

## North York Pulmonary Function Center **Pulmonary Function Technologist** Job Posting:

North York Pulmonary Function Center is an independent health facility, located within the Polyclinic Family and Specialty Medicine Facility. The lab is located in the newly built Champagne Centre, along Finch Avenue West, 1 block west of Dufferin Street.

### **Qualifications:**

- A registered cardiopulmonary technologist (RCPT(P)) or a registered respiratory therapist (RRT) with significant work experience who is competent in performing complete pulmonary function tests and methacholine challenge tests, or a student member of CACPT who has a minimum of one year full-time work experience performing pulmonary function tests.
- Current First Aid and CPR

### **Job Duties:**

- Assist the Chief Pulmonary Function Technologist with quality assurance issues as needed
- Conduct routine pulmonary function tests and methacholine challenge tests
- Must be a team-player with excellent communication skills and the ability to work in a fast-paced environment
- Responding to and addressing patient complaints and promoting excellent customer service
- Following the guidelines of the quality assurance program and policies and procedures manual
- Analyzing and improving work flows between services and other institutions to ensure seamless customer service
- Communicating stats related to patient flow to management team
- Ensuring supplies and equipment are ordered and maintained for use
- Identifying and proposing cost containment or cost reduction measures
- Identifying safety hazards and advising management or member of the safety committee as well as the chief technician
- Following WHMIS guidelines
- Helping to maintain optimal scheduling of appointments (i.e. communicating with administrative staff regarding no shows, cancellations, etc.)
- Preparing billing sheets for all tests performed

### **Hours:**

Hours are negotiable.

### **Application Process:**

Interested candidates should e-mail their resume to [hr@polyclinic.ca](mailto:hr@polyclinic.ca) or they can fax their resume to 416-645-1784.