



JOB DESCRIPTION
RADIOLOGIC TECHNOLOGIST

EMPLOYEE NAME: _____ **REPORTS TO:** Radiology Director

OBJECTIVE: Each staff technologist is expected to produce high quality diagnostic images with patient safety as the highest priority.

QUALIFICATIONS: Each technologist must graduate from an accredited school of radiology. The American Registry of Radiologic Technologists and hold and maintain a license in the State of West Virginia. Basic computer skills and clerical abilities are also needed as well as an understanding of digital imaging and PACS.

JOB DUTIES:

1. Prepare patients for all radiologic examinations and explain procedure.
2. Perform all radiologic examinations with safest exposure factors possible.
3. Acquire digital images and prepare for interpretation.
4. Import radiology reports and place them in the EMR.
5. Perform CT scans with safest diagnostic dose and complete annual CT training. If not currently certified the employee is required to begin orientation to become CT certified.
6. Employee will be afforded the opportunity to train in other modalities that is approved by the Department Director.
7. File films in appropriate location.
8. Assist others inside and outside the department as needed.
9. Transport patients as necessary.
10. Schedule patients for examinations and provide clear instructions on each procedure to the patient.
11. Maintain a neat and orderly department at all times.
12. Respond positively when asked to perform a task within ones job description.
13. Maintain a pleasant, polite, attitude when dealing with patients.
14. Show proper respect to supervisory personnel, medical providers and fellow co-workers.
15. Comply with all hospital, departmental policies & Joint Commission compliance.
16. Maintain neat and orderly appearance.
17. Must maintain competency to appropriately and competently provide high level disinfection of the pelvic ultrasound probe. Annual training is required of disinfection of the pelvic ultrasound probe.
18. Required to participate in annual ongoing education to perform diagnostic computed tomography exams including annual training.
19. Complete annual Care Learning module and departmental competencies annually.
20. Perform MRIs and maintain MRI certification as required by the American Registry of Radiologic Technologists. (If certified)

PHYSICAL DEMANDS:

Ability to perform various motor skills such as; standing or sitting for long periods of time, walking, lifting (up to 50 pounds) using proper lifting techniques, stair climbing, reaching, bending, twisting, pushing, pulling, squatting, grasping and arm-hand coordination on a continuous basis.

Employee Signature

_____/_____/_____
Date

Revised: Nov/ 2018