



## Job Description

**Job Title:** Radiologic/Computed Tomography Technologist/Mammogram **(or willing to cross train) 2<sup>nd</sup> and 3<sup>rd</sup> Shift**

**Classification:** PRN/non-exempt

**Education Required:**

**Reports to:** Director of Radiology

**Creation Date:** 05/03/2013

**Revised Date:**

### **Job Summary**

Perform radiological and computed tomography duties in compliance with Radiology Department and legal requirements. Help patients feel comfortable during the process.

### **Essential Duties and Responsibilities:**

- Identifies patient service requirements by establishing personal rapport with potential and actual patients and other persons in a position to understand service requirements.
- Ensures operation of radiology and computerized tomography equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Maintains radiology and CT supply inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Complies 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.
- Maintains professional and technical knowledge and continuing education workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations.

- Gains patient cooperation by reducing anxieties; providing explanations of treatment; answering questions.
- Prepares patient for radiological/CT procedures by positioning patient; adjusting immobilization devices; moving equipment into specified position; adjusting equipment controls to set exposure factors.
- Minimizes radiation to patient and staff by practicing radiation protection techniques, using beam restrictive devices, patient shielding, and knowledge of exposure factors.
- Protects 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.
- Maintains production and quality of radiographic and/or CT images by following established standards and procedures. Develops radiographs; observing radiographic results; making necessary adjustments.
- Documents patient care services by charting in patient and department records.
- Contributes to team effort by accomplishing related results, as needed.
- Other duties as may be assigned.

**Job Requirements**

**Education:** High School Diploma or equivalent; graduate of a 2 year accredited school of Radiology Technology.

**Licensure/Certification:** ARRT Registered or eligible. Current CPR Certification.

**Experience:** 2 years of previous experience as a radiology/CT technician. Excellent customer service, interpersonal and communication skills required. Demonstrated teamwork skills, required.

**Physical Requirements:** Frequently required to stand and walk for extended period and frequently requires sitting. Overall dexterity is required frequently, including handling, reaching, grasping, bending, and feeling. Requires frequent climbing or balancing, stooping, kneeling, crouching, or crawling. Must be able to listen and communicate verbally in person, and on the phone. May require frequent lifting of more than 100 pounds. Overall vision is required, including close up work, color vision, depth perception, and the ability to adjust focus.

<p>I have received my job description and understand that I will be evaluated on the requirements as described therein.</p> <p>Signature: _____</p> <p>Date: _____</p>
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