



POSITION DESCRIPTION Radiology Technologist

POSITION SUMMARY:

Performs all routine radiographic procedures following protocols for imaging and documentation.

POSITION DESCRIPTION – RADIOLOGY 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.	Restraint removal and reapplication (portable x-rays only)
31.	<p>Sentinel events alert</p> <ul style="list-style-type: none"> ▪ Inpatient suicide ▪ High alert medications ▪ Preventing needle sticks and sharps injuries ▪ Ventilator safety ▪ Bed related entrapment deaths
Department Core Competencies	
32.	<p>Assessment of patients</p> <ul style="list-style-type: none"> ▪ Verify patient identification and correct examination ▪ Physical capabilities ▪ Mobility limitations due to injuries ▪ Immobilization/positioning for procedure ▪ Assessment of diagnostic data ▪ Prioritize patient exams based on acuity
33.	Obtain required consents
34.	Emergency drug boxes/crash cart
35.	Patient education including post procedure orders
36.	Coordination of workflow
37.	<p>Radiation safety</p> <ul style="list-style-type: none"> ▪ Exposure rates and equipment ▪ Safety – gloves/shields/film badges
38.	Preparation and safe administration of contrast material
39.	Assesses for history of allergic reaction prior to administration of contrast injection/ingestion
40.	<p>Radiological basic competencies:</p> <ul style="list-style-type: none"> ▪ Routine views of all procedures ▪ Technical factors for quality radiographs ▪ Positioning for procedures ▪ Obtaining and evaluating medical history ▪ Use of collimation ▪ Practices aseptic technique ▪ Process films
41.	<p>Basic Technical Procedures:</p> <ul style="list-style-type: none"> ▪ Abdomen ▪ Chest ▪ Cervical spine ▪ Thoracic spine ▪ Lumbar spine ▪ Extremities upper ▪ Extremities lower ▪ Facial bones/orbits ▪ Skull/sinuses ▪ Defacography ▪ IVP ▪ BE/UGI ▪ T-tube cholangiogram ▪ Myelogram ▪ Spinal puncture ▪ Cystogram ▪ Tomogram
42.	<p>Demonstrates competency in following surgical procedures:</p> <ul style="list-style-type: none"> ▪ Cholangiogram ▪ Hip pinning/prosthesis ▪ Pyelogram (retrograde) ▪ C-arm procedures ▪ Portable procedures
43.	IV skills – gives contrast injection
44.	Administration of oral contrast

STANDARD

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

46. Restraint removal and reapplication

Age Specific Competencies

Knowledge

- 47. Demonstrate knowledge of growth and development
- 48. Criteria to identify victims of abuse and neglect

Skills

- 49. Radiological/ imaging positions and techniques are appropriate to age of patient
- 50. Appropriately interprets patient data regarding illness/injury related to procedure to be performed
- 51. Demonstrate age appropriate communication skills
- 52. Performs pregnancy assessment in females of child bearing age
- 53. Assess age specific radiation safety issues regarding radionuclides/pharmaceuticals

Service Standards

- 54. 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.
- 55. Demonstrates accountability and commitment to coworkers. Is a dependable member of the team and addresses issues in a timely manner.
- 56. Demonstrates sense of ownership. Pays attention to details of job, ensures all mandatory obligations are met.
- 57. Gives all customers their full attention and treats them with dignity, respect and understanding.
- 58. Presents a clean, professional, well groomed image. Wears name badge, adheres to uniform policy.
- 59. Safeguards patient confidentiality in all forms of communication.
- 60. Works effectively with others toward achieving common goals including morale and teamwork.
- 61. Interacts compassionately and in a timely manner with all customers.

Equipment – Demonstrate Safe and Effective Use

- 62. Film processor
- 63. Film duplication
- 64. C-arm
- 65. Fluoroscopy units
- 66. Portable units
- 67. Radiographic units
 - Chest unit
 - IVP
- 68. ARJO

POSITION (MINIMUM) REQUIREMENT CHECKLIST

Position Title: Radiology 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

- Medical terminology
- Hospital trained programs

EXPERIENCE

- One year 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

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