**POSITION SUMMARY**:

Under the general supervision of a radiologist, and in accordance with radiation safety procedures, the technologist will perform radiologic exams following department approved protocols. The technologist will establish and maintain an effective working relationship with patients, medical staff, and the public.

**POSITION ACCOUNTABILITIES**:

1. Promote the mission, vision, and values of the organization.
2. Maintain a safe, clean, and appropriately stocked work area.
3. Have a working knowledge of concepts, standards, procedures, and equipment.
4. Adhere to employer work practices as described in the EOMC employee handbook.
5. Have knowledge of basic patient care and activities that may be necessary during an examination.
6. Plan and perform Computerized Axial Tomography (CAT) scans in a safe and timely manner.
7. Have a working knowledge of all radiographic equipment.
8. Practice radiation safety continually.
9. Attend required meetings and participate in committees as requested.
10. Maintain confidentiality of sensitive information.
11. Work as a team member within the imaging department and all other departments.
12. Document work processes as required.
13. Maintains competency as defined by hospital and radiology department policy.
14. Promptly addresses patient concerns and employs effective problem solving with patient or patient representative.
15. Ensures patient rights and confidentiality are preserved.
16. Role models and fosters departmental and interpersonal relations consistent with the organization’s expectations, vision, and mission statements.
17. Perform other duties as assigned.

**POSITION QUALIFICATIONS:**

|  |  |
| --- | --- |
| **Minimum Education** | Must be a High School graduate, Graduate of an Accredited school preferred.  |
| **Licensing:** | Maintains licensing as the state(s) in which employed, and practicing requires.  |
| **Experience:** | One (1) year of experience preferred.  |
| **Certifications/Registrations:**  | Minimum: American Registry of Radiologic Technology-ARRT (R) registered or registry eligible preferred; BLS (American Heart Association) certified.  |
| **Skills:** | 1.Ability to properly position patients to provide quality imaging.2. Ability to work independently.3. Ability to transport patients to and from the radiology department.4. Ability to operate equipment.5. Knowledge of current medical terminology.6. Knowledge of imaging techniques to perform routine tests. 7. Strong organizational and interpersonal skills including the ability to manage interactions with difficult people. 8. Excellent telephone skills.  |
| **Working Conditions:** | Are exposed to a variety of healthcare settings, including hospital, clinical, office, or maintenance environments. |

**Activity:**

|  |  |  |
| --- | --- | --- |
| Sitting | Occasionally 1-33% | 10 % of Working Hours |
| Walking | Continuously 67-100% | 80% of working Hours |
| Standing | Continuously 67-100% | 20% of working Hours |
| Bending | Frequently 34-66% | 30% of working Hours |
| Squatting | Occasionally 1-33% | 10% of working Hours |
| Climbing | Occasionally 1-33% | 10% of working Hours |
| Kneeling | Occasionally 1-33% | 10% of working Hours |
| Twisting | Occasionally 1-33% | 10% of working Hours |
| Lifting 0-50 lbs | Frequently 34-66% | 30% of working Hours |
| Lifting 50+ lbs | Frequently 34-66% | 30% of working Hours |
| Carry 0-50 lbs | Occasionally 1-33% | 10% of working Hours |
| Carry 50+ lbs | Occasionally 1-33% | 10% of working Hours |
| Pushing 0-500 lbs | Frequently 34-66% | 10% of working Hours |

|  |  |
| --- | --- |
| **Other Requirements:** | * Subject to electrical and flammable/explosive gas hazards.
* May be exposed to infectious and contagious diseases.
* May be in contact with patients under a wide variety of circumstances.
* Able to handle emergency or crisis situations.
* May occasionally be subjected to irregular hours.
* May be exposed to respiratory risks and safety sensitive situations.
* May be required to wear protective equipment as necessary.
* Possesses problem solving skills of the type and at a level necessary to accomplish the job.
* Demonstrates good time management and organizational skills.
 |
| **Visual and Hearing Requirements:** | Yes--Must be able to see with corrective eye wearYes--Must be able to hear clearly with assistance |

The above statements reflect the general details necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all work requirements that may be inherent in the position.

The Health Care Professional will receive or have access to information about patient/client medical records ("Patient Information"), all of which is confidential property. The Health Care Professional agrees to keep all Patient Information in strictest confidence at all times. At no time during or after work status will the Health Care Professional use or disclose to any person any Patient Information made available to them in the course of their work status. Immediately upon the termination of work status, or upon request by the EOMC, the Health Care Professional will return all Patient Information and other materials or property in their possession, including all copies thereof, in whatever form they exist. Violation of confidentiality is cause for disciplinary action, including immediate termination.

Furthermore, the Health Care Professional will read and abide with the policies outlined in the “Orientation Handbook” and is responsible to comply with any revisions that are communicated. The “Orientation Handbook” describes important information about Eastern Oklahoma Medical Center; the Health Care Professional should consult their supervisor/HR Director regarding any questions not answered in the handbook.

Health Care Professionals will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor on behalf of EOMC. All duties and responsibilities contained in this job description are essential job functions.

**Health Care Professional Acknowledgement:**

I have reviewed my job description and agree to perform all duties mentioned to the best of my ability. I understand my job duties may change as the needs of the department change. I further agree to notify my immediate supervisor, if I am unable to complete any of my job duties in a timely manner.

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities

I have read, understood and had the opportunity to ask questions regarding this position description.

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**Date                   Employee Signature                                  Employee Printed Name**