventative maintenance duties as scheduled such as touch up work.
- Performs other related duties as assigned
PATIENT PORTER

JOB SUMMARY
Reports to designated Supervisor of appropriate area. Assists and transports patients to various destinations within hospital such as wards and treatment areas. Performs some minor clerical and tidying duties associated with patient portering. (Additional details below)

QUICK FACTS
The Wage
- 2008 - 2009 $19.34 per hour
- 2009 - 2010 $19.86 per hour

TRAINING / EXPERIENCE NEEDED
- Grade 10.
- Completion of Nursing Assistant Program (Resident Care Attendant, Health Care Aide) or equivalent combination of education, training, and experience.

SKILLS AND ABILITIES NEEDED
- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others.
- Physical ability to carry out the duties of the job.
- Ability to organize work.

POST-SECONDARY INSTITUTIONS
- For a list of post-secondary institutions and admission requirements for Resident Care Attendant program, see the Resident Care Attendant Program section of this catalogue.

JOB TASKS - A SAMPLE
- Receives instruction from appropriate source such as Admitting or Medical Imaging to porter/escort patient to specified area for admission to hospital or for test or treatment.
- Assists patients into wheelchairs and onto stretchers ensuring their comfort in readiness for transport to designated area.
- Porters patients by wheelchair or stretcher to/from appropriate area such as wards, treatment or consultation areas.
- Porters patients requiring assistance on discharge from nursing unit or treatment area to hospital exit.
- Ensures patient safety during transport by keeping regularly used equipment such as wheelchairs and stretchers clean, reporting improperly working equipment to supervisor for repair and storing in readily available area.
- Performs minor associated duties such as collating and embossing of patient charts, storing clean linen supplies in patient changing areas, moving bags of soiled linen, and collecting/embossing of patient charts, storing clean linen supplies in patient changing areas, moving bags of soiled linen, and collecting/delivering stat samples to Laboratory.
- Performs other related duties as assigned.
PHARMACIST

JOB SUMMARY
Responsibilities vary depending on the position focus (Critical Care, Drug Information) and may include monitoring patients, offering recommendations to the medical staff, providing written and verbal drug information, etc.
(Additional details below)

TRAINING / EXPERIENCE NEEDED
- Baccalaureate degree in Pharmacy and current license with the College of Pharmacists of B.C. required.
- For Clinical Pharmacist positions only:
  - Completion of a Hospital Pharmacy Residency required (for clinical positions only)
  - Minimum one year experience as a Pharmacist in a Hospital.

QUICK FACTS
The Wage
- 2009 - 2010 $37.97-47.35 per hour (Grade 1)
- 2009 - 2010 $39.39-49.14 per hour (Grade 2)

SKILLS AND ABILITIES NEEDED
- Demonstrated communication and leadership skills.
- Ability to demonstrate Clinical knowledge.
- Ability to organize work in an effective and efficient manner with minimum supervision.
- Ability to establish effective interpersonal relationships with patients, Medical staff and other Hospital personnel.

POST-SECONDARY INSTITUTIONS
- UBC School of Pharmacy (link)

PROGRAM LENGTH
- 1 year of pre-requisites
- 4 year Pharmacy program

RELATED LINKS
- College of Pharmacists of BC: http://www.bcpharmacists.org/
- College of Pharmacists of BC: http://www.bcpharmacists.org/

ADMISSION REQUIREMENTS
- Applicants must have completed 1st year courses from an accredited university, or a recognized university-transfer college program, in Biology, Chemistry, English, Calculus Math and Physics.
- The academic admissions average is based on the courses listed above, with a minimum average of 65% required for an applicant to be considered for the program.
- For a list of specific courses required for admission, see (link). Also at this link is information regarding:
  - The Application process
  - academic admissions average
  - Academic Transcripts
  - The Pharmacy College Admission Test (PCAT):
  - Interviews

UBC requirements. Subject to change. Requirements will vary between educational facilities.
JOB TASKS - A SAMPLE

- Monitors patients' drug therapy for effective, appropriate use and recommends changes to physicians when indicated.
  - With reference to standard compendia/literature and patient demographics.
  - Interpret lab data to guide individualization of therapy.
- Provides drug therapy information verbally and/or in writing to Physicians, Nurses and other Health Care Professionals within the Hospital using appropriate reference material.
- Processes prescriptions by:
  - Ensuring appropriate medication therapy based on readily available information
  - Validating any prescription using primary drug information texts.
  - Withholding any medication until safety concerns are resolved.
  - Contacting prescriber, patient and/or healthcare team member for prescription clarification, problem resolution.
  - Documenting outcome of interaction with prescriber in the patient health care record.
  - Dispensing medication in accordance with the Pharmacy Act.
- Prepares and dispenses medication which may include parenteral therapy and I.V. admixture solutions.
- Provides drug-counseling services to patients.
- Directs and monitors the activities of the Pharmacy Technicians in relation to drug distribution services.
- Participates and assists in maintaining inventory control and cost accounting systems for all drugs including prescription, ward stock, admixtures, narcotics, controlled and investigational drugs.
- Participates in quality assurance systems relating to drug distribution patient care activities (e.g. conducts nursing unit review, checks and documents all dispensing, labeling, pre-packaging and manufacturing operations performed by technicians.)
- Participates and assists in drug use evaluation by collecting, tabulating and analyzing data on drug use.
- Assists with orientation, demonstration and training of department staff and students (collegially sharing of information).
- Provides in-service educational programs to Physicians, Nurses, and other Health Care Paramedical personnel within the Hospital.
- Participates in research and publication by contributing to internal publication and assisting in clinical drug trials. E.g. dispensing medication, completion of associated documentation.
- Participates in Medical Grand Rounds, Teaching Rounds, and Intra/Departmental or Hospital Committee meetings when required.
- Performs other related duties as assigned.
PHARMACY TECHNICIAN

JOB SUMMARY
An assistant to the pharmacist in preparing & compounding medication for our patients. Under direction from a Pharmacist, porters orders and medications, and packages, prepares, and dispenses medications. Receives and marks stock from suppliers. Additional details below

QUICK FACTS
The Wage
- 2008 - 2009 $20.41 per hour
- 2009 - 2010 $21.17 per hour
Please note: This is the wage of a pharmacy tech working in the retail pharmacy. There are many different job descriptions and pay levels of Pharmacy Technicians within VIHA.

SKILLS AND ABILITIES NEEDED
- Ability to communicate effectively, both verbally and in writing
- Ability to deal with others effectively
- Physical ability to carry out the duties of the position
- Ability to type
- Ability to organize work
- Ability to operate related equipment (and computers)

ADMISSION REQUIREMENTS
- Completed Grade 12 graduation or equivalent;
- Letter grade of "C+" or higher in English 12 or assessment;
- Letter grade of "C" or higher in Math 11 (Principles) or assessment;
- Letter grade of "C" or higher in Biology 11 or Chemistry 11; and
- Keyboarding to a minimum of 40 net words* per minute within the last six months prior to application. Test must be from a recognized organization and show gross words, timing, errors, etc. *The College deducts two points per error if the student submits gross words plus errors.

Additional requirements, including Participation Requirements can be found at (link)
Camosun College requirements. Subject to change. Requirements will vary between educational facilities.

TRAINING / EXPERIENCE NEEDED
- Grade 12, graduation from a recognized Pharmacy Technician course, plus one (1) year’s recent, related experience;
OR
- an equivalent combination of education, training and experience.

POST-SECONDARY INSTITUTIONS
PROGRAM LENGTH
- 5.5-11 months depending on the educational institution
JOB TASKS - A SAMPLE

- Stocks and inventories prescriptions and over the-counter medication
- Maintains written or computerized patient medication records
- Counts or pours medications into dispensing containers
- Prepares medication in unit doses and blister packaging
- Compounds extemporaneous products
- Accurately performs pharmaceutical calculations
- Prepares prescription labels
- Interacts with staff and clients

Specialized duties in hospital pharmacies:

- Prepares sterile intravenous medications and nutritional solutions
- Maintains patient care area medications
- Operates computerized dispensing and/or robotic machinery
- Absolute accuracy and precision in both technical and clerical aspects of the job is paramount.
PHYSIOTHERAPIST (PT)

JOB SUMMARY
Reporting to the Coordinator, assesses, develops and implements individual and group treatment programs to ensure optimum patient care for assigned caseload. Coordinates patients' treatment programs with referring physician(s) and other medical professionals. (Additional details below)

QUICK FACTS
The Wage
- 2008 - 2009 $29.04 - $36.20 per hour
- 2009 - 2010 $29.90 - $33.88 per hour

TRAINING / EXPERIENCE NEEDED
- Graduation from a university program in Physiotherapy recognized by the Canadian Physiotherapy Association (CPA) (http://www.physiotherapy.ca/)
  *See important note at bottom right of page*
- Registered with the College of Physiotherapist of British Columbia (http://www.cptbc.org/)
- Eligible for membership with the CPA (http://www.physiotherapy.ca/)

SKILLS AND ABILITIES NEEDED
- Ability to communicate effectively both verbally and in writing.
- Demonstrated planning and instructional skills.
- Ability to organize individual patient treatment programs.
- Ability to work cooperatively with other professional disciplines as part of a team.
- Physical ability to carry out the duties of the position.

BC TRAINING FACILITY
- University of British Columbia (link)
- For a list of the 14 physiotherapy educational programs offered across Canada, click here.

PROGRAM LENGTH
- A Master of Physical Therapy (MPT) at UBC takes 26 months, full-time and includes:
  - 7 blocks (5-6 weeks of break per year)
  - 31 weeks of clinical experience (6 x 5 week Clinical Education placements)
  - 4 years of study for an undergraduate degree in any field from a recognized academic institution (minimum admission requirements for an MPT)

ADMISSION REQUIREMENTS
- For entry into the UBC MPT, please see the following web page.
- UVic admission requirements to an undergraduate degree program can be found here.

IMPORTANT NOTE
The basic educational qualification of a Canadian physiotherapist is currently in the process of changing from a four-year baccalaureate program to a Masters entry-level degree. All entry-level programs in Canada will be at a Masters level by 2010. This means a MPT will soon be required for all entry-level PT jobs.
RELATED LINKS

- Physiotherapy Association of BC
- College of Physiotherapist of British Columbia
- Canadian Physiotherapy Association
- BC Work Futures

JOB TASKS - A SAMPLE

- Assess patients' physical abilities through evaluative procedures such as functional ability tests
- Establish treatment goals with patients based on physical diagnoses
- Plan and implement programs of physiotherapy including therapeutic exercise, manipulations, massage, education, the use of electro-therapeutic and other mechanical equipment and hydro-therapy
- Evaluate effectiveness of treatment plans and modify accordingly
- Communicate with patients, referring physicians and other healthcare professionals regarding patients' problems, needs and progress
- Maintain clinical and statistical records
- Develop, implement and evaluate health promotion programs for patients, staff and the community
- Provide consulting and education services

Physiotherapists practice in a variety of clinical areas such as neurology, orthopedics, and respiratory and cardiovascular conditions, and this may include obstetrics, pediatrics, rheumatology, oncology, sports injuries, geriatrics, ergonomics, wound healing or the treatment of patients with burns. Physiotherapists practice in a variety of clinical settings such as hospitals, the community, private clinics, schools, and long-term care facilities. Physiotherapists work as front-line clinicians, educators, consultants and managers.
PLUMBER

JOB SUMMARY
Reports to the Foreman Plumber. Performs skilled plumbing work at the journeyman level by installing, constructing, altering, repairing, maintaining and servicing plumbing systems. Provides related training and orientation to apprentices and designated staff as required.

(Additional details below)

TRAINING / EXPERIENCE NEEDED

- Grade 12 plus two years recent, related experience or an equivalent combination of education, training, and experience.
- Certificate of Apprenticeship or Trades Qualification Certificate as a journeyman Plumber, Steamfitter/Pipe fitter, and Sprinkler recognized by the Province of British Columbia;
- Class B level Gas Fitter's license recognized by the Province of British Columbia;
- Certificate of Competency as a Cross Connection Control Specialist issued by the American Water Works Association, British Columbia Section.

SKILLS AND ABILITIES NEEDED

- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to carry out the duties of the position.
- Ability to read and interpret blueprints and drawings.
- Ability to organize and prioritize work.
- Ability to operate related equipment

RELATED LINKS

- UAJAP&P (Plumbers & Pipe fitters) Local 324

JOB TASKS - A SAMPLE

- Reviews work requests and consults with user departments regarding specifications and other projects requirements; works from blueprints, drawings, technical instructions, service manuals, written and verbal directions to test, maintain checks and repair all plumbing systems.
- Responds to emergent conditions related to plumbing systems by analyzing the level of repair required, carrying out the repair or calling in the appropriate staff to perform repairs.
- Installs and repairs pipe and plumbing systems by methods such as bolting, soldering, and caulking.
- Repairs and replaces items such as pipes, valves, and fixtures by methods such as cutting, bending, threading, brazing, and assembling.
- Performs trouble shooting, general inspections and repairs of plumbing equipment.
- Maintains an inventory of supplies, equipment and tools; completes related reports and records; recommends purchase of related supplies and equipment.
- Performs other related duties as assigned.

QUICK FACTS

The Wage

- 2008 - 2009 $28.36 per hour
- 2009 - 2010 $29.13 per hour
POLYSOMNOGRAPHIC TECHNICIAN

JOB SUMMARY
Performs a wide range of diagnostic tests and treatment of patients with various sleep/wake disorders. Performs artifact free overnight recordings of numerous sleep/wake physiologic parameters in order to provide data for interpretation by a physician. (Additional details below)

TRAINING / EXPERIENCE NEEDED
- Certification with the Canadian Society of Respiratory Therapists (CSRT) and/or certification with the Board of Registered Polysomnographic Technologists (BRPT).
- Graduation from a recognised program in Respiratory Therapy and two (2) years recent, related experience, or an equivalent combination of education, training and experience.
- Current Basic Cardiac Life Support (BCLS) certification.

POST-SECONDARY INSTITUTIONS
- Thompson Rivers University (link)

PROGRAM LENGTH
- TRU Program: Although all students are admitted into the RT diploma program, there are two completion options:
  - Option one is a 3 year Diploma stream
  - Option two is a 4 year dual Diploma/Degree stream.
- Students declare interest to enter into the Diploma/Degree stream during year one of the program. The dual Diploma/Degree stream allows successful students to graduate with both a 3 year RT diploma and a 4 year Bachelor of Health Science Degree within a four year period.

SKILLS AND ABILITIES NEEDED
- Demonstrated knowledge of Sleep Laboratory testing and equipment.
- Demonstrated knowledge of normal cardio-respiratory, neurological and sleep physiology.
- Proven interest and aptitude in technical aspects of Polysomnography.
- Ability to integrate these technical aspects with knowledge of sleep and respiratory-cardiac pathophysiology.
- Ability to work independently with limited supervision.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain effective relationships with patients and all levels of laboratory and hospital personnel.
- Demonstrated attention to detail.
- Ability to maintain vigilance in a non-stimulating environment for several continuous hours, without break, during the night.
- Ability to assimilate data from several sources and anticipate initiation of care in accordance with protocol.
- Ability to respond quickly and calmly in emergency situations.
- Ability to organize work.
- Ability to operate related equipment, including a computer utilizing a variety of software.

QUICK FACTS
The Wage
- $27.31 hourly
ADMISSION REQUIREMENTS

- A selective Admission process is used to determine admission to year one of the Respiratory Therapy Diploma Program. Since there are a limited number of seats in this program applications should be submitted early. It is important to complete all aspects of your application.

Minimum Educational Requirements

- B.C. Grade 12 Graduation with a C+ average or Mature Student Status
- B.C. Math 12 or equivalent C+ minimum grade
- B.C. Chemistry 12 or equivalent C+ minimum grade
- B.C. Biology 12 or equivalent C+ minimum grade
- B.C. English 12 C+ minimum grade or ENGL 060 with a C+
- B.C. Physics 11 or equivalent C+ minimum grade

Additional Selection Criteria information as well as General Requirements and Require Documentation etc, can be found at: [http://www.tru.ca/science/rt/requirements.html](http://www.tru.ca/science/rt/requirements.html)

Thompson Rivers University requirements. Subject to change. Requirements will vary between educational facilities.

RELATED LINKS

- Board of Registered Polysomnographic Technologists - [http://www.brpt.org/](http://www.brpt.org/)
- BC Society of Respiratory Therapists - [http://www.bcsrt.ca/](http://www.bcsrt.ca/)

JOB TASKS - A SAMPLE

- Prepare the patient for testing by explaining procedures, applying appropriate electrodes, monitoring devices, and acquiring appropriate medical history.
- Sets up and calibrates equipment required for sleep studies including electrocardiograph (ECG), electromyograph (EMG), electroencephalograph (EEG), electrooculograph (EOG). Attaches equipment to patient to monitor and record data from oral/nasal airflow, ventilatory movement, arterial oxygen saturation, and audio/visual monitoring. Prepares patient for tests.
- Performs nCPAP/Bilevel titration, ventilator adjustments, supplemental oxygen administration, arterial blood gas sampling.
- Recognizes and documents sleep and cardiopulmonary or neurological pathology when it occurs and responds with appropriate intervention, consultation, and/or treatment to ensure patient safety.
- Monitors patient and equipment during testing and flags significant events as they occur.
- Identifies, documents and remedies the occurrence of signal artifact, electrode disconnect, and ancillary monitoring equipment malfunction.
- Collects arterial blood samples as required.
- Analyzes collected data and prepares reports that accurately summarizes the patient's sleep/wake stages, arousal occurrence, respiratory events, cardiac events, limb movements body position, arterial oxygen saturation, supplemental oxygen and nCPAP treatment, as well as other clinical events of significance.
- Documents any significant, unexpected, unusual, or pertinent observations or events that occur during testing.
- Schedules patient appointments according to clinical urgency, workload, and need.
- Performs Multiple Sleep Latency Test, Maintenance of Wakefulness Test and other testing.
- Terminates test at the appropriate time and disconnects monitors from patient.
- Performs routine maintenance and cleaning of equipment.
- Participates in laboratory Quality Control and Quality Assurance Programs.
- Maintains statistics on workload and service utilization.
- Performs other related duties as assigned.
PROJECT MANAGER – INFORMATION MANAGEMENT / INFORMATION TECHNOLOGY (IM/IT)

JOB SUMMARY
The Project Manager, IM/IT will work on IM/IT projects as assigned within the Project Management Office. The Project Manager, IM/IT will plan, organize and control all activities associated with the implementation of assigned projects. (Additional details below)

Scope
- Leadership of staff reports plus contractors assigned to project.
- Financial Responsibility – monitors project budgets up to approx $5 million

TRAINING / EXPERIENCE NEEDED
- A level of education, training and experience equivalent to a Bachelor’s degree in Commerce, Business Administration, Health Information Science or Computer Science.
- At least seven years experience working within or directly with a health care system including several years as a project manager or project coordinator.
- Knowledge of, and experience in working with the Project Management Institute’s PMBOK methodology

SKILLS AND ABILITIES NEEDED
- Demonstrated success as a project manager and the successful completion of one large information technology project within the last three years.
- Detailed knowledge of project management principles and methodologies.
- Intermediate to expert-level system implementation skills
- Proven ability to track, coordinate and integrate external issues as they affect VIHA’s proposal/action plan.
- Proven ability to write, analyze and edit project plans, proposals, Service Level Agreements, MOU’s for accuracy and consistency.

QUICK FACTS
The Wage
- $36.05 – $46.06 per hour

Related Links
- Project Management Institute
  http://www.pmi.org/Pages/default.aspx
- PMBOK
  http://www.pmi.org/Movies/4StandardsVideos/PMBOKonly.html

POST-SECONDARY INSTITUTIONS
There are many post-secondary options for the programs listed above. The University of Victoria programs will be highlighted in this catalogue:

University of Victoria
- Bachelor of Commerce (BCom)
  Faculty of Business
  Web: http://www.business.uvic.ca/undergraduate/
  Admission Requirements at (link)
- Health Information Science Undergraduate Program
  Faculty of Human & Social Development
  Web: http://hinf.uvic.ca/
  Admission Requirements at (link)
- Bachelor – Computer Science
  Faculty of Engineering
  Web: http://www.csc.uvic.ca/
  Admission requirements at (link)
The job catalogue contains general information only and is not intended to be used as an official VIHA job description. Job information and requirements are subject to change without notice.

- Excellent written and oral communication skills coupled with the ability to write or edit high quality business documents (e.g. master project plans, risk management plans, communication plans, progress reports, project wrap-up documentation).
- Excellent interpersonal skills, with the capability of providing leadership to a diverse project team and interact comfortably with senior personnel in the organization.
- Excellent presentation, interviewing, facilitating, and negotiating skills.

**JOB TASKS - A SAMPLE**

- Manages a cross functional project team to produce deliverables, based on the requirements, that are high quality, and are on time and on budget
- Communicates with senior management regarding status of specific projects.
- Identifies process inefficiencies, develops solutions, and drives for change.
- Responsible for all aspects of the development and implementation of assigned projects and provides a single point of contact for those projects.
- Takes projects from original concept through final implementation including responsibility for contract negotiations.
- Identifies project risks and creates the risk mitigation plan.
- Defines project scope and objectives, including project charters.
- Develops detailed work plans, schedules, project estimates, resource plans, and status reports.
- Conducts project meetings and is responsible for project tracking and analysis.
- Ensures adherence to quality standards and reviews project deliverables.
- Provides technical and analytical guidance to project team.
- Recommends and takes action to direct the analysis and solutions of problems.
- Responsible for all aspects of system support coordination required for the projects.
- Defines the system support service level requirements for the projects. Plans, provides, and monitors these services to ensure the negotiated levels have been met.
- Develops strategy and work plan for testing in context of the overall project plan.
- Ensures stakeholders are kept on side and involved with the project.
- Allocates and directs staff & resources within the project area.
- Selects, trains, coaches and supervises the work of staff, and deals with labour relations matters for staff reports including responsibility to discipline and discharge
- Utilizes standard Project Management tools, methodologies and templates for tracking and reporting progress.
- Plans and executes handover to operational support at the conclusion of the project
- Performs other related duties as assigned.
P RO S T H E T I S T

JOB SUMMARY
Reporting to the Coordinator, Professional Services or Delegate and utilizing a client-centered approach and working within the context of a multidisciplinary team, provides and manages comprehensive Prosthetic care based upon a clinical assessment and physicians’ prescription. Supervises Technicians. Monitors the achievement of service objectives within area of responsibility and adheres to established budgetary guidelines. (Additional details below)

TRAINING / EXPERIENCE NEEDED
- Certification by Canadian Board of Certified Prosthetists and Orthotists (CBCPO) in good standing.
- Eligible for membership in the Canadian Association of Prosthetists and Orthotists (CAPO).
- Two years experience in Prosthetics assessment and design for children and adults with multiple handicaps
- One year supervisory experience.
- Attendance at relevant workshops, seminars, and demonstrations. Valid BC Driver's License

POST-SECONDARY INSTITUTIONS
- BCIT, Vancouver (link)
- George Brown College, Toronto (link)
- Montmorency College, Quebec (link)

SKILLS AND ABILITIES NEEDED
- Clinical competency in the profession.
- Ability to communicate effectively, both verbally and in writing.
- Ability to work with children, youth, adults, and their families.
- Ability to organize own time and responsibilities and to establish priorities.
- Ability to work as a team.
- Ability to supervise.
- Analytical and decision-making skills.
- Ability to work within budgetary parameters.
- Ability to operate related equipment.
- Physical ability to perform the duties of position.

PROGRAM LENGTH
- 2 years, full time (BCIT)

ADMISSION REQUIREMENTS
- Applicants should have one of the following:
- A health or science-related undergraduate degree, *preferably completed within the past 5 years OR
- Unique qualification, such as a George Brown College Technical Prosthetics and Orthotics Diploma (within the past 3 yrs) AND/OR
- Considerable prosthetic and orthotic clinical exposure.
*Suitable health or sciences related degrees include, but are not limited to: Physical or Occupational Therapy, Kinesiology, Human Kinetics, Biology, Nursing or Engineering.

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RADIOLOGICAL TECHNOLOGIST

JOB SUMMARY
Performs radiological examinations for the Department of Medical Imaging. (Additional details below)

TRAINING / EXPERIENCE NEEDED
- Graduation from an approved radiology technology program.
- Registration in good standing with the B.C.A.M.R.T
- General duty experience including knowledge and clinical skills in fluoroscopic and operating room procedures.
- Familiarity with digital imaging processes and PACS

SKILLS AND ABILITIES NEEDED
- Demonstrated proficiency in all routines specific to the area.
- Effective oral and written communication skills.
- Demonstrated interpersonal skills.
- Physical ability to lift and position patients for examinations.
- Ability to work independently.

POST-SECONDARY INSTITUTIONS
- British Columbia Institute of Technology (BCIT)
  http://www.bcit.ca/study/programs/6550diplt

PROGRAM LENGTH
- In BC at BCIT, this is a 27-month full-time diploma program which includes both classroom and practicum experience. The program begins January each year and includes a 3-month break (June to August) after the first year.

ADMISSION REQUIREMENTS
- High school graduation or equivalent
- English 12 (B) or English-language proficiency
- Principles of Math 12 (B) or Academic Math 12 (B) or Applications of Math 12 (B)
- Physics 12 (B)
- Biology 12 (B)
- All applicants must complete a Physical Requirements Form [PDF, 42KB] and submit with their application.
- 40 hours of volunteer work in a patient related environment*
- Basic Life Support (Level C, CPR)

BCIT requirements. Subject to change. Requirements will vary between educational facilities. Please see the BCIT website for additional admission requirement and recommendations.

RELATED LINKS
- Health Sciences Association of BC (HSA)
- Canadian Association of Medical Radiation Technologists - http://www.camrt.ca/english/home.htm
- BC Association of Medical Radiation Technologists - http://www.bcamrt.bc.ca/

JOB TASKS - A SAMPLE
- Plain film radiological technology, i.e., x-rays of the chest, bones, joints, gastrointestinal studies, spine
- Mammography to detect breast cancer in its earliest stages

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- Angiography to examine the heart, blood vessels and blood flow
- Fluoroscopy, i.e., real-time images that show movement
- Operating Room procedures that require x-ray services.
- Computerized tomography (CT scans), i.e., detailed cross-sectional images of the body
- Explain the procedure to patients.
- Answer questions as fully as possible.
- Contribute to patient education.
- Comfort patients and provide emotional support.
- Position patients and equipment correctly.
- Ensure that patient, all staff and visitors are protected from radiation.
- Monitor patients during the procedure.
- Assist the radiologist for angiographs and interventional procedures.
- Operate the equipment.
RECREATION THERAPIST

JOB SUMMARY
Assesses, develops and implements individual and group treatment programs to ensure optimum patient/resident care for assigned caseload. Coordinates patient and resident treatment programs with referring physician(s) and other medical professionals. Transports patients and residents between the hospital and other locations by operating a hospital van as required. (Additional details below)

TRAINING / EXPERIENCE NEEDED
- Bachelor's degree in Therapeutic Recreation
- One year of recent related experience.
- Eligible for membership with the British Columbia Therapeutic Recreation Association.
- Valid Class 4 vehicle licence.

POST-SECONDARY INSTITUTIONS
- Douglas College Therapeutic Recreation – Diploma Program (link)
  2 year program
- Douglas College Therapeutic Recreation – Bachelor Program (link)
  4 year program
A complete listing of programs across Canada can be found at: http://www.canadian-tr.org/pdf/Educational_Institutions_March2008.pdf

SKILLS AND ABILITIES NEEDED
- Ability to communicate effectively both verbally and in writing.
- Demonstrated planning and instructional skills.
- Ability to organize individual patient/resident treatment programs.
- Ability to work cooperatively with other professional disciplines as part of a team.
- Physical ability to carry out the duties of the position.
- Demonstrated ability to safely drive a passenger van and a wheelchair access transport van.

ADMISSION REQUIREMENTS
Douglas College admission requirements for the Therapeutic Recreation Bachelor program: http://www.douglas.bc.ca/calendar/programs/ptherarec.html

JOB TASKS - A SAMPLE
- Screens all referrals for appropriateness of treatment. Assesses patients/residents within caseload; identifies problems/needs; plans, develops and implements individual and group treatment programs.
- Maintains liaison with referring physician(s) and other medical professionals regarding patients'/residents' treatment; coordinates treatment programs with other departments and services.
- Documents patient/resident care activities on health care record according to established guidelines. Provides input into the multidisciplinary patient care plan and discharge plan.
- Assigns duties to and oversees designated treatment activities of the Recreation Assistants/Rehabilitation Assistants. Provides orientation and direction to volunteers.

QUICK FACTS
The Wage
- $26.39 – 32.89 per hour

Related Links
- British Columbia Therapeutic Recreation Association http://www.bctra.org/
- Canadian Therapeutic Recreation Association http://www.canadian-tr.org/
- Records and/or reports patient/resident treatment progress to appropriate medical professionals and outside agencies as required.
- Attends and participates in appropriate multidisciplinary conferences, discharge planning conferences, medical rounds, service and department meetings.
- Assists in developing and evaluating treatment programs for the service as assigned.
- Participates in staff orientation and education programs as appropriate.
- Transports patients/residents between hospital and other locations by operating a wheelchair access transport van or passenger van as required.
- Participates in department Quality Assurance and Improvement activities as directed.
- Performs other related duties as assigned.
REGISTERED DIETITIAN

JOB SUMMARY
Registered Dietitians are acknowledged professionals uniquely trained to advise on diet, food and nutrition. They can separate fact from fiction, healthy eating plans from unsafe diets and translate the science of nutrition into healthy food choices. Dietitians play a major role in health care, industry, government and education. Dietitians influence policy development; direct nutrition programs; manage quality food services; and provide information and counsel that allows clients, including the consumer, to make informed decisions about their nutrition and food choices. (Additional details below)

THE WAGE
- 2008 - 2009 $27.32 - 34.07 per hour
- 2009 - 2010 $28.14 - 35.10 per hour

WHAT JOB OPPORTUNITIES ARE AVAILABLE?
- Clinical dietitians work as part of the health care team and assess the nutritional status of individuals, develop care plans, monitor the effectiveness of the nutrition intervention, and provide counseling to clients
- Administrative dietitians manage large scale food service operations to ensure the safe, sanitary, and cost effective preparation and distribution of meals
- Consulting dietitians provide expertise in nutrition, diet therapy, and food service to individual clients, corporate health and wellness programs, and the media
- Public health dietitian/nutritionists assess the nutrition needs of their communities, and develop nutrition programs and services to meet those needs
- Research dietitians conduct and direct studies to answer critical questions that will enhance nutritional care and improve food service
- Community health dietitians develop programs and services to improve nutritional well-being and access to healthy food and to address specific nutrition needs of groups within their community
- Dietitians in education teach nutrition, food chemistry or food service management in schools, colleges & universities
- Dietitians in business assist the private sector by providing food and nutrition expertise in product research and development, sales, marketing and communication
- Dietitians in government develop food and nutrition policies and programs that will improve the nutritional health of the population

WHAT ARE THE PRE-REQUISITES FOR A REGISTERED DIETITIAN?
The Dietetics Major is a professional program designed to meet national accreditation standards developed by Dietitians of Canada. Graduates are eligible to write the national registration exam to qualify for registration with provincial dietetic regulatory bodies and practice as Registered Dietitians. At UBC, the Dietetics major differs from the Nutritional Sciences major in that it is a professional program, and as such has specific applicant selection procedures and includes courses and practicum placements to assist students to develop knowledge and skills for dietetic practice. Nutritional Sciences graduates tend to work in research, while Dietetics graduates tend to work more with people.
SKILLS AND ABILITIES

- Ability to establish and maintain effective work relationships with patients and their families, members of the health care team, departmental employees, representatives of community agencies, and the public.
- Ability to coordinate activities and maintain liaison among medical and nursing staff, patients and the food service department and/or support agencies.
- Ability to organize workload, set priorities and work with minimal supervision.
- Ability to problem-solve and to think critically.
- Ability to provide leadership.
- Ability to deal effectively with conflict situations
- Ability to adjust to new or unexpected events
- Ability to communicate effectively, both verbally and in writing.
- Ability to teach and provide effective consultation.

POST-SECONDARY INSTITUTIONS

- For a list of Canadian universities offering accredited undergraduate programs in dietetics visit the Dietitians of Canada website at (link).

UBC Information
Karol Traviss, Dietetic Education Committee
Food, Nutrition & Health
Faculty of Agricultural Studies
University of British Columbia
240 - 2205 East Mall
Vancouver, BC V6T 1Z4
Phone: 604 827 5046; Fax: 604 822 5143
www.landfood.ubc.ca/programs/dietetics_ug.htm

PROGRAM LENGTH

- 5 years in Canada
At UBC, the program involves two prerequisite years and three program years (year five is spent in internship placements in various British Columbia locations).

WHAT WILL I LEARN ABOUT?

- General courses in both biological and social sciences, as well as courses more directly related to dietetics such as basic and applied human nutrition, food and food systems, management, and professional dietetic practice.

THE DIFFERENCE BETWEEN A NUTRITIONIST AND DIERITITIAN

- The title "Registered Dietitian", "Professional Dietitian", and "Dietitian" are protected by law -- through provincial legislation -- so that only qualified practitioners who have met education qualifications can use that title.
- Dietitians who have met national standards for education and training and who are members of the provincial regulatory bodies can use one of the following designations -- RD, PDt or RDi (or the French equivalent Dt.P.).
- Dietitians are members of a provincially regulated profession that has Public Protection as their mandate.
- Dietitians are held accountable for their conduct and the care they provide.
- The term Nutritionist is not protected by law in all provinces so people with different levels of training and knowledge can call themselves a "Nutritionist". The title "Nutritionist" is protected for Dietitians in some provinces and dietitians do use the title "nutritionists".
- Typically dietitians working in a hospital or health care institution will have a job title that uses the term "dietitian" and will focus on clinical care of the patient or manage the food service. Dietitians working in community settings will typically have a job title that uses "nutritionist" and focus on healthy eating and wellness at various stages of the lifecycle.
REGISTERED NURSE (RN)

JOB SUMMARY
Plans and provides direct nursing care to patients/residents in the hospital or in the community in accordance with the unit/program philosophy, competency guidelines, policies, and the CRNBC Standards for Nursing Practice in British Columbia. (Additional details below)

QUICK FACTS
The Wage
- 2008 - 2009 $27.85 - $36.56 per hour
- 2009 - 2010 $29.02 - $38.10 per hour

TRAINING / EXPERIENCE NEEDED
- Graduation from a recognized nursing program
- Current, practicing registration with the College of Registered Nurses of British Columbia or College of Registered Psychiatric Nurses of British Columbia
- Up to two (2) years recent, related experience depending on clinical setting.

POST-SECONDARY INSTITUTIONS
- Camosun College [link] – 2 year program bridging to the University of Victoria – School of Nursing [link] 2 year Undergraduate program, totaling 4 years
- Vancouver Island University [link] (4-year program)
- North Island College [link] (4-year program)
CRNBC provides a list of Nursing Schools in BC
The Canadian Association of Schools of Nursing provides a list of Nursing Schools in Canada

ADMISSION REQUIREMENTS
- Grade 12 graduation or equivalent;
- Submit proof of a letter grade of “C+” or higher in English 12 or TPC 12 or assessment;
- Submit proof of a letter grade of “C+” or higher in Principles of Math 11 or MATH 072 and MATH 073 or assessment;
- Submit proof of a letter grade of “C+” or higher in Biology 12 or BIOL 080 or BIOL 100;
- Submit proof of a letter grade of “C+” or higher in Chemistry 11; and
- Attendance at a Nursing program info session.
Camosun College entrance requirements. Subject to change. Requirements will vary between educational facilities. For additional participation requirements and other information, see: http://camosun.ca/learn/programs/nurse/nurse-requirements.html

SKILLS AND ABILITIES NEEDED
- Demonstrate clinical competence
- Communicate effectively, both verbally and in writing
- Reliable
- Charting and writing concise reports
- Deal with others effectively
- Demonstrate sound organizational and problem solving skills
- Demonstrate sound judgment, good observation and patient assessment skills
- Demonstrate ability to organize assigned workload and set priorities.
- Demonstrate tact and empathy
- Provide culturally sensitive care and services
- Work independently and cooperatively as part of multidisciplinary teams
- Demonstrate ability to deal effectively with a variety of internal and external contacts, including co-workers, physicians, community agency representatives, patients, residents and families.
- Promote positive change and independence
- Physically and emotionally able to carry out the duties of the position
- Operate a computer with a variety of windows based software
- Foster good public relations
- Operate related equipment
- Maintain a commitment to continued professional development as required by the employer

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PROGRAM LENGTH
- 4 years

RELATED LINKS
- College of Registered Nurses of British Columbia
- College of Registered Psychiatric Nurses of British Columbia
- BC Nurses Union (BCNU)
- BC Loan Forgiveness Program
- VIHA resource – Registered Nurses and Psychiatric Nurses job postings
- VIHA resource – New Graduate Transition Program
- VIHA resource – BC Nurses Union Salary Information
- VIHA resource – Post Graduate Nursing Education
- BC Work Futures

Did you know? There are numerous areas within VIHA where you could work as an RN, including:
- Acute Care
- Cardiac Services
- Cardiology
- Cardiovascular Unit
- Child, Youth & Family
- Community Health
- Clinical Teaching Unit
- Communicable Disease Program
- Community Hospitals
- Critical Care
- EENT / Plastics / Urology
- Emergency & Trauma Care
- Endoscopy/Ambulatory Care
- Extended Care
- General Medicine
- Geriatric
- Gynaecology/ENT
- Hemodialysis
- Home & Community Care
- Intensive Care Unit
- Labour & Delivery
- Management
- Maternity
- Medical/Surgical
- Mental Health & Addiction Services
- Mother Babe Units
- Neonatal Intensive Care Unit
- Neurosciences
- Oncology
- Operating Room
- Orthopaedics
- Pain Clinic
- Palliative Care Unit
- Pediatric
- Post Acute Geriatric Rehab
- Post Anesthetic Recovery Room
- Post Surgical Care
- Prevention
- Psychiatric
- Public Health Nursing
- Rehabilitation
- Renal Services
- Residential Services
- Respiratory Medicine
- Rural Medicine
- Schizophrenia Services
- Seniors Health
- Street Nurse
- Surgical
- Teaching
- Telemetry
- Trauma Care
- Victoria Hospice

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JOB TASKS - A SAMPLE

- Assess, record, and report the health status of assigned patients/residents to identify and document patient/resident status by performing duties such as:
  - Collecting patient/resident data from patient chart and other related patient records, observing patient condition, and conducting physical, emotional and social assessments;
  - Collaborating with other members of the nursing team, multi-disciplinary team, community care partners, patient/resident and family;
  - Documenting health care status;
  - Reporting current status or changes in status to appropriate personnel as required.

- Collaborate with the nursing team, multi-disciplinary team members, community care partners, and the patient/resident and family to develop and modify a patient/resident care plan, including the flow of care, to address the assessed needs of the individual by:
  - Establishing short and long-term health status goals;
  - Identifying and prioritizing appropriate nursing actions such as preventative, therapeutic and rehabilitative aspects of care;
  - Initiating the discharge planning process.

- Provide nursing care by performing nursing functions such as:
  - Direct nursing care to patients;
  - Explaining care plan to patient and family;
  - Conducting planned nursing interventions, providing guidance and direction to other unit staff as required;
  - Initiating measures to relieve crisis or emergent situations;
  - Teaching self/home care skills to patient/resident and/or family members.

- Evaluate patient/resident response to the care by assessing the effect of the nursing interventions as identified in the care plan and modifying interventions as appropriate. Initiate the multidisciplinary team evaluations of patient/resident care, including readiness for discharge.

- Contribute to the ongoing development of the nursing department and/or the nursing unit by:
  - Providing input into the development and/or revision of policies and procedures;
  - Providing input into the development and/or modification of unit-based, departmental and/or community-based programs;
  - Providing input to and participating in quality improvement plans/activities.

- Perform other related duties as assigned.

Note: Depending on where you work, job tasks will vary.
The job catalogue contains general information only and is not intended to be used as an official VIHA job description. Job information and requirements are subject to change without notice.

**REGISTERED PSYCHIATRIC NURSE**

**JOB SUMMARY**
Under the direction of the Program Coordinator or delegate, provides nursing care for children and youth with behavioural, emotional and psychiatric disturbances. Within the context of a multi-disciplinary team and in a residential setting, provides care and treatment to children and youth, including assessment, intervention, and evaluation. (Additional details below)

**TRAINING / EXPERIENCE NEEDED**
- Graduation from a recognized nursing program.
- Current, practising registration with the College of Registered Nurses of British Columbia or the College of Registered Psychiatric Nurses of British Columbia.
- Minimum two years’ recent related experience, which includes one year paediatric and one year psychiatric experience.

**QUICK FACTS**
**The Wage**
- 2008 - 2009 $27.85-36.67 per hour
- 2009 - 2010 $29.02-38.10 per hour

**SKILLS AND ABILITIES NEEDED**
- Ability to communicate effectively both verbally and in writing.
- Ability to work independently, set priorities and organize workload accordingly.
- Ability to deal effectively with others and work as part of a multidisciplinary team.
- Ability to manage aggressive behaviour through progressive intervention techniques.
- Physical ability to perform the duties of the position.
- Ability to operate related equipment.

**POST-SECONDARY INFORMATION**
- For a complete list of Registered Psychiatric Nursing Programs in Canada visit: [http://www.crpnbc.ca/bc_education.html](http://www.crpnbc.ca/bc_education.html)

Canadian Registered Psychiatric Nurses are educated in the four western provinces. They receive their basic education in psychiatric nursing at the diploma or baccalaureate level – with special educational focus being placed on psychiatric and mental health issues and care delivery.

For many years, students have been able to acquire a Bachelor of Science in Psychiatric Nursing from Brandon University in Manitoba. Post-diploma programs for RPNs have also long been available in both British Columbia (Advanced Diploma & Bachelor of Health Sciences – Psychiatric Nursing) and Manitoba (Bachelor of Science in Mental Health).

The RPNC supports the movement towards Baccalaureate as entry to practice for the profession of psychiatric nursing in the future. In the ongoing development of the profession of psychiatric nursing, the movement towards degree preparation ensures that RPNs are well positioned to respond to the changing needs and demands of the work environment, and are fully prepared for expanded roles in the delivery of health services.

**PROGRAM LENGTH**
- 4 years
RELATED LINKS

- College of Registered Psychiatric Nurses of British Columbia
- BC Loan Forgiveness Program
- VIHA resource – Registered Nurses and Psychiatric Nurses job postings
- VIHA resource – New Graduate Transition Program
- VIHA resource – BC Nurses Union Salary Information
- VIHA resource – Post Graduate Nursing Education

JOB TASKS - A SAMPLE

- Conducts physical assessments of children and youth including:
  - Identifying those children requiring prompt medical intervention;
  - Establishing, implementing and demonstrating treatment strategies that deal with the clinical manifestations of physical illnesses; and
  - Recognizing, recording and reporting signs and symptoms of physical illness to the Coordinator.
- Provides nursing care to children and manages medications by:
  - Obtaining, processing and implementing doctor's orders as required;
  - Preparing, administering and charting medications;
  - Assessing and recording antecedent events and responsiveness to prescribed medications; anticipates side effects of medications; and
  - Securing and handling medications; recognizing and managing aggressive behaviour using progressive intervention techniques.
- Conducts psychosocial assessments by:
  - Recognizing normal physical development and behavioural characteristics of children and youth and assessing their functioning;
  - Recognizing, recording and reporting signs of behavioural or psychiatric disturbance to the Most Responsible Professional (MRP); and
  - Participating as a member of a multi-disciplinary team in establishing a plan of care for children and youth and their families.
- Collaborates with members of a multi-disciplinary team to establish, promote and evaluate the standards of care. Participates in assessing program quality and provides input to modification of milieu as required.
- Conducts interviews with children, youth, families and community to obtain data, define problems, establish goals and participate in treatment.
- Participates as a member of a multi-disciplinary team in continuous quality improvement initiatives by completing nursing audits; participating in research projects; providing input into the development and or revision of policies and procedures; providing input to and participating in quality improvement plans/activities.
- Performs other related duties as required.
REHABILITATION ASSISTANT

JOB SUMMARY
Performs rehabilitation assistant duties such as implementing individual and group interventions and activities that improve or maintain functional abilities of patients. Maintains records and performs related duties by utilizing a personal computer, word processing software tools, and related equipment. (Additional details below)

TRAINING / EXPERIENCE NEEDED
- Grade 12, completion of Rehabilitation Assistant Program plus,
- One year recent experience
- Or an equivalent combination of education, training, and experience.

PROGRAM LENGTH
- 2 years full time

QUICK FACTS
The Wage
- 2008 - 2009 $20.01 per hour
- 2009 - 2010 $20.55 per hour

SKILLS AND ABILITIES NEEDED
- Ability to communicate effectively both verbally and in writing.
- Physical ability to carry out the duties of the position.
- Ability to organize work.
- Ability to deal effectively with others.
- Ability to operate related equipment.

POST-SECONDARY INSTITUTIONS
- Vancouver Community College (link)
- Capilano College (link)

TRAINING / EXPERIENCE NEEDED
- Grade 12, completion of Rehabilitation Assistant Program plus,
- One year recent experience
- Or an equivalent combination of education, training, and experience.

ADMISSION REQUIREMENTS
Grade 12 graduation, GED or equivalent with Human Biology 12 (OR VCC BIOL 1094) and Math 11*
- If a C+ was not achieved in Math 11*, applicants must write the VCC Basic Arithmetic Assessment and score 80% or higher
- English 12 with a 'B' or equivalent
- 30 hours of paid or volunteer experience working with people with disabilities as verified by a supervisor, employer or educational institute. Click here for the Work Experience Verification form in PDF form.
- All requests for transfer credits or course exemptions for all courses in the program must be submitted with application to the program. Click here for Request for Transfer Credit (PDF) form.
- All of the above admission requirements must be attached to your application

Upon acceptance:
- Current CPR - Level C
- Proof of a negative TB skin test or chest x-ray. For further information about Health requirements click here
- Criminal Record Search Each applicant is responsible for any costs incurred. Applicants who have drug-related charges should consult with the Registrar's Office prior to applying to the program. The CRS must be received by the Registrar's Office prior to the first day of class.

Recommended characteristics
- Excellent command of spoken and written English

The job catalogue contains general information only and is not intended to be used as an official VIHA job description. Job information and requirements are subject to change without notice.
Ability to communicate effectively with people of all ages
Good health and physical stamina
Patience, empathy and a genuine interest in promoting the independence of others
Good observational and organizational skills
Ability to follow directions and work as part of a team
Updated immunizations
Basic computer and word processing skills

Vancouver Community College requirements. Subject to change. Requirements will vary between educational facilities.

JOB TASKS - A SAMPLE

- Conducts individual and group therapeutic activities, such as therapeutic ambulation, wheelchair mobility training (manual and power), exercise classes, individual prescribed exercises, cognitive groups, meal management, and social groups, to restore, improve, and maintain patients functional abilities. As instructed, assists therapist during direct treatment or during assessment sessions.
- Prepares patients for treatment by transporting to and from treatment area, assisting with removal and application of orthoses, prostheses, and clothing as required.
- Instructs patients in self care and instrumental activities of daily living to provide skill practice.
- Reports observations on patient progress and condition to staff therapist and other appropriate team members.
- Assists therapist in making, modifying, and adapting self-help devices and equipment.
- Assists in the inventory, ordering, and maintenance of therapy equipment, to ensure that appropriate supplies are available for patient activities.
- Completes minor repairs and reports malfunctioning equipment to therapist and Plant Services.
- Participates in patient conferences to provide feedback to care teams on patient progress, as required.
- Maintains records such as statistics, and inventories, and performs related duties by utilizing a personal computer, word processing software tools, and related equipment.
- Maintains work area by cleaning, transporting, storing and inspecting equipment and supplies.
- Participates in team meetings, in-services and quality improvement initiatives.
- Prepares purchase requisitions and/or uses petty cash to purchase department supplies.
- Performs other related duties as assigned.
RENA L D I A L Y S I S T E C H N I C I A N

JOB SUMMARY
Sets up, operates, monitors and adjusts equipment during dialysis under the direction of nursing and/or medical staff. Performs a variety of related functions such as demonstrating renal dialysis equipment and procedures and cleaning and sterilizing renal dialysis equipment. (Additional details below)

TRAINING / EXPERIENCE NEEDED
- Grade 12, plus two years recent related experience, OR
- An equivalent combination of education, training, and experience.

QUICK FACTS
The Wage
- 2008 - 2009 $21.69 per hour
- 2009 - 2010 $22.28 per hour

SKILLS AND ABILITIES NEEDED
- Ability to communicate effectively both verbally and in writing.
- Ability to organize work.
- Ability to operate related equipment.
- Physical ability to carry out the duties of the position
- Ability to deal effectively with others.

POST-SECONDARY INSTITUTIONS - OPTIONS
- Vancouver Community College – Renal Technician Certificate Program (PDF overview)

PROGRAM LENGTH
- 7.5 weeks

ADMISSION REQUIREMENTS
- Must have:
  - Minimum Grade 12 or higher education (or ICES – Basic Evaluation)
  - English 12 with a ‘B’, or equivalent, completed in the 2 years prior to application date
  - Completion of Medical Terminology Course
  - Completion of Interpersonal Communication Skills Course
  - Completion of 1 semester of First year Post-Secondary Science (any one of Chemistry, Biology or Physics)

Vancouver Community College requirements. Subject to change. Requirements will vary between educational facilities.

JOB TASKS - A SAMPLE
- Assembles and assists with the preparation of renal dialysis equipment by performing duties such as attaching tubing, calibrating, checking alarms, setting monitors, and testing the dialyses.
- Monitors and adjusts equipment during dialysis as required.
- Maintains related records such as date of routine cleaning and sterilizing of proportioning units and related proportional machine records.
- Receives instruction on new equipment and provides input into the evaluation of new equipment.
- Cleans and sterilizes dialysis equipment.
Under the guidance of the Biomedical Engineering Department carries out minor preventative maintenance on dialysis equipment as requested by Nurse Manager. Maintains related records.

- Demonstrates renal dialysis equipment and procedures as required.

- Performs other related duties as assigned.
RESIDENT CARE ATTENDANT (RCA)

Note: This position may also be referred to as a Resident Care Aide, Continuing Care Aide, Continuing Care Aide/Assistant or a Nursing Assistant.

JOB SUMMARY
Reporting to the Manager or designate, and as a member of the health care team, provides care to residents in accordance with the organization's philosophy and goals & objectives. Assists residents to meet their physical, emotional, and psychological needs that facilitate independence. Performs duties such as assisting residents with personal care, serving meals and snacks, portering residents, and maintaining equipment.
(Additional details below)

QUICK FACTS
The Wage
- 2008 - 2009 $21.37 per hour
- 2009 - 2010 $21.94 per hour

TRAINING / EXPERIENCE NEEDED
- Graduation from a recognized Resident Care Attendant or Continuing Care/Nursing Assistant Program, or equivalent combination of education, training, and experience.

POST-SECONDARY INSTITUTIONS
- Camosun College (link)
- Vancouver Island University (link)
- North Island College (link)
- Discovery Community College (link)
- Sprott-Shaw Community College (link)
- This a list of training programs approved by VIHA for both the CHW and Resident Care Worker positions. A list of VIHA-approved training programs in BC and links to their websites can be found here.

PROGRAM LENGTH
- Between 23 and 27 weeks, on average

ADMISSION REQUIREMENTS
- English 12 (minimum grade C) or completion of an English Competency test
Camosun College requirements. Subject to change. Requirements will vary between educational facilities.

SKILLS AND ABILITIES NEEDED
- Sensitivity to the needs of others
- Ability to move freely in confined spaces
- Ability to speak confidently with people of all ages
- Ability to pay close attention to detail
- Ability to work quickly with accuracy and efficiency
- Ability to manage time effectively and handle responsibility
- Ability to problem-solve effectively in a limited time span
- Excellent oral and personal hygiene
- Willingness to show commitment to program by regular attendance
- Ability to be punctual on a consistent basis
- Ability to participate in own learning by displaying preparedness for class and clinical settings
- Ability to perform basic home management and cooking skills
JOB TASKS - A SAMPLE

- Assists residents with all aspects of daily life, including personal hygiene such as dressing, grooming, and wearing of aids such as glasses, hearing aids, and prosthesis; bathing/showering; incontinence care; skin care; nail and hair care.
- Communicates by utilizing verbal and non verbal communication skills in caring for residents; verbally communicating observations of resident's condition to the Registered Nurse and/or the Care Team; recording observations and care given on flow sheets and other communication tools in accordance with established procedure/practice.
- Performs duties such as taking of temperature, weights, application of ointments, creams, and non-sterile dressings.
- Assists residents with elimination, which may include toileting, changing incontinent products, and giving suppositories and enemas. Under the direction of the Registered Nurse collects specimens and records resident's intake and output.
- Assists with meals and nourishments.
- Assists residents with rest and mobilization such as to sit up, transfer or lift, walk or ambulate in wheelchair/therapeutic chairs; positioning in bed, wheelchair/therapeutic chair, and commode.
- Assists and enables residents to perform activities that promote resident participation such as visiting, music, special events, walking, and other activities.
- Assists in providing residents with a safe, secure environment by knowing and following plans and procedures such as Care Risk, Reporting of Resident Abuse, fire/disaster, lifts and transfers.
- Assists residents and families through the dying process including palliative care by interaction with families.
- Participates in the development of unit goals and objectives by providing input at departmental meetings.
- Participates in the development of resident care plans as well as in the unit/organization’s continuous quality improvement activities by providing input at team conferences, family conferences, and resident reviews.
- Requests and re-stocks supplies in such areas as tub room, linen storage areas, dining rooms, and resident personal areas.
- Participates in opportunities to learn through attendance at such sessions as in-services, seminars, and workshops.
- Performs other related duties as required.
RESPIRATORY THERAPIST

JOB SUMMARY

Reporting to the appropriate site Supervisor, Respiratory Therapy. Provides diagnostic data, administers respiratory therapy, formulates and charts care plans according to established procedures to ensure safe and appropriate application of a variety of respiratory equipment and procedures in areas such as adult, paediatric, and neonatal intensive care units, cardiovascular unit, respiratory rehabilitation programs and related clinics, emergency room and medical-surgical nursing units. Demonstrates respiratory care procedures and the operation of related equipment to patients and other members of the hospital staff. (Additional details below)

TRAINING / EXPERIENCE NEEDED

- Graduation from a recognized program in Respiratory Therapy.
- Registered membership in the British Columbia Society of Respiratory Therapists (link).

BC POST-SECONDARY INSTITUTIONS

- Thompson Rivers University (link)
- For information on schools from across Canada offering the Respiratory Therapy program visit this web site.

PROGRAM LENGTH

- 3 year Diploma (required for employment in Canada) or optional 4 year Degree in Health Sciences
- Bachelor of Science applicants have the ability of completing the Diploma program in 2 years (fast-track option)

QUICK FACTS

The Wage

- 2008 - 2009 $25.41 - $31.72 per hour
- 2009 - 2010 $26.17 - $32.67 per hour

SKILLS AND ABILITIES NEEDED

- Ability to deal effectively with a variety of internal and external contacts including patients, physicians and the public.
- Ability to operate respiratory therapy equipment and perform respiratory therapy procedures.
- Physical ability to carry out the duties of the position.
- Ability to communicate effectively both verbally and in writing.
- Ability to demonstrate respiratory methods and the operation of related equipment to patients and members of hospital staff.

ADMISSION REQUIREMENTS

- B.C. Grade 12 Graduation with a C+ average or Mature Student Status
- B.C. Math 12 or equivalent C+ minimum grade
- B.C. Chemistry 12 or equivalent C+ minimum grade
- B.C. Biology 12 or equivalent C+ minimum grade
- B.C. English 12 C+ minimum grade or ENGL 060 with a C+
- B.C. Physics 11 or equivalent C+ minimum grade

Thompson Rivers University requirements. Subject to change. Requirements will vary between educational facilities

NOTE: Admission into the Respiratory Therapy Program is determined by a selective admission process based on academic qualifications. (More info)
RELATED LINKS

- The Canadian Society of Respiratory Therapy
- The British Columbia Society of Respiratory Therapy

JOB TASKS - A SAMPLE

- Assesses clients’ physical, mental, social, emotional and spiritual needs and abilities and determines clients’ leisure, lifestyle, Industrial Activities of Daily Living (IADL) and community access goals. Consults with family members, caregivers and others as indicated. Refers to other team members and programs when the client’s identified issues fall outside the scope of Recreation Therapy.
- Develops and implements therapeutic interventions based on the clients’ goals. Develops client skills and adapts activities to enable client participation and facilitate independence.
- Provides re-assessment and ongoing monitoring of the client’s status, therapeutic regime and environment, making revisions to the client’s care plan as necessary.
- Using adult education principles provides education to others including clients, family, staff and volunteers regarding leisure programs and community resources.
- Maintains liaison with referral source and provides timely updates.
- Liaises and works with various community programs such as recreation centres, non-profit organizations, seniors’ centres and volunteer organizations in the planning and implementation of recreational activities and programs.
- Records recreation therapy interventions and prepares correspondence and other client-related documentation. Maintains workload and other statistics as required.
SECRETARY / RECEPTIONIST

JOB SUMMARY
Performs receptionist duties and administrative support functions such as word processing, entering data, and maintaining records. Assists clients with completing forms and providing general information with regards to programs and policies. (Additional details below)

QUICK FACTS
The Wage
• $16.34 – 20.01 per hour

TRAINING / EXPERIENCE NEEDED
- High school graduation supplemented with courses in word processing and general office procedures (Office Administration)
- Two years’ related office experience, including switchboard and receptionist experience or an equivalent combination of education, training, and experience.
- Some areas require Medical Office Assistant Program

SKILLS AND ABILITIES NEEDED
- Ability to communicate effectively, both verbally and in writing.
- Physical ability to carry out the duties of the position.
- Ability to type 55 w.p.m.
- Ability to operate related office equipment.
- Ability to utilize word processing, spreadsheets, and database software and e-mail tools.
- Knowledge of general office procedures.
- Ability to organize and prioritize workload.
- Ability to foster and maintain customer/client relations.
- Ability to act with tact, confidentiality and discretion.
- Ability to interpret policies and procedures.
- Medical Terminology

PROGRAM LENGTH
- 8-12 months full time (varies between post-secondary institutions)

POST-SECONDARY INSTITUTIONS
- Camosun College – Office Administration (link)
- Camosun College – Medical Office Assistant (link)
- Academy of Learning – Office Administration (link)
- Academy of Learning – Medical Office Assistant (link)
- Sprott-Shaw – Administrative Assistant / MOA (link)
- Insignia College of Health & Business – Medical Office Assistant (link)
- Vancouver Island University – Medical Office Assistant (link)

ADMISSION REQUIREMENTS
- Submit proof of a letter grade of "C" or higher in English 12 or TPC 12 or ENGL 092 or ELD 092, or assessment, and
- Submit proof of a letter grade of "C" or higher in Math 10 or Applications of Math 11 or a "C+" or higher in MATH 034, or assessment.

Camosun College requirements. Subject to change. Requirements will vary between educational facilities.
JOBS TASKS - A SAMPLE

- Performs a variety of reception duties including:
  - Operating a multi-line switchboard or phone, directing calls, receiving and relaying messages;
  - Responding to in-person and telephone inquiries requiring a thorough knowledge of various acts, regulations and program information; referring callers to information on the website;
  - Assisting clients with reviewing and completing forms, providing direction and/or general information with regards to programs and policies;
  - Mailing out information and forms requested by clients, e.g., applications, signs, bylaws, posters, pamphlets, educational materials, etc.;
  - Referring difficult or unusual situations to the Team leader as required.

- Maintains a database pertaining to the Program by:
  - Verifying information with customers and/or inspection officers to ensure completeness and accuracy of information submitted on forms, reports, etc., and preparing document files;
  - Inputting confidential information into the database system;
  - Generating reports and verifying the accuracy of inputted information, correcting errors and/or omissions;
  - Generating month-end and year-end reports.

- Performs a variety of general clerical duties, such as:
  - Drafting, typing and editing a variety of correspondence, reports, charts, tables, presentation material and newsletters from rough drafts or general instructions;
  - Maintaining a filing system, conducting paper and electronic searches as requested;
  - Receiving, recording, sorting and distributing incoming and outgoing mail, faxes and courier documents and completing forms for signature. Packaging items for shipping;
  - Compiling and creating a variety of lists, e.g. facilities lists, contact and mailing lists; updating statistical tables;
  - Booking and setting up meeting rooms, typing and circulating notices and agendas, recording minutes of the meeting and transcribing minutes for distribution;
  - Making travel arrangements, such as booking airline flights, hotels, car rentals, etc.;
  - Scheduling and confirming clients for appointments;
  - Maintaining office equipment including loading paper, removing paper jams, cleaning glass and changing toner cartridges;
  - Compiling and preparing information packages for distribution; organizing materials and quotes for printing services and orders same;
  - Alerting Supervisor regarding building maintenance and repair requirements including security concerns.

- Performs other related duties as required.
SOCIAL WORKER

JOB SUMMARY
Reporting to the Clinical Coordinator, performs professional social work of moderate complexity. Assists patients and their families with practical problems and personal concerns and consults with hospital staff and community agencies regarding the psychosocial aspects of the patients’ situation. (Additional details below)

TRAINING / EXPERIENCE NEEDED
- Grade 12 graduation or equivalent
- Bachelor of Social Work degree (BSW) from an accredited school of Social Work
- Eligible for registration with the Board of Registration for Social Workers for British Columbia (http://www.bsw.bc.ca). Registration is preferred
- Related social work experience, preferably in a medical setting, and demonstrated clinical competence.
- *Note: Most positions will require/prefer an Master’s Degree (MSW) as the minimum educational requirement.

POST-SECONDARY INSTITUTIONS
- University of Victoria (link)
- A complete listing of Schools of Social Work in Canada can be found on The Canadian Association of Schools of Social Work web site - http://www.cassw-acess.ca/

ADMISSION REQUIREMENTS
- Entry to the UVic BSW Program is in the third year. An extensive explanation of the eligibility criteria and admission requirements can be found here.
- For students new to UVic, application information can be found here.

SKILLS AND ABILITIES NEEDED
- Ability to use initiative and exercise judgment as required.
- Knowledge of community resources.
- Ability to work independently on complex matters.
- Demonstrated effective oral and written communication skills.
- Demonstrated organizational skills.
- Ability to establish priorities and organize workload accordingly.
- Ability to relate effectively and establish positive interpersonal relationships/skills, with staff and patients.
- Commitment to continued professional growth.

QUICK FACTS

The Wage
- 2008 - 2009 $26.39 - $32.89 per hour
- 2009 - 2010 $27.18 - $33.88 per hour

PROGRAM LENGTH
- A Bachelor of Social Work (BSW) requires four years of university study.
- An additional year of graduate study is required for a Master of Social Work (MSW) degree.
- Note: If you have a non-social work undergraduate degree you must complete two years of study for your MSW degree.
RELATED LINKS

- Board of Registration for Social Workers in B.C.
- BC Association of Social Workers
- The Canadian Association of Schools of Social Work
- VIHA Resource – Learn more about our Social Work Teams
- BC Work Futures

JOB TASKS - A SAMPLE

- Compiles psychosocial and support service assessments regarding patients and their families.
- Counsels patients and families regarding discharge and rehabilitation planning.
- Counsels individuals on personal matters of moderate complexity and is moderately skilled in providing the following services: marital counselling, family counselling, and group work.
- Arranges for continuing care services for patients upon discharge, and provides information to patients and families on such services. Maintains extensive ongoing liaison with, and knowledge of, community agencies.
- Consults with other health care team members regarding the psychosocial aspects of the patient’s situation.
- Provides educational in-services to other members of the multidiscipline team, the hospital, and the community as appropriate.
- Participates in program planning within the Social Work Department and within the area of service in which he/she specializes; may participate in hospital and inter-agency committees as appropriate.
- Contributes to the identification and development of new policies for the department and the hospital as appropriate.
- May participate in the planning and execution of research studies.
- Contributes to the practicum experience of students from the B.S.W. program, University of Victoria as required.
- Provides holiday and sick relief to other Social Workers as required.
- Compiles and maintains clinical records and statistical data according to departmental standards.
- Performs other related duties as required.
SPEECH-LANGUAGE PATHOLOGIST

JOB SUMMARY

Speech-Language Pathologists are health care professionals who work with both children and adults to prevent, assess, diagnose and manage (through treatment and counselling) speech, language, voice, and swallowing disorders. (Additional details below)

TRAINING / EXPERIENCE NEEDED

- Master’s degree in Speech-Language Pathology from a recognized university.

This is not a direct entry program. Prerequisites include a Bachelor’s degree in communication disorders or a Bachelor’s degree with a solid academic background in psychology, linguistics, statistics, physical and social sciences. Each program may require specific undergraduate courses, which must be determined early in your undergraduate degree planning.

- Current membership in provincial and/or national BCASLP or CASLPA Associations*

- Current knowledge base in all areas of speech-language pathology encompassed in the Prevention Services Speech Clinics.

JOB TASKS - A SAMPLE

- Diagnosing speech and language disorders in children and adults;
- Developing individualized plan of care for the communication needs of children and adults;
- Selecting and developing augmentative or alternative communication methods including visual, tactile, or auditory system that either adds to or replaces normal speech and/or writing, for instance, automated devices and sign language;
- Providing children and adults who have experienced a loss of speech develop their communication skills; and
- Providing research on the complex processes of speech, hearing, and language in order to understand their causes, symptoms, and improved methods for evaluation and treatment.

QUICK FACTS

The Wage

- 2008 - 2009 $29.39-36.66 per hour
- 2009 - 2010 $30.27-37.67 per hour

SKILLS AND ABILITIES NEEDED

- Provide consultative and intervention services for speech and language disorders from infancy to adulthood
- Use specialized procedures to assess and diagnose communication and swallowing disorders
- Develop and implement treatment plans for language, speech, voice and/or swallowing disorders
- Design and employ alternative communication strategies and devices
- Counsel clients and families regarding communication and swallowing disorders
- Consult with and advise other health professionals regarding communication disorders
- Consult with educators regarding inclusion, communication, speech and language stimulation and teaching strategies for students with communication disorders
- Educate and supervise students
- Conduct research aimed at expanding knowledge about processes underlying communication disorders and effective strategies for diagnosis and treatment
POST-SECONDARY INSTITUTIONS

**In BC**
- University of British Columbia
  [http://www.audiospeech.ubc.ca/](http://www.audiospeech.ubc.ca/)

**Elsewhere in Canada**
- View a complete list at:

PROGRAM LENGTH

- This Master of Science program requires 24 to 36 months to complete, depending on the student's undergraduate preparation.

RELATED LINKS

- BC Association of Speech/Language Pathologists and Audiologists: [http://www.bcaslpa.ca/](http://www.bcaslpa.ca/)
- Canadian Association of Speech-Language Pathologists and Audiologists: [http://www.caslpa.ca/](http://www.caslpa.ca/)

ADMISSION REQUIREMENTS

- Admission is on a competitive basis. At a minimum, applicants must have a cumulative average of at least 76% over the last two years of a four-year undergraduate degree, and at least 12 credits with a minimum grade of 80% in courses at the 300 level or above. Applicants must also have appropriate undergraduate preparation as defined below.

- Most students seeking to specialize in Speech-Language Pathology find that degree programs in Linguistics or Psychology are the best route to achieving the necessary undergraduate preparation for the M.Sc. degree program. Other routes may be acceptable, but applicants must fulfill prerequisite requirements regardless of the nature of their degree.

- Additional information regarding acceptable prerequisite courses and an extensive “information package” can be found at:
  [http://www.audiospeech.ubc.ca/htdocs/prospectivestudents/admissionrequirementsslp.htm](http://www.audiospeech.ubc.ca/htdocs/prospectivestudents/admissionrequirementsslp.htm)
TESTING TECHNICIAN (PSYCHOMETRICS)

JOB SUMMARY
Reporting to the Manager or designate and under the direction of a Psychologist, administers standardized psychological and neuropsychological tests to referred patients. Demonstrates testing procedures to graduate students; observes students during practicum. (Additional details below)

TRAINING / EXPERIENCE NEEDED
- Bachelor's degree from a recognized university with a major in psychology or an equivalent combination of education, training, and experience.
- Related experience in administering psychometric tests.

QUICK FACTS
The Wage
- 2008 - 2009 $25.41-31.72 per hour
- 2009 - 2010 $26.17-32.67 per hour

SKILLS AND ABILITIES NEEDED
- Accurate and efficient calculation ability, and excellent attention to detail
- Ability to communicate effectively both verbally and in writing.
- Demonstrated planning and instructional skills.
- Ability to work cooperatively with other professional disciplines as part of a team.

POST-SECONDARY INSTITUTIONS
- University of Victoria (link)
- Vancouver Island University (link)
- University of British Columbia

PROGRAM LENGTH
- 4 years

ADMISSION REQUIREMENTS
- General admission requirements apply.
- Admission to the B.Sc., Major in Psychology degree program requires completion of 24 credits, including all first-year courses and Psychology 204, with a minimum grade point average of 4.0 (“C+”).
- Courses in first year have different prerequisites. To satisfy all first year course prerequisites, students must complete the following B.C. Secondary School courses: English 12, Biology 11 or 12, Chemistry 12, Math 12 (Principles of Math 12), and Physics 11 (Principles of Physics 11).
- Additional information regarding Admission Requirements can be found at (link)

Vancouver Island University requirements. Subject to change. Requirements will vary between educational facilities.

JOB TASKS - A SAMPLE
- Schedules & administers a series of standardized psychological and neuropsychological tests to referred patients. Scores and tabulates tests, & notes observations regarding patients’ behaviour for interpretation by a Psychologist; reviews medical records for pertinent data as required.
- Establishes and maintains patient records and workload statistics.
- Compiles normative data and updates information regularly.
- Demonstrates testing procedures and provides information regarding student/patient interactions to graduate students. Observes students during practicums to ensure standardized testing procedures are followed.
- Assists Psychologist with patient treatment programs as required.
- Attends & participates in appropriate multidisciplinary conferences, medical rounds, service & departmental meetings.
- Provides input into annual operating, supply and capital equipment budgets.
- Performs other related duties as required.
UNIT CLERK

JOB SUMMARY
Reporting to the Manager or designate, transcribes doctors orders and carries out clerical, reception, timekeeping and staffing related functions for a Unit in accordance with established guidelines. (Additional details below)

TRAINING / EXPERIENCE NEEDED
- Grade 12 graduation or equivalent
- Successful completion of Medical Terminology
- Proof of keyboarding skills (50 or 60 wpm depending on position)
- Successful completion of an approved Nursing Unit Clerk program, or a minimum of two years recent unit clerk or admitting clerk experience, or an equivalent combination of education, training and experience

POST-SECONDARY INSTITUTIONS
- Camosun College (link)
- North Island College
  - Overview (link)
  - Program Listing (2008-09) (link)
- Vancouver Island University (link)

PROGRAM LENGTH
- Eight to nine months part-time, on average

RELATED LINKS
- VIHA Unit Clerk Job Postings
- BC Work Futures

QUICK FACTS
The Wage
- 2008 - 2009 $19.73 per hour
- 2009 - 2010 $20.46 per hour

SKILLS AND ABILITIES NEEDED
- Demonstrate competence in the Unit Clerk position
- Ability to type 50 wpm
- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to perform the duties of the position.
- Ability to organize work.
- Ability to operate related equipment.
- Demonstrate reliability
- Work independently
- Good public relations skills

ADMISSION REQUIREMENTS
- Medical Terminology course, (min. 60 hr. course and 75% final grade taken in the last 5 years);
- 50 net wpm keyboarding speed (dated Sept 2008 or later). Net means 1 word taken off for every error.
- Grade 12 (including English 12) or GED completion;
- Attendance at one of the following Free Program Information Sessions. Camosun College requirements. Subject to change. Requirements will vary between educational facilities.

The job catalogue contains general information only and is not intended to be used as an official VIHA job description. Job information and requirements are subject to change without notice.
JOB TASKS - A SAMPLE

- Carries out receptionist duties for the Unit by answering the telephone, taking and relaying messages, greeting patients and directing visitors to appropriate area, replying to patient calls and locating appropriate nursing staff.
- Transcribes doctors’ orders to various forms, requisitions, notices and referrals subject to the review and approval of a Registered Nurse. Upon request, phones other departments to receive and copy down test or treatment results or make appointments for patients.
- Prepares charts for new patients. Assembles associated data for the maintenance of charts. Ensures completed charts on discharged patients are sent to Health Records according to established guidelines. Provides necessary information to other departments regarding the admission, discharge and transfer of patients.
- Performs timekeeping and related duties for the Unit according to established guidelines and as directed by the Manager including:
  - Entering via terminal, information such as scheduling data;
  - Maintaining and checking against original records, Unit information on vacation, sick, overtime, absenteeism, and other related records;
  - Receiving and distributing pay-advice forms to staff, returning uncollected forms to Cashier or Payroll.
- Under direction of the Manager and according to established guidelines, performs duties related to staffing activities including:
  - Accepting calls from staff regarding illness or absence from work and communicating information to the Manager or designate;
  - Posting and maintaining staffing schedules;
  - Processing requests for replacement staff;
  - Communicating related messages to staff on behalf as requested;
  - Completing related forms for the Manager to sign.
- Performs clerical duties for the Unit such as typing correspondence, memos, reports and manuals. Prepares requisitions for supplies and secures authorizing signature from the Manager as required. Picks up and delivers mail to a central distribution location. Photocopies and maintains Unit filing system.
- Under direction of the Manager or designate arranges for patient transportation, makes inpatient or outpatient appointments, and escorts patients to designated locations when directed.
- Assists the Manager with compiling and maintaining Unit information that may be used for statistical and/or quality assurance reports or other surveys.
- Assists with checking clerical and payroll reports for accuracy against original data, referring problems to the Manager.
- Performs other related duties as required.
WELDER AND POWER ENGINEER

JOB SUMMARY

Reporting to Manager or designate, performs skilled welding work at the journeyman level such as fabricating, welding, constructing, assembling, installing, maintaining, and repairing bracing for machinery, equipment, and vehicles.

Operates, maintains, and repairs site power plant and related equipment throughout the facility by performing duties such as starting up and shutting down boilers and related heating, air conditioning, and ventilation machinery, medical gas systems, monitoring, recording, and adjusting temperature and pressure levels, carrying out scheduled and unscheduled preventative maintenance on plant and facility equipment, and repairing or replacing items such as valves, steam piping, bearings, seals, fans, and pumps.

Provides related training and orientation to apprentices and designated staff as required.

(Additional details below)

QUICK FACTS

The Wage
- 2008 - 2009 $28.36 per hour
- 2009 - 2010 $29.13 per hour
- 2010 - 2011

SKILLS AND ABILITIES NEEDED

- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to carry out the duties of the position.
- Ability to read and interpret blueprints and drawings.
- Ability to organize work.
- Ability to operate related equipment.

TRAINING / EXPERIENCE NEEDED

- Graduation from a recognized program in power engineering, plus two years recent related experience or an equivalent combination of education, training, and experience.
- Certificate of competency as a Fourth Class Power Engineer.
- Certificate of Apprenticeship as a journeyman Welder recognized by the Province of B.C.
- Class B Welding Ticket recognized in the Province of B.C.

JOB TASKS - A SAMPLE

- Reviews work requests and consults with user departments regarding specifications and other project requirements; interprets blueprints, drawings and specifications in order to determine materials and equipment required; calculates material and labour in estimating cost of projects and makes recommendations as required.
- Prepares for work project by arranging work schedule with user departments and assembling supplies, tools and equipment.
- Prepares metal parts and surfaces; shapes, cuts, lays out, fits and aligns metal parts using a variety of tools; welds parts together using equipment such as gas or arc welding tools.
- Designs, fabricates, installs, dismantles and repairs metal structures and components.
- Operates boiler, air conditioning, heating, and ventilation systems by performing duties such as starting up and shutting down boilers and related heating, air conditioning, and ventilation machinery, monitoring, recording and adjusting temperature and pressure levels.
Carries out scheduled and unscheduled preventative maintenance on power plant-related equipment, sterilizers, and fixtures throughout the facility such as pumps, fans, and air-handling, heating and pneumatic tube systems, by disassembling equipment, oiling and greasing equipment, repairing or replacing items such as valves, bearings, seals, fans and pumps, and reassembling as required, according to the standards and procedures of the department, the Power Engineers Boiler and Pressure Vessel Safety Act and Regulations and other such applicable Codes, Regulations, and Standards. 

Performs required maintenance and adjustments to heating, ventilation, and air conditioning systems and other mechanical systems throughout the hospital. Maintains and adjusts compressed air and medical gas systems as required.

Carries out preventative maintenance on equipment such as sterilizers, kitchen equipment, and rolling stock such as surgical tables, stretchers, wheelchairs, and beds by performing duties such as disassembling equipment, cleaning, lubricating, and replacing items such as filters and seals and reassembling as required.

Assigns work tasks to designated staff and provides related training and orientation.

Maintains an inventory of supplies, equipment and tools; completes related reports and records; recommends purchase of related supplies and equipment.

Performs other related duties as assigned.