

## 2017 RADIOLOGY TECHNOLOGIST – ARRT JOB DESCRIPTION

JOB DESCRIPTION: *RADIOLOGY TECHNOLOGIST – ARRT*

REVISED: MAY 24, 2016

### Education/Training:

- Education and License:
  - Completion of AMA approved Radiologic Technology Program
  - Currently licensed by the Texas Department of Health
  - Current American Registry of Radiologic Technologist License
- Certification:
  - CPR certification preferred.

### Experience/Skills:

- Zero (0) – One (1) year of experience preferred

### Professional Summary:

Radiology technicians work with the radiologist to perform various kinds of diagnostic imaging examinations that are crucial for the detection of illness, injury, and other medical conditions. The Technologist operates and maintains the x-ray equipment to obtain the highest quality images. The Technologist also provide essential support to make sure the patient is comfortable and at ease throughout the course of the procedure.

### Duties and Responsibilities:

#### **1. CUSTOMER SERVICE**

- a. Demonstrates effective verbal and written communication. Utilizes proper etiquette with Telephone and Electronic mail.
- b. Adjust, maintain, and sterilize the medical diagnostic imaging equipment, as well as the room in which the testing takes place.
- c. Consistently displays professional, compassionate behavior that enhances the public image of DPS evidenced by professional care of patients and courteous behavior toward the public and co-workers.
- d. Prepare patients for procedures by providing them with a drink that will allow soft tissue to be clearly seen on the images if necessary.
- e. Communicate with the radiologist, physicians, and other members of the health care team to determine whether more images need to be taken.
- f. Explain the procedure to patients prior to beginning, including answering questions and calming any concerns to ensure their comfort.

#### **2. JOB KNOWLEDGE**

- a. Demonstrates a thorough knowledge of work practices/responsibilities and emergency procedures.
- b. Demonstrates knowledge of dictation system
- c. Demonstrates ability to set priorities; utilizes organizational skills to complete duties timely.
- d. Demonstrates ability to operate Fluoroscopy, Portable X-ray, and C-arm equipment
- e. Demonstrates ability to perform work in an accurate and timely manner during periods of increased workload and high stress.
- f. Demonstrates self-direction, flexibility, professional development and willingness to master new skills.

#### **3. DPS/CLIENT(S) SITE DEPARTMENT POLICY AND PROCEDURES**

- a. Adheres to the policies and procedures of the DPS/ Facility organizations/departments, and regulatory/ accrediting agencies.
- b. Ensures accuracy and completeness of documentation and work performed per Facility policy.

- c. Adheres to DPS payroll practices; accurate documentation of time worked.
- d. Completes all Facility orientations and DPS annual requirements when notified.
- e. Demonstrates appreciation of cost factors in the routine performance of duties; maximizes cost efficiency and appropriate utilization of supplies.
- f. Wears unobstructed identification badge in visible designated location while on duty.
- g. Demonstrates knowledge, understanding, compliance with Facility Infection Control policies and practices.
- h. Demonstrates knowledge and understanding of Facility's Environmental Safety policies (i.e. Fire, Security, Disaster, Hazardous Material, etc)
- i. Utilizes appropriate resources, is familiar with and reviews Facility policy and procedure as the "standard of care", for positive patient care outcomes.

#### **4. ETHICS**

- a. Demonstrates understanding of, adherence and commitment to the Code of Conduct.
- b. Conduct reflects DPS values; accepts the responsibility to act with absolute honesty, integrity and fairness professionally and personally.
- c. Attends Code of Conduct training - annually.
- d. Conducts daily activities in accordance with the Ethics and Compliance Program, policy and directives.
- e. Verbalizes the process for resolution of ethical issues in the Facility's and how to initiate an ethics consult.
- f. Maintains privacy and confidentiality (intentional or unintentional) of patient and employee information in verbal, written and electronic form. Limits access to patient/employee information on a job-related need to know basis.
- g. Complies with DPS & Facility's risk management program timely/accurate occurrence reporting.

#### **5. PATIENT RIGHTS**

- a. Demonstrates awareness and respect for the patient/family/significant others dignity and values; identifies cultural and religious needs, emotional and language barriers, physical, cognitive, psychological and educational limitations.
- b. Maintains and protects patient's security, privacy and confidentiality in all aspects of patient care.
- c. Knowledgeable of what constitutes an informed consent; facilitates the process of obtaining consent.
- d. Ensures patient has advance directives; honors the directive within law and Facility policy.
- e. Involves the patient and/or family in all processes and planning; respecting the Patient's rights. Serves as patient advocate.

#### **6. CARE OF THE PATIENT**

- a. Ensure x-ray equipment is in proper working order according to manufacturer's guidelines. If any malfunction occurs, report to the Radiology Manager for proper repair and maintenance procedures.
- b. Ensure Processor is functioning. Notify proper personnel for cleaning and maintenance.
- c. Will ensure patient safety is secured at all times.
- d. Organization in His/Her work.
- e. Will make lead aprons and thyroid collars available to all personnel assisting or in the area of radiation.
- f. Will make certain there are no rips or tears in lead apron material.
- g. Help maintain inventory and reordering of supplies as indicated.
- h. Assist Radiologists in Fluoroscopy procedures.
- i. Logs and maintains all daily patient data.
- j. Hanging and removing films from Multiviewer
- k. Knowledge of procedure for creating a patient x-ray file including, but not limited to

- l. X-ray jacket
- m. Superbill
- n. Wet Reads
- o. Excel/patient x-ray file
- p. Radiologist's paper work

#### **7. PATIENT/FAMILY EDUCATION**

- a. Utilizes a collaborative and interdisciplinary process to provide appropriate patient/family education, based on plan of care.
- b. Provides patient and family education based on assessed learning needs, abilities, preferences and readiness.

#### **8. LEADERSHIP**

- a. Demonstrates clinical expertise and professionalism when responding to emergency situations.
- b. Communicates patient care needs with physicians and plans for appropriate interventions.
- c. Recognizes patient care priorities and delegates appropriately based on staff competency and patient need.
- d. Implements Facility chain of command as appropriate for safe patient outcomes.
- e. Adheres to all regulatory and legal requirements on the performance of job duties: Ex: Joint Commission, OSHA, Federal and State regulations governing patient care and practice of nursing

#### **9. ENVIRONMENT OF CARE**

- a. Reports hazardous conditions and equipment malfunctions to appropriate person; assists in maintaining safe, comfortable and therapeutic environment.

#### **10. MANAGEMENT OF HUMAN RESOURCES**

- a. Demonstrates competence to assess, treat, and care for patients of the age of the population served.
- b. Participates in ongoing in-service and education to ensure competency in assigned area of practice.

#### **11. MANAGEMENT OF INFORMATION**

- a. Maintains privacy, confidentiality, security and integrity of patient and organizational data.
- b. Reviews, clarifies and completes notations of physician orders.
- c. Concise documentation of clinical information to support the assessment, monitoring, treatment, and education provided during shift.
- d. Communicates concise complete report to on coming shift.
- e. Maintains security of personal passwords.

#### **12. INFECTION CONTROL**

- a. Serves as effective resource with regard to infection control issues
- b. Immediately disposes of biomedical waste in designated container.
- c. Communicates actual/potential infection control concerns to the Infection Control Coordinator in a timely manner.

#### **Mental Skills and Abilities:**

- **Math** - Ability to add, subtract, multiply and divide; to calculate variables, formulas, ratio and proportion; to use practical application of fractions, percentages, and statistics.
- **Reading** - Ability to read and understand technical journals, manuals, reference books, legal documents and financial reports.
- **Writing** - Ability to write summaries for patient documentation using proper facility approved format and conforming to rules diction and style.
- **Speaking** - Ability to be conversant in the principles and methods of effective and persuasive speaking and discussion; and to participate in panel discussions using clear and distinct speaking voice with appropriate pauses and emphasis, correct pronunciation, and variation in word order.

- **Reasoning Ability** - Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret a variety of instructions;
  - To plan work and develop procedures; to learn and/or evaluate information in order to make judgments and decisions.

### Work Situations:

- **Communication** - The ability to relate to people in situations involving more than giving and receiving instructions.
- **Direction, Control and Planning** - Adaptable to accepting responsibility for the direction, control, or planning of an activity. The employee may be in a position to negotiate, organize, direct, formulate practices, or make final decisions.
- **Feelings or Ideas** - Adaptable to situations involving the interpretation of feelings or ideas in terms of personal viewpoint. The employee may be called upon to use creativity, self-expression, or imagination.
- **Influencing** - Adaptable to influencing people in their opinions, attitudes, or judgments. The employee may be in a position to motivate, convince, or negotiate.
- **Measurable or Verifiable Criteria** - Adaptable to making generalizations, judgments, or decisions based on measurable or verifiable criteria. The employee may make evaluations on the basis of data.
- **Performing Under Stress** - Adaptable to situations requiring the precise attainment of set limits, tolerances, or standards. The employee may need to be precise, thorough, exacting, or meticulous in regard to material worked; or in activities such as numerical determinations, record preparation, or inspecting.
- **Repetitive, Continuous** - Adaptable to performing repetitive work, or to continuously performing the same work, according to set procedures, sequence, or pace. The employee may perform work that is inherently of a repetitive nature.
- **Sensory or Judgmental Criteria** - Adaptable to making generalizations, judgments, or decisions based on sensory or judgmental criteria. The employee may rely on one or more of the five physical senses, or rely on knowledge gained by experience to make evaluations.
- **Set Limits, Tolerances, or Standards** - Adaptable to performing under stress when confronted with emergency, critical, unusual, and/or dangerous situations; or in situations in which working speed and sustained attention are make or break aspects of the job.
- **Variety and Change** - Adaptable to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure. Several duties in a job that require significant differences in technologies, techniques, procedures, working conditions, physical demands, and/or situations constitute this factor.

### Physical Demands:

- **Medium Work** - Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull, or otherwise move objects.
- **Balancing** - Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery, or moving surfaces.
- **Carrying** - Supporting the weight of an object with hands and arms and moving from one place to another.
- **Climbing** - Ascending or descending ladders, stairs, ramps, and the like, using feet and legs and/or hands and arms.
- **Crouching** - Bending the body downward and forward by bending legs and spine.
- **Dexterity** - Picking, pinching, or otherwise working with fingers.
- **Eye-Hand-Foot Coordination** - The ability to coordinate hand and/or foot motions with visual stimuli in order to engage in or perform physical activities, such as typing, operating vehicles or mechanical equipment, etc.

- *Handling* - Seizing, holding, grasping, turning, or otherwise working with fingers and/or hands.
- *Hearing* - Perceiving the nature, intent or meaning of sounds.
- *Kneeling* - Bending legs at the knee to come to a rest on knee or knees.
- *Lifting* - Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.
- *Pulling* - Exerting a force so as to move an object toward the individual.
- *Pushing* - Using upper extremities to press against something with steady force in order to move forward, downward, or outward.
- *Reaching* - Extending hand(s) and arm(s) in any direction, especially upward in placing or retrieving objects.
- *Sitting* - To rest the body upright supported by the buttocks and thighs.
- *Standing* - To be upright supported by the buttocks and thighs.
- *Talking* - Expressing or exchanging ideas by means of the spoken word.
- *Walking* - Moving about on foot to accomplish tasks.
- *Seeing* - The ability to perceive the nature of objects by the eye. The important aspects of vision are:
  - Clarity of vision at 20 inches or less.
  - Clarity of vision at 20 feet or more.
  - The ability to judge distance and space relationships.
  - The ability to identify and distinguish colors.

**Other Requirements:**

- Ability to respond to and restrain aggressive assaultive patients

**Supervision/Contacts:**

- Receives supervision from Radiology Manager in assigned area.
- Daily contact with hospital employees and management.
- Daily contact with visitors; occasional contact with outside vendors.

**Environment/Hazards:**

- Work involves intermittent to occasional exposure to unpleasant working conditions or undesirable elements; may involve some contact with potentially hazardous or harmful elements in providing administrative or support services.
  - Exposure to Toxic caustic chemical detergents
  - Exposure to potential electrical shock
  - Exposure to high pitched noises
  - Exposure to Communicable diseases
  - Exposure to blood and bodily fluids
- Reference books, Gloves, Portable, C-arm, CT, and MRI, power injectors, monitors and personal automobile
- Employee is subject to inside and occasional outside environmental conditions. Protection from weather conditions but not necessarily from temperature changes when inside.

**Tools and Equipment Used:**

Personal computer, Fax machine, Imaging Equipment Telephone, Computer Printers, Copier, Pens, Pencils, Reference Books, Safety Glasses, Mask/Respirator, Gloves, and Electrical and Non Electrical Patient Care Equipment.

*I certify that I have reviewed and understand all of the requirements of performing the job or **Radiology Technologist-ARRT** and that I am capable of meeting each and every requirement, without reasonable accommodation. I understand that the essential and/or non-essential functions and the associated abilities, requirements and conditions outlined above describe the general nature and level of the work performed. I understand that they are not intended to and in no way represent an exhaustive listing of all tasks involved in performing the job. I understand that I must perform all essential and non-essential functions in a manner that is not hazardous to myself or to others.*

<b>Employee Signature</b>	<b>Date</b>
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