



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE PICTURE ARCHIVING AND COMMUNICATION SYSTEM	2. DIVISION <input type="checkbox"/> SANGRE GRANDE HOSPITAL <input type="checkbox"/> ST. ANDREW/ST. DAVID <input type="checkbox"/> NARIVA/MAYARO	3. DEPARTMENT RADIOLOGY
4. ORGANIZATIONAL RELATIONSHIP The PACS Administrator will report to the Manager-Para-Clinical Services with an indirect reporting relationship to the Manager-IS/IT.	5. NATURE & SCOPE The PACS Administrator is responsible for the designing and planning, management and maintenance of systems, and the provision of training and troubleshooting support to ensure the proper operation of the PACS and Radiology Information System throughout the RHA in accordance with relevant Quality Control and Quality Assurance standards.	
6. SPECIFIC ACCOUNTABILITIES The PACS Administrator: <ul style="list-style-type: none"> <input type="checkbox"/> Monitors data flow between integrated systems, interfaces and PACS to ensure continuity. <input type="checkbox"/> Installs and implements, modality integration, connectivity of radiology equipment to PACS. <input type="checkbox"/> Consults with stake holders to ensure all work flow elements are considered and understood prior to finalizing the network, operation parameters and configuration options. <input type="checkbox"/> Monitors and ensuring patient data /record consistency. <input type="checkbox"/> Ensures that radiology information can be stored, recalled, displayed, manipulated and printed. <input type="checkbox"/> Manually corrects system data entry errors, troubleshooting of system and connectivity issues. <input type="checkbox"/> Ensures data integrity via duties such as modality work list support, detection and reporting of radiology examinations not archived to PACS, repairing examinations with incorrect status in PACS, and correcting misidentified patient examinations. <input type="checkbox"/> Continuously assesses of workflow and necessary workflow redesign in collaboration with radiology and IT staff to ensure integrity of data transfer. <input type="checkbox"/> Assists Radiologists with configuration of diagnostic work station hanging protocols and other related issues. <input type="checkbox"/> Manages end user accounts through appropriate creation, modification, and deletion of accounts as well as establishing appropriate permissions/authorization levels to maintain patient confidentiality. <input type="checkbox"/> Trains and supports users (e.g. doctors, radiographers, clerical staff, radiologists etc.) in accordance with product application guidelines. This includes new user training as well as refresher training for existing users. <input type="checkbox"/> Develops, implements, and monitors quality control program to assure effective functioning and maintenance of the PACS, consistent with QC procedures throughout the organization. <input type="checkbox"/> Creates, implements, and maintains PACS training materials, policies and procedures. <input type="checkbox"/> Participates in and developing information for the organization's performance indicators/quality assurance programs, including provision of information to radiology management. <input type="checkbox"/> Manages and monitors the practical and operational issues essential for the successful PACS implementation processes. <input type="checkbox"/> Monitors, troubleshoots, problem-solves and reporting of equipment errors in accordance with departmental protocols. <input type="checkbox"/> Tracks and notifies vendor personnel when modality, RIS and or other related information system software upgrades are required. <input type="checkbox"/> Participates in vendor training sessions for quality control/quality assurance procedures; remaining current in new versions and techniques. <input type="checkbox"/> Oversees and ensures proper documentation of work done on the clinical aspect of RIS/PACS by external PACS support representatives. <input type="checkbox"/> Maintains PAC Systems and operations. <input type="checkbox"/> Leads design and planning initiatives as well as PACS Project management. <input type="checkbox"/> Ensures effective liaison with the IT department for appropriate technical support for the PACS system. <input type="checkbox"/> Provides clinical support for all RHA health centres with PACS connectivity. <input type="checkbox"/> Performs any other related work as required by the appropriate Authority. 		

7. KEY KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of RIS, DICOM and HL7 standards.
- Profound understanding of radiology workflow in a film less environment.
- Basic set of clinical and technical vocabulary and understanding.
- Knowledge of data management procedures and techniques.
- Knowledge of the Regional Health Authority's rules, regulations and performance standards.
- Knowledge of current professional issues in health care management.
- Knowledge of current health care legislation and HIPAA regulations as relates to information safety/security.
- Strong interpersonal and communication skills.
- Project management, Information Technology and health care standard skills.
- Troubleshooting skills.
- Quality management skills.
- Organizational development skills.
- Ability to plan, organize, integrate and coordinate a wide range of administrative services.
- Ability to establish and maintain effective working relationships with staff

8. MINIMUM TRAINING AND EXPERIENCE

- Training as evidence by the possession of a Post-Graduate Qualifications in Imaging Informatics or equivalent from an accredited institution.
- Associate's or Bachelor's degree in Radiological Sciences or Information Technology.
- At least two (2) years' experience working in PACS administration.
- Any equivalent combination of training and experience may be considered.

9. SUPERVISORY RESPONSIBILITIES

- Not applicable.

10. COMMUNICATION AND WORKING RELATIONSHIPS

Internal:

- Clinical Head of Radiology Department
- Manager-Para Clinical Services
- Manager-Information System/Information Technology
- Radiology staff
- Medical staff
- Nursing staff
- Information System/Information Technology staff
- Biomedical Engineering staff
- Medical Records Staff
- Other Heads of Staff

External:

- Staff in other Regional Health Authorities
- Vendors/Authorized Agents