

Radiologic Technologist Job Description



Position Title: Radiologic Technologist

Reports to: Practice Manager

Job Status: Full-Time

FLSA Status: Non-Exempt

Positions Supervised: None

Position Summary: Perform x-rays for diagnostic purposes. Follow established radiologic requirements and regulations to ensure patient care and safety.

Essential Functions:

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

- Prepare patients for radiologic procedures. Escort patients to dressing and x-ray rooms, provide verbal and/or written instructions and assist patients in positioning body parts to be radiographed. Explain procedures and observe patients to ensure patient care, safety and comfort during scan.
- Operate radiologic equipment to produce images of the body for diagnostic purposes. Position radiologic equipment and adjust controls to set exposure time and distance according to specification of examination. Take x-rays following established radiologic requirements and regulations to ensure patient care and safety.
- Develop and process radiologic film.
- Use radiation safety measures and protection devices to ensure safety of patients and team members.
- Ensure radiologic equipment remains in working order. Report equipment malfunctions to Practice Manager or supervisor.
- Perform related administrative duties including completing necessary forms, labeling films and film envelopes and maintaining procedure logs.
- Retrieve radiologic orders from and input related data into the electronic medical record.
- Maintain adequate radiologic supplies.
- Serve as a back-up for clinical team members as needed by controlling patient flow, performing EKG tests, obtaining blood pressure measurements, documenting vital signs in the EMR and administering injectables.
- Perform all other duties as assigned.

Competencies:

- Knowledge of radiologic standards, requirements and regulations.
- Knowledge of radiologic safety, cleanliness and infection control policies and regulations.
- Knowledge of radiologic equipment uses and maintenance.
- Accuracy – Ability to perform work accurately and thoroughly.

- Communication – Ability to communicate effectively verbally and in writing.
- Computer Skills – Proficient ability to use a computer and electronic medical record.
- Confidentiality – Maintain patient, team member and employer confidentiality. Comply with all HIPAA regulations.
- Customer Service Oriented – Friendly, cheerful and helpful to patients and others. Ability to meet patients and others needs while following office policies and procedures.
- Detail Oriented – Ability to pay attention to the minute details of a project or task.
- Flexibility – Ability to adapt easily to changing conditions and work responsibilities.
- Positivity – Display a positive attitude and is a positive agent for change.
- Teamwork – Work as part of a team and collaborate with co-workers.
- Working Under Pressure – Ability to complete assigned tasks under stressful situations.

Education and Experience:

- High school diploma or equivalent required
- Associate’s Degree or higher preferred
- Radiologic Technologist experience preferred

Certification and Licensure:

- Current Virginia Radiologic Technologist licensure required
- ARRT certification required

Work Environment:

- Environmentally controlled medical office environment
- Fast paced environment with occasional high pressure or emergent situations
- Exposure to radiation which is minimized by the use of Personal Protective Equipment (PPE) such as protective lead aprons, gloves and other shielding devices and monitored by radiation badges
- Possible exposure to bodily fluids, infectious specimens, communicable diseases, toxic substances, ionizing radiation, medicinal preparations and other conditions common to a medical office environment
- Frequent interaction with a diverse population including team members, providers, patients, insurance companies and other members of the public

Physical Demands:

- Frequent standing, walking, grasping, carrying, reaching, bending, stooping and speaking
- Occasional sitting
- Lifting, carrying, pushing and pulling up to 50 pounds, with assistance if needed
- May need to lift or turn patients who are disabled, with assistance if needed
- Frequent use of computer, keyboard, copy and fax machine and phone

CVFP has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the team member's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors, managers, directors or officers as deemed appropriate. This document does not represent a contract of employment, and CVFP reserves the right to change this job description and/or assign tasks for the team member to perform, as CVFP may deem appropriate.

Team Member Signature: _____

Date: _____

Revision Dates: 9/2008, 10/2012, 1/2016