

Big South Fork Medical Center

Job Title: Radiology Tech	Dept. Number/Title: Diagnostic Radiology
Job Code:	Title Reporting To: Radiology Manager
FLSA Status: Non-exempt	Effective Date: 01/09/2017
Division: Radiology	Division Head: Hospital Administrator

Job Purpose: Describes the general purpose of the job; why the job exists.

Performs radiographic procedures and related techniques, producing images for the interpretation by and at the request of a licensed practitioner to assist in diagnosis. Exercises professional judgment in performance of services and maintains a demeanor complementary to medical ethics. Provides appropriate patient care and recognizes patient conditions essential for successful completion of the procedure. Provides patient care/services for all stages of the life span including pediatrics, adolescents, adults and geriatrics.

Accountabilities: The principle end results for which this job is held accountable

Major Work Activities: List the typical and regular activities required of the job. Describe what is done and why it is done.

Prepares patient for exam and provides patient care during procedure to ensure patient health, safety and well-being.

Provides for patient's physical needs during procedure to ensure continued support, comfort, and safety.

Provides emotional support and comfort to patient when appropriate. Reassures patient as needed.

Prepares patient for procedures; provides instructions to obtain desired results, gain cooperation, and minimize anxiety.

Provides general information and teaching, relevant to exam.

Reports any unusual or alarming conditions pertaining to patient to appropriate authority

Obtains all necessary permission forms before beginning exams.

Accountabilities and Major Work Activities: (Continued)

- II. Participates in cost containment activities.
 - II. 1 Reviews schedule of procedures to determine specifications for supplies and equipment.
 - II. 2 Charges are assigned appropriately for exam performed.
 - II. 3 Uses work time productively

- III. Uses proper radiographic technique.
 - III. 1 Uses proper radiographic technical factors to produce the best quality exam.
 - III. 2 Selects proper radiographic equipment and accessories for examination.
 - III. 3 Evaluates radiographs or images for technical quality assuring proper ID recorded.
 - III. 4 Repeat rate is within accepted standard.

- IV. Uses proper radiographic positioning.
 - IV. 1 Attaches proper immobilization and protective devices as needed.
 - IV. 2 Positions patients to best demonstrate anatomic area of interest, respecting patient ability and comfort.
 - IV. 3 Obtains radiographic views for each procedure by department protocol.
 - IV. 4 Assists radiologist with fluoroscopic, interventional and other procedures.

- V. Ensures efficient and proper functioning of equipment.
 - V. 1 Possesses an adequate working knowledge of all radiographic equipment.
 - V. 2 Possesses an adequate working knowledge of all processing equipment and can adequately process radiographs.
 - V. 3 Operates all aspects of the equipment accurately to perform exams.
 - V. 4 Reports any equipment malfunctions to appropriate authority and documents according to department policy.
 - V. 5 Participates in QC activities on equipment.

- VI. Ensures radiation safety/protection guidelines are followed.
 - VI. 1 Follows radiation protection policies when operating equipment.
 - VI. 2 Uses appropriate radiation protection devices to patient, self, and others in the radiation area.
 - VI. 3 Wears film badge appropriately.
 - VI. 4 Monitors personal radiation reports.

- VII. Ensures continued knowledge of field through appropriate amounts of continuing education
 - VII. 1 Meets the ARRT requirements of 24 hours of continuing education every 24 months.
 - VII. 2 Meets the department requirement of 12 hours of continuing education every year.
 - VII. 3 Attends and maintains records on mandatory classes presented by the hospital.

- VIII. Ensures a safe, clean, secure work environment and is prepared for emergency conditions.
 - VIII.1 Checks readiness of supplies and equipment for emergency calls.
 - VIII.2 Recognizes when a situation is critical and requires immediate attention.
 - VIII.3 Initiates correct calls/codes or contacts appropriate resources needed to provide or obtain emergency services.
 - VIII.4 Provides emergency assistance as required and/or directed by the appropriate authority or emergency team leader.
 - VIII.5 Maintains a clean and safe work environment.
 - VIII.6 Applies OSHA, infection control and Universal Precautions and Procedures guidelines to all patients, self and others in immediate area.

- IX. Compiles, records, and maintains files according to procedure as required for accurate and up-to-date departmental records and/or reports.
 - IX. 1 Creates and maintains accurate records, files, and logs for departmental records, entering required patient data into the current information system.
 - IX. 2 Schedules patients in proper sequence, coordinating multidisciplinary studies, and giving instructions in proper preparation for exam.
 - IX. 3 Follow the report process to completion including charting and mailing reports and filing folders accurately.

- X. Communicates information clearly and concisely.
 - X. 1 Presents information accurately, clearly and concisely to ensure understanding by other departments or staff.
 - X. 2 Listens carefully to others in order to respond appropriately, answers questions, and/or obtain needed information.
 - X. 3 Corroborates patient's clinical history with procedure, assuring information is documented and available for use by a licensed practitioner.
 - X. 4 Reports patient results to the emergency room, nursing unit or appropriate physician's office as requested.
 - X. 5 Patient follow-up needs are communicated to appropriate authority.

- XI. Maintains coordination of activities with others to accomplish work activities and department goals.
 - XI. 1 Develops and maintains contact with other departments and co-workers to plan and coordinate interrelated activities.
 - XI. 2 Maintains workflow by making timely requests to others and responding quickly to any requests.
 - XI. 3 Keeps others informed of progress on work activities to ensure coordination of activities.
 - XI. 4 Ensures workload is evenly distributed among co-workers.
 - XI. 5 Rotates duties, shifts (on-call at SRMH, Inc.), and holidays.

Accountabilities and Major Work Activities: (Continued)

- XII. Participates in Continuous Quality Improvement activities.

XII. 1 Participates in the CQI process by collecting data and other related information relevant to CQI indicators.

XIII. Demonstrates job competencies to include safety, infection control and CPR.

XIII.1 Completion of competency checklist; demonstrated knowledge of policies.

XIV. Responsible for the assessment, treatment of care of patients by demonstrating competency in the following as appropriate; clinical knowledge, clinical skills, and communication to the ages of the patients served.

XIV.1 Demonstrates knowledge of disease processes; diagnostic tests; normal and abnormal; treatment modalities and expected outcomes; psychosocial needs of various age groups; growth and development of infants, children and adolescents; the aging processes, associated complicating factors and behaviors.

XIV.2 Able to demonstrate ability to complete tests, procedures or tasks normally required of position; can appropriately document patient responses; physical, emotional verbal and non-verbal; recognizes and functions accordingly in relation to priorities of patient needs.

XIV.3 Demonstrates ability to obtain information from patient/family; can explain tests, procedures or tasks to various age groups appropriate to their level of comprehension; demonstrates ability to communicate patient needs to physician and clinical peers.

This Job Description is an overall statement of major accountabilities and duties performed by incumbents in this position. The incumbent may be requested to perform other position-related duties other than those described in this description.

Job Specifications

Minimum Level Qualifications

Education:

Graduate of an A.M.A. approved school of Radiologic Technology.

Experience:

Registered.

Licensure, Certification, and/or Registration:

Registered Radiologic Technologist (ARRT)

Mammography Technologists must meet FDA-MQSRA requirements

Physical Demands:

Walking, standing for long periods of time, lifting patients, objects (10-40 lbs. usually), pushing/pulling mobile equipment, patients in wheel chairs or on stretchers.

Skills and Qualifications:

Good verbal and written communication skills.

CPR certification required.

Other Special Characteristics:

Easily adaptable to changing working schedules. Due to nature of procedures performed in department, must be able to handle daily stressful environment, and support employees and physicians in critical patient environment.

- 1) Ability to communicate well with people in person or over the telephone and with written communication.
- 2) Ability to assess and react to situations.
- 3) Must be motivated and work independently.
- 4) Must be flexible with work schedule (attend night meetings).
- 5) Must be able to perform at a fast pace and/or stressful environment.
- 6) Ability to listen and maintain confidentiality.

Always present yourself professional with a happy, friendly attitude.

I have received, reviewed and fully understand the job description for Radiology Tech. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name: _____ **Signature:** _____

Date Signed: _____

Hospital Administrator

Date

Form Number	Origination Date	Revision Date	Obsolete Date	Review Date
	01/09/2017			03/01/2018 js