



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Radiologic Technologist
<b>EXEMPT:</b>	No
<b>REPORTS TO:</b>	Clinical Director

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**JOB SUMMARY:** Under the supervision of the Clinical Director and the Lead Radiologic Technologist, the Radiologic Technologist shall perform all x-ray examinations in compliance with the established MSJ policies and procedures and in compliance with the California Code of Regulations (CCR), Title 17, and the Code of Federal Regulations (10 CFR 20). Technologists shall maintain all radiologic record systems, and perform in-service training for newly hired x-ray department employees, including x-ray assistants. The Technologist shall perform general front office and back office procedures as needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following as well as other duties and responsibilities that may be assigned:

- Perform all x-ray examinations, practicing radiation protection techniques to minimize radiation to the patient and staff. Select the appropriate exposure technique factors for the patient's size and condition, to ensure adequate image quality and diagnosis while operating under the ALARA (As Low As Reasonably Achievable) principle
- Be familiar with, maintain, and adhere to the company's "Radiology Policies and Procedures." Actively participate in establishing and further developing, protocols that ensure consistency of diagnostic quality and improving practices to reduce patient radiation dose.
- Minimizes risk to patient and staff by practicing radiation protection techniques, patient shielding, and knowledge of exposure factors
- Explain procedures to patients to reduce anxieties and obtain patient cooperation. Screen patients for potential pregnancy.
- Prepares patients for x-ray procedures by positioning patient; adjusting immobilization devices; moving equipment into specified position; adjusting equipment controls to set exposure factors
- Maintain x-ray equipment in good working order. With approval of the Lead Radiologic Technologist or Clinical Director, schedule routine maintenance and calibration
- Checks images for clarity of image, retaking when needed. Distributes studies to appropriate medical staff
- Maintain and control all x-ray files leaving and arriving at the office (downloading, uploading CD's, HIPAA compliant email) using approved tracking methods
- Maintain complete dosimetry records and ensure timely mailing of badges
- Assist as needed to provide x-ray images for medical records
- Perform general cleaning of treatment areas using approved methods to prevent the spread of potential pathogens
- Participate in training of clinic staff regarding x-ray safety procedures
- Other duties as assigned by the Clinical Director or Practice Administrator

**GENERAL RESPONSIBILITIES:**

- Check and stock all x-ray treatment areas each shift
- Complies with federal, state, and local legal and professional requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions
- Maintain license, and continuing education requirements by attending educational workshops; reviewing professional publications; participating in professional societies
- Maintains safe and clean working environment by complying with procedures, rules, and regulations
- Performs all duties and responsibilities in an efficient, team-oriented manner
- Establishes and maintains effective channels of communication and a professional relationship with physicians, co-workers, patients and vendors
- Conducts self in a manner that reflects a positive representation on the company, and encourages others to do the same
- Observes strict patient confidentiality in dealing with patients

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

- High School diploma or equivalent, and completion of an accredited radiologic technology program required
- National registration with the American Registry of Radiologic Technologists (ARRT)
- CRT/ARRT certified
- Current CPR certified
- Digital Certificate (XT) required
- Two years practical experience as a Radiologic Technologist preferred
- Must possess valid CA Fluoroscopy permit

**LANGUAGE SKILLS:**

- Ability to read, analyze, and interpret general business periodicals, professional journals. Ability to effectively present information and respond to questions from patients, physicians, managers and employees
- Possess effective communication and interpersonal skills necessary to handle sensitive, confidential situations and interact professionally and courteously with physicians, patients, patients' families and other personnel

**MATHEMATICAL SKILLS:**

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions and decimals
- Ability to work with mathematical concepts and fundamentals of plane and solid geometry

**REASONING ABILITY:**

- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; ability to work independently
- Ability to read, interpret doctor's notes; to properly position patients to provide quality imaging
- Ability to learn and retain information regarding patient care procedures

**OTHER SKILLS AND ABILITIES:**

- Knowledge in positioning, technical factors, and radiology protection
- Must be computer literate and able to use MS Office
- Must be well organized and possess excellent telephone communication skills
- Must be detail oriented, conscientious and able to follow through
- Must be able to make sound independent decisions based on available data
- Working knowledge of efficient filing systems, office machines and equipment
- Must be able to adjust tasks in accordance with changing deadlines and priorities
- Must be able to complete tasks and meet deadlines
- Must possess exceptional written and verbal communication skills

**PHYSICAL DEMANDS:** 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.

- While performing the duties of this job, the employee is regularly required to talk or hear. Employee is regularly required to sit for extended periods of time
- Requires ability to move equipment and transfer patients. Occasional stress when working with anxious patients
- Employee is regularly required to use hands and fingers for typing and filing. The employee is frequently required to reach with hands and arms and occasionally required to stand, walk, stoop, kneel, crouch or crawl
- Employee may lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus

**WORK ENVIRONMENT:** work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee sometimes works near moving mechanical parts and is occasionally exposed to the risk of electric shock
- Risk of working with blood borne pathogens, and risk of radiation
- Noise level in the work environment is moderate

Signature of Approval

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Clinical Director  
Monterey Spine & Joint

**ACKNOWLEDGEMENT & RECEIPT**

I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description.

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Employee Signature

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Date