

NORTHEAST MONTANA HEALTH SERVICES
JOB DESCRIPTION
RADIOGRAPHIC TECHNOLOGIST

NAME: _____

ACCOUNTABLE TO: DIRECTOR OF RADIOLOGY
PURPOSE OF YOUR JOB POSITION

The primary purpose of your job position is to efficiently and accurately complete radiographic and /or CT studies as ordered by the Health Care Provider and Radiologist utilizing Quality Control Standards and as per State and Federal regulations; and to assume the duties on behalf of the Radiology Director's scheduled and unscheduled absence.

As a Registered technologist, you are delegated the authority, responsibility and accountability, necessary to carry out your assigned duties under the supervision of the Director of Radiology.

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only job duties that you will be required to perform. The omission of specific statements of duties does not exclude them from your position if the work is related, similar, or a logical assignment to your position.

WORKING CONDITIONS

1. Works in a well-lighted, ventilated area.
2. Sits, stands, bends, intermittently throughout working hours.
3. Must be able to lift a minimum of 50#.
4. Is subject to frequent interruptions.
5. Is subject to hostile, emotionally upset patients, residents, family members, personnel, visitors, etc.
6. Is willing to work beyond normal working hours, weekends, and holidays when on-call.
7. May be exposed to infectious diseases and hazardous waste.
8. Must travel between the campuses of NEMHS.
9. Must be willing to train into service areas as appropriate to fits the needs of the department
10. Possible exposure to radiation.

ESSENTIAL JOB FUNCTIONS

1. Must possess a high school diploma or its equivalent.
2. Must be licensed in the State of Montana as a Radiologic Technologist. Is preferable to be recognized by the American Registry of Radiologic Technologists.
3. Must satisfy the Director of Radiology and the Radiologist as to their ability to perform radiologic procedures without direct supervision.
4. Must be able to read, write, speak, and comprehend the English language.
5. Must be able to see and hear, or use prosthetic devices that will enable these senses to function adequately to assure that the requirements of the position can be fully met.
6. Must function independently, have personal integrity, and the ability to work harmoniously with patients, co-workers, and the public.

ESSENTIAL JOB DUTIES

1. Must display and maintain complete confidentiality at all times.
2. Must be able to cope with the mental and emotional stress of the position.
3. Must be able to function independently, have flexibility, personal integrity, and the ability to work effectively with patients, family members, co-workers, physicians, and outside agencies.
4. Must attend and participate in educational offerings to keep abreast of regulatory changes that effect your position.
5. Must have considerable knowledge of diagnostic radiologic studies.
6. Must work effectively with members of Medical Staff and Consultant Radiologists.

MAJOR RESPONSIBILITIES

1. **Responsible** for overseeing the safety and care of patients in the Radiology Department.
 - a. Must have the ability to perform radiology and/or CT procedures with the least among of radiographic retakes therefore reducing unnecessary exposure.
 - b. Must be knowledgeable about and practice Infection Control policies and procedures.
 - c. Monitors and controls radiation hazards in regards to patients and personnel.

2. **Responsible** for the completion of radiographic and/or CT procedures, as ordered by Health Care Providers and the Radiologist, in an efficient manner.
 - a. Completes radiographics and/or CT procedures that are timely and accurate with the least amount of exposure.
 - b. Works closely with the Consultant Radiologist to assure quality.
 - c. Works closely with the mobile service units. Assists in setting up appointments and scheduling.
 - d. Assists the Radiologist with special procedures. Assures that the patient has received the correct prep and instruction for special procedures.
3. **Responsible** for the accurate maintenance of patient care records.
 - a. Assists with the accurate filing of patient records.
 - b. Assists with the daily, monthly, and yearly records as necessary.
 - c. Maintains complete patient confidentiality.
 - d. Assists with the transfer of patient records as per NEMHS policy.
4. **Responsible** for assisting and reporting in equipment maintenance.
 - a. Reports malfunctioning equipment in a timely manner to the Director.
 - b. Notifies appropriate providers of malfunctions that cause delay in testing procedures.
 - c. Arranges for outside maintenance in the absence of the Director.
 - d. Must be knowledgeable in the operation and maintenance of the mobile X-ray machine.
5. **Responsible** for assuming the duties on behalf of the Radiology Director in his/her scheduled and unscheduled absence.
 - a. Assuring 24-hour staff coverage of the department.
 - b. Assures radiographs are taken in a quality manner.
 - c. Deals with issues involving Medical Staff as necessary and appropriately.

- d. Has authority to counsel other staff members under his/her supervision. Does not have authority to terminate employment.
 - e. Responsible for contacting contract maintenance personnel as necessary and appropriate.
 - f. Has authority to order supplies as deemed necessary and appropriate.
 - g. Does not have authority to sign contractual arrangements.
6. **Responsible** for following NEMHS policies, and for keeping up on educational requirements necessary to function in this position.
- a. Maintains continuing education for licensure. If grandfathered in as RT by the State of Montana they must then meet the same requirements as a Licensed Permit Tech.
 - b. Follows Employee Health Policies.
 - c. Follows OSHA standards, Infection Control policies.
 - d. Attends staff meeting as directed.
 - e. Abides by all cooperate compliance.
 - f. Abides by all HIPAA
 - g. Abides by all Hazcom/Blood Borne Pathogens

I have read and understand the above job description. I understand that the job duties and responsibilities listed above are essential job functions for this position and hereby agree to abide by those duties and responsibilities.

Employee _____ Date _____ Supervisor _____ Date _____