

JOB DESCRIPTION MANUAL	SECTION:	Job Description Manual
HENDRICKS COMMUNITY HOSPITAL ASSOCIATION	PAGE:	1 of 2
	EFFECTIVE:	5/77
SUBJECT: JOB DESCRIPTION	REVISION:	9/87, 1/02, 9/10, 1/11
RADIOLOGIC TECHNOLOGIST	REVIEWED:	9/87, 1/02, 9/10, 1/11

I. QUALIFICATIONS:

- 1.1 Graduate of a JRCERT accredited Radiology program.
- 1.2 Certification as an ARRT or equivalent.
- 1.3 Mammography and CT certification preferred.
- 1.4 Must possess good communication skills, both written and oral to effectively communicate with all levels of staff, the physicians and the public
- 1.5 Good interpersonal skills.
- 1.6 Must possess good organizational skills with the ability to plan, organize and facilitate department operations.
- 1.7 Requires analytical skills and the ability to analyze and evaluate problems.
- 1.8 Should be able to use common sense and be a fair judge of character.
- 1.9 Must exhibit a spirit of cooperation and teamwork.
- 1.10 Good leadership, initiative, and judgment skills.
- 1.11 Computer experience and proficiency required to maintain EMR.

II. PHYSICAL DEMANDS AND SPECIAL CHARACTERISTICS:

- 2.1 Moderate physical work.
- 2.2 Near visual acuity for reading and preparing reports, forms, policies etc.
- 2.3 Ability to exercise independent judgment and maintain emotional stability under stress.
- 2.4 Flexibility to handle changing situations and emergency needs.
- 2.5 Requires frequent talking, listening, reading, and writing.

III. JOB ACCOUNTABILITY AND RESPONSIBILITY

- 3.1 Demonstrates ability to interpret, follow and provide input for Radiology department policies and procedures.
- 3.2 Obtains general radiography, mammography and CT exams that are of optimum quality for radiologist interpretation.
- 3.3 Responsible for the usage of radiation protective devices and safety as it relates to patients, staff and equipment.
- 3.4 Demonstrates ability to perform general radiography, mammography and CT procedures independently at a technical level.
- 3.5 Demonstrates ability to position patients and select appropriate exposure techniques correctly and accurately, adhering to diagnostic imaging quality standards.

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- 3.6 Performs appropriate patient care in accordance with hospital policy and procedures.
- 3.7 Administers patient preparations as appropriate for the specific modality exam.
- 3.8 Schedules radiology outreach, mammography and radiology examinations.
- 3.9 Performs general radiography, mammography and CT services under the established guidelines and requirements.
- 3.10 Maintains general radiography, mammography and CT quality assurance and quality control programs.
- 3.11 Adjusts and correctly operates the radiology equipment.
- 3.12 Maintains the radiology information systems.
- 3.13 Follows proper policies and procedures as outlined in the department policy and procedure manual.
- 3.14 Participates in departmental and organizational quality improvement activities.
- 3.15 Acquires and maintains knowledge, skills, and competencies in the profession and job assignment.
- 3.16 Shows evidence of acceptable approaches to problem solving in a systematic basis.
- 3.17 Follows all safety policy and procedures.
- 3.18 Performs other duties as assigned.

IV. SUPERVISION AND DIRECTION:

- 4.1 Reports to the Radiology Department Manager.
- 4.2 Functions in a staff relationship with other department employees.

V. JOB STATUS & CLASSIFICATION:

- 5.1 Part-time, non-exempt.

VI. OTHER:

- 6.1 This job description is not intended to be all-inclusive. This job description in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position. Management reserves the right to revise this job description at any time.

APPROVED:	DATE:
ORIGINAL:	Human Resources Job Description Manual
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