

## **Alberta Health Services (AHS) and the Health Sciences Association of Alberta (HSA)**

This classification specification identifies representative duties and responsibilities, and is intended to assist in the determination of the appropriate classification level within each discipline. Some duties and responsibilities may overlap between class levels. The classification specification is not intended to provide an exhaustive list of all duties performed.

Classification Title: **Medical Physicist Assistant**

### **Job Summary:**

The Medical Physicist Assistant is responsible for performing a variety of duties associated with the quality control program(s) for medical devices administered by Medical Physicists within a Cancer Centre or Diagnostic Imaging setting.

### **Key Responsibilities and Typical Duties:**

#### **Core Duties**

- Conducts a range of quality control checks and quality assurance measurements for standard procedures and clinical projects.
- Analyzes measurements, identifies outcomes outside of acceptable tolerances and communicates findings to the Medical Physicist or appropriate individual(s) for further review.
- Assists with acceptance and/or new protocol testing of radiotherapy or diagnostic imaging equipment.
- Manages equipment and medical devices including maintaining inventory, tracking, calibrating and updating software.
- Reviews procedures related to radiotherapy or diagnostic imaging devices and makes recommendations as needed.
- Identifies and assists in resolving issues with associated peripheral equipment.

#### **Other Related Duties**

- Writes and tests scripts in relevant applications to improve workflow efficiency.
- Prepares and maintains regular reports.
- Packages and ships equipment and devices to vendor for servicing.

#### **Leadership**

- Assists with orientation, training and mentorship of new staff and students as required.

#### **Decision-Making**

- Decides on quality assurance scheduling and methods of data collection and organization.
- Refers unusual results or complex problems to the Medical Physicist or appropriate individual(s).

- Assists with implementation and evaluation of new procedures and equipment.

**Knowledge:**

**Education**

- Bachelor of Science in Physics, Engineering, Computer Science or a related discipline from a recognized university.

**Working Conditions:**

**Physical Demands**

- Required to sit or stand for extended periods of time during performance of duties.
- Performs various physical activities (lifts/carries equipment and supplies).
- Extensive computer use.

**Work Environment**

- Work is subject to danger of radiation exposure and exposure to radioactive materials.
- May be required to travel in all weather/road conditions.