

## **Murray County Medical Center Position Description**

---

<b>Classification:</b>	Radiologic Technologist II
<b>Department:</b>	Imaging
<b>Location:</b>	Murray County Medical Center
<b>Reports to:</b>	Imaging Manager
<b>FLSA Classification:</b>	Hourly/Non-Exempt

---

### **Position Purpose**

This position is responsible for acquiring (or providing) optimum quality images while maintaining safe and professional care for our patients and performing excellent customer service to patients while maintaining strict confidentiality. Must be able to operate all equipment in a safe manner and ensure that all policies and procedures are followed, while at the same time, communicating effectively with patients, providers, nurses, radiologists and other facilities. This position is responsible for the daily operations of the Imaging department, patient schedule, equipment maintenance, equipment QA, and reporting equipment failures.

### **Essential Duties and Responsibilities**

1. Maintain interactive communication with patients and families and effectively addresses conflict and opportunities for improvement. Maintain patient privacy and confidentiality.
2. Prepare patient for procedure through successful communication of preps and scheduling. Protect patient with proper shielding from radiation.
3. Communicate relevant patient data to attending physician in a timely manner.
4. Document all procedures and activities performed on patients so records are maintained and legal documentation is followed. Maintains departmental files and records according to state, federal, HIPPA and other needed guidelines.
5. Follow all policies, procedures and department goals.
6. Demonstrate respect and understanding of differences among staff and knowledge of human behavior.
7. Accommodate internal and external customers in a timely, courteous and respectful manner.
8. Work with students to help them learn proper procedures and provide constructive feedback.

9. Operate and maintain quality control, on equipment, and monitor to ensure equipment is functioning properly in a safe and effective manner.
10. Demonstrate knowledge of MCMC regulations regarding patient care, fire and safety, infection control, disaster plans and emergency codes. Wear personal protective equipment and shield self from radiation.
11. Assist in maintaining a clean, safe environment (unobstructed walkways, storage, wipes up spills, etc.). Reports potential problem situations to appropriate personnel.
12. Actively participates in Performance Improvement projects for the department.
13. Other duties as assigned.

### **Job Activities**

Percent of Job	Major Activity
65%	Patient Care: Provide high quality X-Ray, CT, DEXA, and C-Arm, and MRI or Mammography while doing patient exams. Transport patient, explain exam, prep for exam and verification of exam. Need to follow protocol, safety, technical factors to provide quality images.
25%	Schedule patients, submit case to radiologists, and submit paperwork for medical records.
10%	Maintain QC and QA on equipment.

Total: 100%

### **Education and Experience**

- Graduate of a formal accredited Radiologic Technologist Program.
- Must be registered with the ARRT and have a current certificate.
- Position must obtain and maintain 24 CEU credits every 2 years, as well as 15 Mammography specific CEU's every 3 years if doing Mammography.
- Minimum of one (1) year experience as a radiographer.

### **Requirements**

- Must be able to obtain and maintain required certificates for equipment.
- Able to relate positively with co-workers, other departments, patients, and the public.
- Able to maintain confidentiality.
- Able to work with little supervision, and seek guidance when needed.
- Open to change and willing to learn new things.
- Must be available for on-call purposes in Emergency Department (nights and weekends).
- Must be able to multi-task and meet deadlines.

- Able to work well under pressure. Demonstrates tact and is patient under tough situations.
- Able to problem solve and address patient/customer complaints.
- Show respect and sensitivity for cultural/ethnic diversity of patients.
- Requires organization, efficiency, effectiveness, reliability, and dependability.
- Able to give and receive constructive feedback. Encourage and support co-workers.
- Required to perform and document all QA/QC as required by MQSA, FDA, MN Dept of Health, and all other governing boards.
- Required to have knowledge of and operate X-Ray machine, portable, DEXA, CT, and Mammography or MRI.
- CPR certified.

### **Working Conditions and Physical Demands**

- This position works with minimal supervision and under moderate detail and demanding deadlines.
- The noise level in the work place is moderate.
- Mental demands include ability to concentrate on moderate to high detail. Also, the ability to communicate with patients in a manner of discretion.
- Employee is exposed to blood borne, airborne, body fluids, radiation, loud noises, illness/infections and wastes daily.
- Frequent standing, walking, squatting, and lifting. Occasional periods of sustained effort involving lifting/carrying up to 60 pounds; assists with lifting and moving patients. Frequently lifts, positions, pushes and/or transfers patients. Occasionally pushes/pulls or moves/lifts heavy equipment/supplies. Frequent reaching, stooping, bending, kneeling or crouching.
- This position must be able to push up to 1600 lbs. on wheels. It has a drive unit.
- Good vision is required to distinguish between densities and to see fine detail on imaging exams.
- This position is intermittently exposed to electrical shock.
- This position occasionally handles sharp objects.
- This position is frequently interacting with radiation.

### **Equipment Operation**

- Employee should, in time, be familiar with all radiology equipment in the department which includes x-ray machine, x-ray portable, CT, C-arm, and DEXA.
- Must be proficient in office machines, such as computer, copier, faxing and scanning.

### **Supervisory Responsibilities**

This position has no supervisory responsibilities.

**Employee Signature:** I have read and agree that I can perform the essential functions of this position.

---

Print Name

---

Signature

---

Date

---

Manager or HR Rep. Signature

---

Date