



Job Description

Job Title: Radiologic Technologist
Department: Radiology
Reports To: Radiology Manager
FLSA Status: Non-Exempt
Prepared By: Human Resources
Prepared Date: 04/05/2010
Approved By: Radiology Manager
Approved Date: 4/5/2010
Revised Date: 08/09/2023

SUMMARY

Operates radiologic equipment to produce radiographs (x-rays) of body for diagnostic purposes, as directed by Physician or Radiologist, by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Positions patient on examining table and adjusts immobilization devices to obtain optimum views of specified area of body requested by Physician.

Explains procedures to patient to reduce anxieties and obtain patient cooperation.

Moves x-ray equipment into specified position and adjusts equipment controls to set exposure factors such as time and distance.

Practices radiation protection techniques to minimize radiation to patient and staff.

Operates mobile x-ray equipment in operating room, emergency room, or at patient's bedside.

Obtains EKG's requested by Physician following facility procedure.

Schedules on site mammography, CT scans, MRI's, ultrasounds, ECHO's and other special studies as requested.

Responds to emergency call-ins evenings, weekends, and holidays according to posted schedule.

Maintains a positive attitude toward clients and coworkers.

All other duties as assigned.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Technical Skills - Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Oral Communication - Listens and gets clarification; responds well to questions; participates in meetings.

Written Communication - Able to read and interpret written information.

Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own works to ensure quality.

Quantity - Completes work in timely manner.

Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Undertakes self-development activities; asks for and offers help when needed.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The 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

Associate's degree in Radiology. Six months to one year related experience and/or training; or equivalent combination of education and experience preferred.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

COMPUTER SKILLS

To perform this job successfully, an individual should have knowledge of Internet software and Word Processing software. Additional computer skills desirable.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Registered with American Registry of Radiologic Technologists (ARRT). [CPR/BLS Certification required.](#)

PHYSICAL DEMANDS

The 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 frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance. The employee must occasionally lift and/or move up to 100 pounds, and frequently lift and/or move up to 50 pounds. Specific vision abilities

required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The 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 is regularly exposed to risk of radiation. The employee is frequently exposed to toxic or caustic chemicals. The employee is occasionally exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

I have read this job description and agree to work as assigned.

Employee Signature

Date