



## POSITION DESCRIPTION CT Technologist

**POSITION SUMMARY:**

Performs all routine CT Procedures.

### POSITION DESCRIPTION – CT TECHNOLOGIST

#### STANDARD

**Environment of Care: Demonstrates knowledge and practice of:**

1. **Safety** - Department specific and hospital wide safety risks
2. **Security** – Processes for minimizing security risks
3. **Haz Mat/Waste** - Procedures for spills/MSDS
4. **Emergency Preparedness** – Role in emergency codes
5. **Fire Safety** – Role/response in Code Red actual/drill
6. **Med Equipment** – Safe operation of equipment (see specific list) user error education
7. **Utility Systems** – Emergency procedures for utility failures

**Infection Control: Demonstrates knowledge and practice of:**

8. Department specific policies and procedures
9. Hospital-wide policies and procedures
10. Location/use of personal protective equipment
11. CDC Hand Washing Guidelines

**Performance Improvement: Demonstrates knowledge of:**

12. Hospital-wide approach to Performance Improvement
13. How department is involved in hospital-wide PI program

**Patient Rights: Demonstrates knowledge and practice of:**

14. Patient Rights and Responsibilities
15. Confidentiality Policy – HIPAA
16. Ethical Issue Resolution
17. Organizational Ethics Policy
18. Restraint Policy & procedure, alternatives to restraints

**Risk Management: Demonstrates knowledge and practice of:**

19. Occurrence Reporting
20. Identify and report a sentinel event
21. Sexual Abuse/Allegation Reporting
22. Root Cause Analysis/FEMA

**Certifications**

23. BLS card                      Exp date:
24. ARRT                              Exp date:

**Patient Safety**

25. Non-punitive medical/healthcare reporting
26. National patient safety goals
  - Accuracy of patient identification using patient's name and birth date
27. Fall prevention measures
28. Radiation safety procedures
29. Medication safety
  - Conscious sedation monitoring
  - Look alike, sound alike medications

**STANDARD**

30. Sentinel events alert
- Inpatient suicide
  - Wrong site surgery
  - Restraints
  - Medical gas mix ups
  - High alert medications
  - Operative and post operative complications
  - Ventilator safety
  - Transferring medications to a sterile field
  - Nosocomial infections
  - Preventing needle sticks and sharps injuries
  - Bed related entrapment deaths

**Department Core Competencies**

31. Assessment of patients
- Verify patient identification and correct examination
  - Physical capabilities
  - Mobility limitations due to injuries
  - Immobilization/positioning for procedure
  - Assessment of diagnostic data

32. Obtain required consents

33. Emergency drug boxes

34. Charts and documents allergies

35. Preparation and safe administration of oral contrast material

36. Preparation of IV contrast media

37. Radiation safety
- Exposure rates and equipment
  - Safety materials – gloves/shields/film badges

38. Basic CT competencies:
- Routine protocols of all procedures
  - Technical factors
  - Positioning for procedures
  - Obtaining and evaluating medical history
  - Use of teleradiography
  - Use of 3D imaging – angio/mip/ortho work
  - Practices aseptic technique
  - Knowledge and use of imaging network
  - Film processing and reports to Radiologist
  - USE of mobile CT
  - Use of processors

39. Transport of patients
- Body mechanics for lifting/transferring patients
  - Patients with special needs – IV/Catheter/O2/Monitors

40. IV skills
- Gives contrast injection
  - Able to start routine IV's
  - Seeks other resources when IV cannot be established

41. Demonstrates competency to perform:
- CT abdomen
  - CT angiogram
  - CT brain
  - CT spine
  - CT biopsy/drainage/cyst aspiration
  - CT chest
  - CT hip
  - CT IAC/mastoids
  - CT L spine
  - CT facial bones
  - CT lower extremity

**STANDARD**

- CT upper extremity
- CT neck
- CT orbit
- CT pelvis
- CT T spine
- Routine chest x-ray

**Age Specific Competencies****Knowledge**

42. Demonstrate knowledge of growth and development

43. Criteria to identify victims of abuse and neglect

**Skills**

44. CT imaging positions and techniques are appropriate to age of patient

45. Appropriately interprets patient data regarding illness/injury related to procedure to be performed

46. Demonstrate age appropriate communication skills

47. Performs pregnancy assessment in females of child bearing age

48. Assess age specific radiation safety issues – collimation gonad shielding

49. Assesses appropriate age specific medium dosages

**Service Standards**

50. Is proactive. Anticipates and responds to patient/physician/family members/coworkers needs. Demonstrates an energetic and positive approach to work. Is sensitive to customer's physical, social and cultural needs.

51. Demonstrates accountability and commitment to coworkers. Is a dependable member of the team and addresses issues in a timely manner.

52. Demonstrates sense of ownership. Pays attention to details of job, ensures all mandatory obligations are met.

53. Gives all customers their full attention and treats them with dignity, respect and understanding.

54. Presents a clean, professional, well groomed image. Wears name badge, adheres to uniform policy.

55. Safeguards patient confidentiality in all forms of communication.

56. Works effectively with others toward achieving common goals including morale and teamwork.

57. Interacts compassionately and in a timely manner with all customers.

**Equipment – Demonstrate Safe and Effective Use**

58. CT scanner

59. 3-D reconstruction workstation

60. Teleradiography

61. Power injector

62. Laser printers

63. Film processor

64. ARJO

65. Mobile unit

66. Reporting equipment failure or malfunction

**POSITION (MINIMUM) REQUIREMENT CHECKLIST**

Position Title: CT Technologist

Department: Imaging

**EDUCATION**

- Less than high school
- High school or GED
- Vocational/Technical
- 2 year/ Associates Degree in Radiologic Technology
- 4 year/Bachelor's Degree
- Post Graduate Degree
- License/Certification – current ARRT
- Knowledge of state, federal, JCAHO regulations
- Knowledge of CT equipment
- Medical terminology
- Hospital trained programs

**EXPERIENCE**

- One year CT experience
- Two years general diagnostic experience
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**SKILLS**

- Organizational
- Verbal/Follow verbal instructions
- Interpersonal
- Customer Relations
- Mathematical
- Analytical
- Grammar/Spelling
- Read/Comprehend/Follow written instructions
- Transcription
- BLS
- ACLS
- Computer
- Management/Planning Skills

**PRE-PLACEMENT**

**TESTING**

- Minimum score of on Clerical test
- Minimum typing of wpm
- Minimum score of 84 on PCT test
- Minimum score of 84 on WS test
- Minimum score of 84 on MT test
- Minimum score of 100 on Filing test
- Minimum score of 84 on Nursing medication test

**AGE OF PATIENTS SERVED**  
(For Nursing/Patient Care Positions)

- Neonate/Infant (birth - 1 yr)
- Child/Ped. (1 - 12 yrs)
- Adolescence (13 - 18 yrs)
- Adult (19 - 65 yrs)
- Geriatric (66 + yrs)

**MENTAL AND EMOTIONAL REQUIREMENTS**

- Manage stress appropriately
- Make decisions under pressure
- Manage anger/fear/hostility/violence of others appropriately
- Handle multiple priorities
- Work alone
- Work in areas that are confined and/or crowded
- Concentration to detail
- Memory for detail

**HAZARDS**

- Exposure to toxic/caustic/chemicals/detergents
- Exposure to extreme conditions, hot/cold
- Exposure to dust/fumes/gases
- Exposure to moving mechanical parts
- Exposure to potential electrical shock
- Exposure to x-ray/electromagnetic energy
- Exposure to high pitched noises
- Exposure to communicable diseases
- Exposure to blood and/or body fluids
- Exposure to excessive sunlight, or work outdoors
- Unprotected heights
- CRT (computer) monitor
- Operating heavy equipment
- OTHER:

**PHYSICAL REQUIREMENTS**  
(See definitions on next page)

- Sedentary work
- Light work
- Medium work
- Heavy work
- Very heavy work

*The minimum requirements of this position require the individual to:*

- Stand for 8 hour(s) per day
- Sit for 1 hour(s) per day
- Walk for 8 hour(s) per day
- Perform repetitive tasks/motions
- Distinguish colors
- Hear alarms/telephone/tape recorder/normal speaking voice
- Have good manual dexterity
- Have good eye-hand-foot coordination
- Have clarity of vision
- Have good writing ability

*Evaluate the requirements and activity percentage in time for this position based on the following:*

- 1 - Not at all (0%)**
- 2 - Occasionally (1 - 33%)**
- 3 - Frequently (34 - 66%)**
- 4 - Continuously (67 - 100%)**

- 1 Climbing
- 3 Bending
- 2 Crouching
- 2 Squatting
- 1 Crawling
- 2 Kneeling
- 2 Balancing
- 3 Pulling with force
- 3 Reaching above head
- 3 Reaching above shoulder
- 3 Twisting at waist
- 3 Push/pull (up to 75 lbs.)
- 3 Lift/carry (up to 75 lbs.)
- 3 Lift from floor level up
- 3 Lift from waist level up
- 2 Lift above shoulders/head

## POSITION (MINIMUM) REQUIREMENT CHECKLIST

### LIST PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

1. Gloves
2. Gown
3. Mask
4. Head covers
5. Shoe covers
7. Protective eye wear
8. Dosimetry badges
9. Lead aprons/glasses/gloves/thyroid shield

### LIST OTHER MINIMUM REQUIREMENTS:

#### OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

- A - Routine exposure
- B - Occasional exposure
- C - No exposure

#### OCCUPATIONAL EXPOSURE TO TB

- 1 - Routine exposure
- 2 - Potential exposure
- 3 - No exposure

#### COMPRESSED GAS USAGE

- Yes
- No

#### DEFINITIONS:

SEDENTARY WORK:	Prolonged periods of sitting and exert up to 10 lbs. force occasionally.
LIGHT WORK:	Exert up to 20 lbs. force occasionally, and/or up to 10 lbs. frequently.
MEDIUM WORK:	Exert up to 50 lbs. force occasionally, and/or up to 20 lbs. frequently, and/or up to 10 lbs. constantly.
HEAVY WORK:	Exert up to 100 lbs. force occasionally, and/or 50 lbs. frequently, and/or 20 lbs. constantly.
VERY HEAVY WORK:	Exert over 100 lbs. force occasionally, and/or over 50 lbs. frequently, and/or over 20 lbs. constantly.

I have reviewed these job requirements and verify that I am able to perform the minimum requirements and essential functions of this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date