

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: **Radiation Safety Officer**

Job Summary:

The Radiation Safety Officer is responsible for ensuring the safe and effective use of radiation and radioactive materials through the day-to-day administration of the Radiation Safety Program within a facility and/or site. The Radiation Safety Officer promotes a radiation safety culture and collaborates with other professionals within a facility and/or site to ensure compliance and adherence to radiation safety.

Key Responsibilities and Typical Duties:

Core Duties

- Manages licenses for radiation emitting equipment and systems including applications, amendments and annual compliance reports.
- Develops, monitors and maintains radiation safety policies and procedures.
- Acts as the principle technical resource for radiation safety and associated regulatory matters.
- Participates in the installation and commissioning of all radiation emitting equipment and systems to ensure adherence to safety standards.
- Performs consultations and worksite assessments related to radiation safety concerns.
- Investigates and responds to incidents and unusual events, recommends appropriate action, and follows up to ensure corrective action has been implemented.
- Develops, coordinates and leads quality improvement initiatives or projects to ensure safety protocols are adhered to.
- Monitors and manages staff dosimeters for the facility and/or site.

Other Related Duties

- Maintains required radiation safety records and reports.
- Maintains inventory of radioactive materials and radiation emitting devices.
- May participate in local or provincial working groups.

Leadership

- Develops and facilitates radiation safety training and education for staff at the facility and/or site.
- May assist with the orientation and mentorship of new staff as required.
- Serves as a resource for radiation safety concerns.

Decision-Making

- Determines risks associated with radiation safety incidents and takes necessary actions to protect staff and patients.
- Observes and evaluates radiation safety culture in daily activities of staff and stops unsafe work practices where required.
- Reviews policy/procedure changes and reports changes to the governing bodies as required.

Knowledge:

Education

- Bachelor's degree in a related science or engineering field from a recognized university; technical certification in a related field may be acceptable with review from the Canadian Nuclear Safety Commission (CNSC) prior to hire.

Registration Requirements

- Registered with the appropriate professional association or college, if applicable.

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.