

Maverick County Hospital District Job Posting

JOB TITLE: RADIOLOGIC TECHNOLOGIST
DEPARTMENT: PSG
STATUS: NON-EXEMPT
REPORTS TO: CLINIC OPERATIONS DIRECTOR/PHYSICIAN



SUMMARY: LMRT, MRT, NCT radiologic Technician prepares portable x-ray equipment, transports patients and provides other routine assistance to radiology staff in a clinic setting by performing the following duties provides professional Radiologic procedures under supervision, for clinic patients.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Greets patients and escorts them from the reception room to the x-ray room; prepares patients for x-ray as directed by Physician and/or Physician Assistant
2. Prepares patient in X-ray room
3. Prepare X-ray room with necessary instruments.
4. Schedules appointments and follows up on visits.
5. Responsible for transferring X-ray data to EHR.
6. Receives and stores incoming supplies.
7. Maintaining a professional dialogue when speaking in front of patients. It is important to always maintain levels of respect.
8. Obtains needed equipment for X-ray room procedure.
9. Acts as backup and puts patients in rooms.
10. Processes records of radiologic procedures performed and enters data on the computer.
11. Communicates physician referral requests to staff for necessary processing.
12. Performs patient education duties, hands out brochures, and directs patients to specific Internet sites for more information.
13. Other duties assigned by Manager

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

COMPETENCIES

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

Continuous Learning - Pursues training and development opportunities; strives to continuously build knowledge and skills.

Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills.

Use of Technology - Demonstrates required skills; keeps technical skills up to date.

Problem Solving - Identifies and resolves problems in a timely manner.

Communications - Selects and uses appropriate communication methods.

Cooperation - Establishes and maintains effective relations.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification.

Teamwork - Contributes to building a positive team spirit.

Written Communication - Writes clearly and informatively.

Quality Management - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

Personal Appearance - Dresses appropriately for position; keeps self well groomed.

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; commits to long hours of work when necessary to reach goals.; completes tasks on time or notifies appropriate person with an alternate plan.

Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality.

Safety and Security - Observes safety and security procedures.

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- High school diploma required
- One year certificate from college or technical school and or completion of training as certified Radiologic technician
- Training in Radiologic.
- Experience in Radiologic may be in lieu of certification depending on experience.

COMPUTER SKILLS

To perform this job successfully, an individual should have knowledge of Database software and Internet software.

CERTIFICATES, LICENSES, REGISTRATIONS

LMRT, MRT, or NCT, Radiologic Technologist Certificate, is preferred

PHYSICAL DEMANDS

Position requires full range of body motion including handling and lifting patients, as well as manual and finger dexterity and eye-hand coordination. Involving standing and walking, employee will occasionally be asked to lift and carry items weighing up to 30 pounds. Normal visual acuity and hearing are required. Employee will work under stressful conditions and work irregular hours. Employee will be exposed to bodily fluids on a regular basis.

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

The noise level in the work environment is usually moderate.