



JOB DESCRIPTION: RADIOLOGY TECHNOLOGIST

Position Title: Radiology Technologist
Department: Radiology
Reports to: Radiology Manager
Classification: Regular, Full Time
FLSA Status: Non-Exempt

Summary of Position:

Performs a variety of technical tasks involved in operating radiographic equipment and making radiographs of designated portions of the body for diagnostic and evaluation purposes.

Essential Duties & Responsibilities:

1. Practices proper entries and records on radiology and hospital information systems.
2. Prepares patient for radiographic procedures by accurately assessing patient's needs.
3. Positions patient and sets up and adjusts equipment to obtain optimum view of specific body area as requested by physician.
4. Positions x-ray equipment and adjust controls to set exposure factors, such as time and distance.
5. Uses beam-restrictive devices and patient shielding techniques to minimize radiation exposure to patient and staff.
6. Makes exposures necessary for the requested procedures, rejecting and repeating work that does not meet established standards.
7. Processes exposed radiographs using film processors or computer generated methods.
8. Maintains records of patients examined, examinations performed, views taken and technical factors used.
9. Understands and uses PACS systems.
10. Adjusts equipment for proper radiographic exposure technique in accordance with radiation safety guidelines.
11. Supervises or assists with instruction of student technologist and ancillary personnel.
12. Maintains skills and update knowledge through continuous study of developments in radiologic procedures and equipment; assists in developing new techniques and accessory equipment; attends in-service training sessions and seminar presentations.
13. Maintains equipment and supplies on service to which assigned
14. Schedules patients for general X-Ray, Ultrasound, CT scans, TransMed Ultrasound, Mammography, Nuclear Medicine, Cardiologist, and Outpatients for orthopedic physicians.
15. Performs EKG's, EEG's, applies Holters and Event Monitors, and performs CT's.
16. Assists in preparing patient for radiologic exam by accurately assessing patient's needs and providing patient education as needed (see age-specific criteria).
17. Distributes clean linen to rooms, removes soiled linen, and disposes of them properly.
18. Enters orders on the computer and charges out procedures utilizing the Electronic Medical Record system.
19. Completes daily log of patients.
20. Assists in preparing patient's films for interpretation as needed.

21. Completes competencies on regular basis.
22. Attends and participates in department and all staff meetings and trainings.
23. Performs other duties as assigned.

Organization Responsibilities:

1. Fosters a culture of service excellence which anticipates and responds to the needs of our customers.
2. Performs job duties and responsibilities in a manner that reflects the highest ethical and professional standards.
3. Maintains compliance with mandatory training initiatives, competencies, and licensure requirements.
4. Complies with all CDP and departmental programs, policies and procedures (i.e. administrative, HR, financial, clinical, quality, and safety policies and procedures).
5. Ensures and protects the confidentiality of sensitive information.
6. Complies with all federal, state, and local standards and laws regulating the provision of professional services (licensure and scope of practice).

Education & Experience Requirements:

Satisfactory completion of formal two-year radiologic technology training in an AMA approved school is required. Must be ARRT registered or registry eligible. CT experience is preferred. Must be willing and able to learn multiple modalities.

Knowledge, Skills & Abilities:

Must have the following knowledge, skills and abilities for this position:

1. Knowledge of healthcare management principles, practices and procedures.
2. Knowledge of techniques, practices and procedures of radiological operations.
3. Ability to establish and maintain effective working relationships with other staff.
4. Ability to communicate effectively verbally and written.
5. Ability to interpret established policies into operating procedures.
6. Ability to coordinate effectively various functions and activities for maximum cooperation and efficiency.
7. Ability and skills to direct, instruct and advise patients.
8. Ability to receive and effectively react to day-to-day problems presented by colleagues and patients as well as others.
9. Excellent interpersonal and customer service skills.
10. Possess the ability to deal tactfully and communicate effectively with employees, patients, family members, visitors, and the general public.

Work Environment:

Works in indoor, climate controlled environment. Must be able to tolerate moderate noise.

Physical Demands:

Moderate to heavy physical conditions. Frequently, walking, bending, twisting, stooping, crouching, reaching lifting, standing and handling.

	RARELY/NEVER	OCCASIONALLY	FREQUENTLY	CONSISTENTLY
LIFTING*				X
Up to 10 lbs.			X	
11 - 24 lbs.			X	
25 - 34 lbs.		X		
35 - 50 lbs.		X		
51 - 74 lbs.		X		

75 - 100 lbs.	X			
Above 100 lbs.	X			
STANDING				X
WALKING				X
SITTING				X

*Any lifting of 35 lbs. or more requires the use of an assistive device and/or physical assistance.

Exposure Category: 2

1. Tasks that involve exposure to blood, body fluids or tissues. This includes all procedures or job related tasks that involve inherent potential for mucous membrane or skin contact with blood, body fluids or tissues, or potential spills or splashes of them.
2. Tasks that do not involve exposure to blood, body fluids or tissue, but exposure may be required as a condition of employment. Appropriate protective measures are readily available to these employees when needed.
3. Tasks that involve NO exposure to blood, body fluids or tissue and Category I tasks are not a condition of employment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.