



Radiology Technologist JOB DESCRIPTION

Position Title:	<u>Radiology Technologist</u>	Exemption Status:	<u>Non-Exempt</u>
Job Classification:	<u></u>	Job Code:	<u></u>
Department:	<u>Radiology</u>		
Reports to:	<u>Director of Medical Imaging</u>		
Last Update:	<u>July 25, 2014</u>		

Job Summary

Perform all aspects of patient care in a radiology environment that optimizes patient safety with minimal medical/health care errors. Ensure compliance with patient care quality standards as it relates to the care provided to all age groups of patients ranging from neonate to geriatric.

Essential Functions

- Promote the mission, vision, and values of the organization
- Identify patient service requirements by establishing personal rapport with potential and actual patients and other persons in a position to understand service requirements
- Ensure operation of radiology equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques
- Maintain radiology supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Comply with federal, state, and local legal and professional requirements by studying existing and new legislation; anticipating future legislation; enforcing adherence to requirements; advising management on needed actions
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
- Maintain safe and clean working environment by complying with procedures, rules, and regulations
- Gain patient cooperation by reducing anxieties; providing explanations of treatment; answering questions
- Prepare patient for radiological procedure by positioning patient; adjusting immobilization devices; moving equipment into specified position; adjusting equipment controls to set exposure factors
- Minimize radiation to patient and staff by practicing radiation protection techniques, using beam restrictive devices, patient shielding, and knowledge of exposure factors
- Protect patients and employees by adhering to infection-control policies and protocols; following drug protocols in case of reactions to drugs, such as contrast media, administering first aid, and using the emergency cart
- Maintain production and quality of radiographs by following established standards and procedures; developing radiographs; observing radiographic results; making necessary adjustments
- Document patient care services by charting in patient and department records
- Contribute to team effort by accomplishing related results as needed

Non-Essential Functions

- Perform other duties as assigned

Professional Requirements

- Adhere to dress code, appearance is neat and clean.
- Complete annual education requirements.
- Maintain patient confidentiality at all times.
- Report to work on time and as scheduled.
- Wear identification while on duty.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.
- Communicate the mission, ethics and goals of the organization.
- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-services.

Qualifications

- High school diploma or equivalent
- Completion of a degree or certificate in Radiology
- Current Basic Life Support (BLS) certification or must be obtained within thirty (30) days of hire

Knowledge, Skills, and Abilities

- Knowledge of radiology technology services
- Strong organizational and interpersonal skills
- Ability to determine appropriate course of action in more complex situations
- Ability to work independently, exercise creativity, be attentive to detail, and maintain a positive attitude
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Ability to maintain confidentiality of all medical, financial, and legal information
- Ability to complete work assignments accurately and in a timely manner
- Ability to communicate effectively, both orally and in writing
- Ability to handle difficult situations involving patients, physicians, or others in a professional manner

Physical Requirements and Environmental Conditions

- Working irregular hours including call hours
- Physically demanding, high-stress environment
- Exposure to blood and body fluids, communicable diseases, chemicals, radiation, and repetitive motions
- Pushing and pulling heavy objects
- Full range of body motion including handling and lifting patients
- Position requires light to moderate work with 50 pounds maximum weight to lift and carry.
- Position requires reaching, bending, stooping, and handling objects with hands and/or fingers, talking and/or hearing, and seeing.

General Sign-off

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read, understood and had the opportunity to ask questions regarding this position description.

Employee's Signature

Date