



## POLICIES AND PROCEDURES

**DOCUMENT NO:** POSN 02-01-30

**DATE EFFECTIVE:** 2 May 09

**CROSS REFERENCE:** Oct 08 BoDs Mtg

Page 1 of 2

Rev. Aug. 09

**ISSUED BY:** Board of Directors

**CATEGORY:** ADMINISTRATION

**SUBJECT:** → **STAFFING STANDARDS –  
PACS ADMINISTRATORS**

**POSITION  
STATEMENT:**

It is the Position of the Association that every facility which uses a Picture Archival Communications System (PACS) have at least one (1) individual on staff who has the education and training to deal with PACS systems issues.

**IMPORTANT  
CONSIDERATIONS:**

The proposed staffing standard assumes that the employer's facility is structured and operated for success as a learning organization following the best management practices of the day appropriate to medical facilities.

In the digital environment Medical Radiation Technologists (MRTs) work in the PACS is a critical element to the effective, efficient and continuing operation of diagnostic imaging and radiation therapy facilities. This requires one or more qualified PACS Administrators, depending on the complexity of the operations.

PACS administrator jobs are highly stressful and those selected for the position require the right attributes and skill sets.

Although a qualified MRT is preferred by the Medical Radiation Technology Profession in Ontario an Information Technology (IT) person with appropriate education as to the medical radiation technology environment is an acceptable alternative. Ideally, in large facilities, an MRT/IT PACS administration team should be in place.

PACS administrators need to be recruited and hired for:

- Their communication skills as effective communications and interpersonal skills are a major part of the job as are listening skills
- Their ability to be self-motivators and proactive

- Their desire for continued self-development and learning
- Their ability to problem solve
- Their ability to multi-task
- Their ability to be flexible, creative, yet patient
- Knowledge of imaging related informatics
- Writing skills to develop policies, procedures and guidelines

A Certification/qualification is desired when staffing a facility with PACS as vendor training is limited and most often specific to the vendors' product.