



## POSITION DESCRIPTION Mammographer

**POSITION SUMMARY:**

Performs all mammography exams.

### POSITION DESCRIPTION – MAMMOGRAPHER

#### 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 /M                      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. Restraint application and removal for portable x-rays
- 31. Sentinel events alert
  - Inpatient suicide
  - Restraints
  - Nosocomial infections
  - Preventing needle sticks and sharps injuries

**Department Core Competencies**

- 32. Assessment of patients
  - Verify patient identification and correct examination
  - Physical capabilities
  - Mobility limitations due to injuries
  - Immobilization/positioning for procedure
  - Assessment of diagnostic data
  - Patient shielding as indicated
- 33. Obtain required consents
- 34. Emergency drug boxes/crash cart
- 35. Charts and documents allergies prior to contrast injection/ingestion
- 36. Preparation and safe administration of contrast material
- 37. Patient education including post procedure orders
- 38. Radiation safety
  - Exposure rates and equipment
  - Safety materials – gloves/shields/film badges
- 39. Basic Radiology competencies:
  - Routine views of all procedures
  - Technical factors for quality radiographs
  - Positioning for procedures
  - Obtaining and evaluating medical history
  - Use of collimation
  - Practices aseptic technique
  - Film processing
- 40. Transport of patients
  - Body mechanics for lifting/transferring patients
  - Patients with special needs – IV/Catheter/O2/Monitors
- 41. Gives contrast injection
- 42. Administration of oral contrast
- 43. Restraint removal and reapplication
- 44. Demonstrates competency to perform:
  - Abdomen
  - Chest
  - Cervical spine
  - Thoracic spine
  - Lumbar spine
  - Extremities upper
  - Extremities lower
  - Skull/sinuses
  - Defacography
  - IVP
  - BE/UGI
  - T-tube cholangiogram
  - Myelogram
  - Spinal puncture
  - Cystogram
  - Tomogram

**STANDARD**

45. Demonstrates competency in technical surgical procedures:

- Cholangiogram
- Hip pinning/prosthesis
- Pyelogram
- C-arm procedures
- Portable procedures

46. Knowledge and competency in following mammography procedures:

- Screening mammogram
- Follow up procedures
- Diagnostic mammogram
- Needle localization set up, position, film and assist Radiologist
- Specimen x-rays
- Galactogram
- Breast implant
- Compression
- Document and gather patient history
- Communication of results by patient letter
- Obtain patient films from outside facilities

47. Knowledge of all QA tests required by ACR and FDA

- Darkroom cleanliness
- Screen cleanliness
- Processor QC
- Phantom images
- Darkroom fog
- Film screen contact
- Repeat analysis
- View box and viewing conditions
- Fixer retention analysis
- Visual checklist
- Medical physicist and FDA surveys
- Compression
- Infection control

**Age Specific Competencies**

**Knowledge**

48. Demonstrate knowledge of growth and development

49. Criteria to identify victims of abuse and neglect

**Skills**

50. Mammography imaging positions and techniques are appropriate to age of patient

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

52. Demonstrate age appropriate communication skills

53. Performs pregnancy assessment in females of child bearing age

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

55. Assesses appropriate age specific medium dosages

**Service Standards**

56. 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.

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

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

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

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

61. Safeguards patient confidentiality in all forms of communication.

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

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

**Equipment – Demonstrate Safe and Effective Use**

64. C arm

65. Fluoroscopy units

66. Portable units

67. Radiographic units

- Chest unit
- IVP

STANDARD
68. Mammography processor QA testing and QC
69. Film processor
70. ARJO
71. Film duplication
72. Mammography unit
73. Reporting equipment failure or malfunction

**POSITION (MINIMUM) REQUIREMENT CHECKLIST**

Position Title: Mammographer

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/Mammography
- Knowledge of state, federal, JCAHO regulations
- Knowledge of mammography 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