



Creating and Inspiring Healthier Lives.

Position Title:	Radiologic Technologist
Department:	Clinical Operations
Supervisor:	Associate Medical Officer 601
Supervisory Responsibilities:	None
FLSA Status:	Non-exempt

Summary:

The Radiologic Technologist is responsible to take radiologic images under the direction of medical providers. As a member of a comprehensive care team, coordinates with other healthcare professionals, including nurses and providers to ensure continuity of care and appropriate follow-up with patients. Performs patient assessments prior to and during radiologic procedures, preparing the room and the patient for the procedure, which in some cases may involve the oral or intravenous administration of contrast agents in order to improve image quality or obtain specific types of images, and records images. The Radiologic Technologist utilizes radiology equipment accurately, evaluates the quality of the study, while also taking steps to limit radiation exposure on parts of the body that do not require imaging through the use of additional equipment such as protective vests and helmets. In addition, the Radiologic Technologist must effectively communicate with the patient, family, and other healthcare workers as part of an effective patient centered care team.

All employees will exhibit the following behavioral traits:

Integrity and Trust

Individual is widely trusted and can present information and discuss situations in an appropriate and helpful manner, keeps confidences, admits mistakes, doesn't misrepresent him/herself for personal gain. Is respectful in action and communication with clients, patients and staff.

Mission Integration

Adheres to the organization's mission during times of ease or challenge, is dedicated to the expectations and requirements of the mission and vision, acts in line with the values identified by Alluvion Health.

Team Relations

Understands and supports the team approach and integrated model of Alluvion Health. Is seen as a team player, cooperative and supportive of his/her coworkers, practices what he/she

preaches. Can be candid with peers and fosters open dialogue. Creates a feeling of belonging on the team and holds self and team accountable to those behaviors.

Essential Job Responsibilities:

1. Responsible for the care and safety of patients undergoing treatment and the use of equipment to minimize the hazards of electric shock, burns and extraneous radiation to patients;
2. Responsible for safe handling of equipment and images;
3. Instructs and prepares patients for radiographic and/or fluoroscopic examinations;
4. Selects appropriate equipment to use for procedure;
5. Determines most suitable anatomical posture, positions and shields patients accordingly;
6. Assess patient pain interfering with imaging procedure and makes appropriate physician contact for intervention;
7. Performs all aspects of patient care in an environment that optimizes patient safety and reduces the likelihood of medical/health care errors;
8. Assists in identifying and implementing opportunities for improvement in supply management, labor costs, and/or patient care;
9. Programs portable or stationary x-ray machines and makes radiographs for a variety of examinations;
10. Contributes to the department's success through effective collaboration, active support of organizational initiatives and achievement of personal and organizational goals;
11. Possesses and utilizes aseptic technique during invasive procedures;
12. Assists in maintaining files, basic records, images and reports;
13. Assists in training of students and ancillary personnel;
14. Prepares room with anticipated equipment, supplies and instruments;
15. Maintains knowledge about radiology imaging equipment including computed radiography, digital radiography and PACs (Picture Archiving and Communications system);
16. Helps with transportation of patients to and from Radiology Department;
17. Demonstrates the ability to deal with pressure to meet deadlines, to be accurate, and to handle constantly changing situations;
18. Demonstrates the ability to deal with a variety of people, stressful situations, and handle conflict;
19. Provides care appropriate to condition and age of patient, including pediatric, geriatric and general population;
20. Interacts professionally with physicians, co-workers, patients and families;
21. Actively participates in performance improvement and continuous quality improvement activities;
22. Coordinates efforts in meeting regulatory compliance, federal, state and local regulations and standards;
23. Maintain continuing education units (CEUs);
24. Assists with program outreach;
25. Maintains confidentiality according to HIPAA;
26. Works as a team player with staff, patients and other community organizations to ensure quality services and program requirements are met to carry out the goals and objectives of Alluvion Health;

27. Performs duties efficiently and effectively;
28. Follows Alluvion Health's policies and procedures;
29. Establishes and maintains productive working relationships with fellow employees, supervisors, and the public;
30. Responsible for completing various special projects/events, which may require reviewing and analyzing information, identifying problems, recommending solutions and writing reports;
31. Performs a variety of other duties as assigned; which may include but are not limited to: directing or participating in special projects and events, conducting research, representing Alluvion Health at meetings and conferences, and attending continuing education and training events.

Knowledge, Skills and Abilities:

Knowledge and understanding of:

- Radiologic policy & procedures, equipment and operations;
- Healthcare operations;
- Knowledge of HIPPA;
- Quality Assurance protocols for radiologic department;
- Patient preparation and radiation protection processes.

Skills in:

- Time management and organizational skills;
- Interpersonal communication;
- Customer service;
- Effective written and verbal communication;
- High level computer literacy;
- Organizational skills,
- Relationship building;
- High level of attention to detail.

Ability to:

- Effectively communicate procedures and processes to patients;
- Work independently and be self-motivated while performing job requirements;
- Proven professional demeanor and ability to use good judgement and discretion when dealing with confidential information & conform to HIPPA regulations;
- Proven ability to effectively communicate, verbally & in writing, with all levels of staff personnel, outside agencies and the general public;
- Keep track of and organize patient records;
- Maintain confidentiality.

Education/Training/Qualifications:

Education/Training:

- High School graduate;
- Graduate of an accredited school of Radiologic Technology;
- Current State of Montana License for Radiologic Technology;
- Two (2) - Three (3) years experience in an integrated healthcare setting preferred;
- Registered with the American Registry of Radiologic Technologists (ARRT) preferred;
- Experience in a Federally Qualified Health Center setting preferred.

Certifications:

- Current Basic Life Support (BLS) certification;
- Valid Driver's License issued by the State of Montana.

Computer:

- Intermediate to advanced software knowledge in Excel, Access, Word, Outlook and the ability to learn and adequately operate Alluvion Health software applications.

Language Skills:

Fluent in the English language. Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints.

Physical Requirements:

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.

- The employee is regularly required to sit and use hands and fingers to provide care to patients and operate computer;
- Frequently is required to reach with hands and arms;
- Must occasionally lift and/or move up to 40 pounds while transporting equipment and supplies;
- Specific vision abilities required by this job include:
 - Close vision and looking into monitors for extended periods of time;
 - Ability to adjust focus which permits the employee to perform computer procedures;
 - Produce and review a wide variety of documents, correspondence, reports and related materials in both electronic and printed form.
- Clarity of speech and hearing that permits the employee to communicate well with others;
- Mobility that permits the employee to move about in a variety of building settings; Personal mobility that permits the employee to enter, operate and exit motor vehicles and travel to other clinic sites.

Working Conditions:

- Work indoors in climate-controlled environment 95% of the time.
- OSHA Exposure Category #1 (*The normal work routine involves exposure to blood, body fluids, or tissues, but exposure or potential exposure may be required as a condition of employment.*)

Work Hours:

- Full-time, Non-Exempt. Typically, a 40-hour workweek.

Comments:

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned, and management retains the right to add or change the duties at any time.

_____ Employee Signature	_____ Date
_____ Immediate Supervisor	_____ Date
_____ Human Resources Signature	_____ Date