



JOB TITLE: Radiology Technologist
REPORTS TO: Clinic Manager
FLSA STATUS: Non-exempt
JOB OVERVIEW: Operate radiology equipment to make clinical diagnostic x-ray films as directed by physicians.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

1. Position patients and adjust equipment for taking x-rays following established procedures.
2. Instruct patients regarding procedures.
3. Follow prescribed safety standards in operating radiologic equipment.
4. Select length and intensity for radiation exposure by adjusting equipment on individual patient basis.
5. Develop and process radiologic film and examine film for properties such as definition, magnification and distortion.
6. Maintain examination rooms. Stock necessary medical and radiologic supplies.

ADDITIONAL RESPONSIBILITIES:

1. Maintain accurate records as directed.
2. Maintain confidentiality of sensitive information.
3. Work as a team member within the radiology department and all other departments.
4. Document work processes as required.
5. Perform other duties as assigned

QUALIFICATIONS:

Education:

1. High school diploma or equivalent.
2. Completion of an accredited Radiology program required.

Certification/Licensure:

1. National registration with the American Registry of Radiologic Technologists. (ARRT) R - Radiology
2. Washington State registration in Radiology.
3. CPR certification for *Health Care Providers*.

Experience: Minimum one (1) year experience in Radiology.

Skills:

1. Ability to properly position patients to provide quality imaging.
2. Ability to troubleshoot equipment operation and perform simple adjustments.
3. Ability to establish and maintain effective working relationships with patients, medical staff, management and peers.

4. Strong organizational and interpersonal skills including the ability to manage interactions with difficult people.
5. Excellent telephone skills.

Other Requirements:

1. Knowledge of anatomy and physiology to sufficiently pinpoint area for radiography.
2. Knowledge of radiology equipment and testing.
3. Knowledge of safety hazards common to radiology including equipment, body mechanics, and patient movement.
4. Ability to multi-task efficiently and effectively.
5. Must be able to act calmly and effectively in a busy or stressful situation.
6. Ability to communicate effectively in the English language in person, by phone and in writing.
7. Requires adherence to all policies and procedures, including standards for safety, attendance, punctuality and personal appearance.
8. Maintain current CPR certification for *Health Care Providers*.
9. Maintain current Washington State registration in Radiology.

Physical Requirements:

Hearing: Adequate to perform job duties in person and over the telephone.

Speaking: Must be able to communicate clearly to patients in person and over the telephone.

Vision: Requires eye sight correctable to 20/20 to operate equipment and review developed films. Must be able to read information from printed sources and computer screens.

Other: Requires frequent lifting and carrying items weighing up to 50 pounds unassisted.

Requires frequent bending, reaching, repetitive hand movements, standing, walking, squatting and sitting, with some heavy lifting, pushing and pulling exerted regularly throughout a regular work shift. Requires manual and finger dexterity and eye-hand coordination for operation and repair of all department equipment. Requires exposure to communicable diseases, toxic substances, ionizing radiation, medicinal preparations and other conditions common to a clinic environment.

The above is intended to describe the general content and requirements for the performance for this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read the Radiology Technician job description and understand the functions and objectives of the position.

Employee Signature: _____ Date: _____

THE DOCTORS CLINIC IS AN EQUAL OPPORTUNITY EMPLOYER

Last update: 10/2008