

Johnson Memorial Health Services

Job Description

Position: Radiology Technologist
Department: Radiology
Reports To: Radiology Supervisor
Days/Hours: Non-exempt hourly
Effective: June 2009
Reviewed: February 2012

JOB SUMMARY

Perform radiologic studies to provide information for the diagnosis and treatment of disease.

ESSENTIAL FUNCTIONS

- Assist in coordination of the day-to-day activities of the Radiology Service.
- Schedules patient examinations with outside service providers such as mobile scanning, ultrasound and nuclear medicine.
- Assist in training and supervision of new Radiology personnel.
- Troubleshoots defective equipment and institutes repairs, when necessary.
- Assist in maintaining Quality Control and Quality Assurance programs to meet the requirements of the various regulatory agencies.
- Adheres to JMHS policies and practices including:
 - Demonstrates interest in and commitment to assuring service excellence and JMHS Standards of Behavior.
 - Demonstrates teamwork.
 - Exhibits a positive attitude.
 - Participates in activities directed toward evaluating and improving service area functions.
 - Maintains a good record of attendance and punctuality.
 - Assumes responsibility for enhancing personal and professional development.
 - Attends 80% of departmental, quarterly, & other required meetings.
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Staff members who have regular contact with patients must demonstrate knowledge and skills necessary to provide care appropriate to the patients served on his or her unit. Staff members must also demonstrate knowledge of the principles of growth and development over the life span. In addition, each staff member must be able to assess and interpret data relating to the patient's status in order to identify the patient's age specific needs.
- **Initiative and Judgment:** Requires the ability to work under general direction and most times without direct supervision. The work is in a field where standard procedures are available, but situations may be changing and call for the exercise of considerable initiative and judgment.
- **Responsibility:**
 - Contacts: Frequent contact with patients, public and some contact with other JMHS employees. High degree of poise, tact and resourcefulness required in obtaining, presenting and interpreting procedures and information.

- **Safeguarding data/info:** Works with highly confidential patient information. Ability to maintain patient confidentiality is essential.
- **Resources:** Work involves the use or handling of complicated and expensive equipment and supplies. Must be knowledgeable of and be able to work with the billing system used in the department. Compliance with cost of containment policies is essential.
- **Safety:** Responsible for performance of own tasks in such a manner that the safety of employees and patients is maintained and protected. Safety precautions will be followed to protect the safety of the patient and staff. Such precautions as the OSHA Blood borne Pathogen Standard, OSHA TB Policies and other JMHS infection control and safety policies will be strictly adhered to.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS

- Graduate of a course for X-Ray Technologists from an approved school & registered by American Registry of X-Ray Technologists
- Must successfully complete criminal background check as required by the State of Minnesota.

MINIMUM PHYSICAL REQUIREMENTS (if any): (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

In an 8 hour workday, employee must:									
	(Hours at full capacity for each activity)								
Position	None	1	2	3	4	5	6	7	8
Sit				x					
Stand				x					
Walk			x						

Employee's job requires he/she:					
Activity:	Not at All	Occasionally	Frequently	Continuously	Comments
Bend/Stoop			x		Positioning xray equipment
Squat			x		Filing
Crawl	x				
Climb (Height 8 ft)	x				
Reach above shoulder level		x			Positioning xray equipment
Crouch		x			Filing
Kneel		x			Filing
Balance		x			Positioning xray equipment
Push/Pull (# of lbs. 50)		x			Transferring patients w/assistance

Employee's job requires he/she carry:					
Weight Carried:	Not at All	Occasionally	Frequently	Continuously	Comments
Up to 10 lbs.		x			Radiology supplies
11-24 lbs.	x				
25-34 lbs.	x				
35-50 lbs.	x				
51-74 lbs.	x				
75-100 lbs.	x				
Over 100 lbs.	x				

Job requires employee must use feet for repetitive movements as in operating foot controls:		
Repetitive movements with foot controls:	YES	NO
Right		x

Left		x
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Job requires employee use hands for repetitive action such as:							
Hand Repetitive Movements:	Simple Grasping		Firm Grasping		Fine Manipulating		Comments
	YES	NO	YES	NO	YES	NO	
Right Hand		x		x		x	
Left Hand		x		x		x	
Both Hands		x		x		x	

Does the employee's job require:			
Activity	YES	NO	Describe if Yes
Working on unprotected heights?		x	
Working on uneven terrain?		x	
Working on wet/damp surfaces?		x	
Operating moving equipment?	x		Radiology equipment
Operating vehicles?		x	
Use of tools?	x		Fixing equipment
Use of telephone?	x		Calling patient and staff
Use of keyboard/computer terminal?	x		EMR
Working under time pressure?	x		ER situations
Working rapidly for long periods?		x	
Working alone?	x		Call
Close work?		x	
Good vision (close/distance/peripheral & depth perc)	x		CT/Radiological exams
Good color vision?		x	
Good hearing?	x		Patient communication
Good speaking?	x		Patient communication
Reading?	x		Reading policy and procedure manuals
Writing?	x		Reading policy and procedure manuals
Simple arithmetic?	x		Figuring calculations
Mathematics?	x		Figuring calculations
Weighing and /or measuring?		x	

The work environment where the job is carried out:			
Job environment:	YES	NO	% of Day Spent
Indoors	x		100%
Outdoors		x	
At a desk or bench	x		90%
In a car or truck		x	
In an office		x	

Is the employee exposed to:			
Exposed to:	YES	NO	Describe if Yes
Bloodborne Pathogens/Infectious diseases?	x		Pulling of patient IV's in CT area
Chemicals/respiratory hazards?		x	
Noise?	x		Common Noises
Dust, fumes & gases?		x	
Extreme heat or cold?		x	
Cramped areas?		x	
Working close to electrical current?		x	
Other hazards?		x	

Exposure Determination: For More Information: See Your Supervisor		
Category I	Category II	Category III
Tasks that routinely involve exposure or potential	Tasks that do not routinely involve exposure to	Tasks that do not routinely involve exposure to

exposure to blood, body fluids or tissues.		blood, body fluids or tissues, but exposure or potential exposure may be required as a condition of employment.		blood, body fluids or tissues (persons in this category are not called upon to perform or assist in the emergency medical aid or to be potentially exposed in any other way as a condition of employment.	
YES	NO	YES	NO	YES	NO
		x			

MENTAL DEMANDS:

Does the employee's job require:		
Activity	YES	NO
Ability to plan, organize and delegate responsibilities to subordinates while maintaining quality standards throughout one's own performance.	x	
Excellent communication skills are required for interactions with management, staff, patients, residents, clients, etc.	x	
Must be able to analyze situations and select a course of action.	x	
Must be capable of multi-step and sequential problem solving activities: that include comparing, analyzing and calculating data relevant to the facility.	x	
Must be flexible and willing to undertake a variety of tasks.	x	
Must possess the ability to accept change and respond appropriately.	x	
Must possess the ability to understand and communicate both verbally and in written form in the English language since instructions, labels and other documents are in English.	x	
Must possess visual and mental attention to position content with accuracy.	x	
Must possess excellent memory and organizational skills.	x	
Must possess the ability to work independently and make decisions that require initiative and judgment in order to effectively plan, organize and delegate work assignments.	x	

DISCLAIMER:

The above statements are intended to describe the general nature of job duties and responsibilities typically assigned, identify the essential functions, and list the requirements of this job. They are not intended to be an exhaustive list of all supplemental duties, responsibilities, or non-essential requirements; nor should this document limit the supervisor's right to modify assignments as necessary. This document does not create a contract for employment.

RECEIPT ACKNOWLEDGEMENT:

I acknowledge and understand that:

- Receipt of this job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation, I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- I have read and understand this job description.

I, do do not need accommodations under the Americans with Disabilities Act.

Employee Printed Name: _____

Employee signature: _____

Date: _____