



## JOB DESCRIPTION

**TITLE:** CT Technician  
**DEPARTMENT:** Radiology  
**REPORTS TO:** Radiology Supervisor  
**FLSA:** Non-Exempt

### SUMMARY OF JOB:

Performs all CT procedures and administrative work.

### RESPONSIBILITIES:

Colorado West Healthcare System expects job performance to be consistent with its mission and believes that each Employee contributes to improve performance by continuously searching for ways to increase efficiencies and enhance fiscal performance and viability.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

(The following statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Community Hospital reserves the right to modify or change the duties or essential functions of this job at any time. All responsibilities may not be performed by all incumbents.)

#### 1. Patient Care:

- a. Responsible for providing patient care in accordance with the hospital mission, goals, rules and policy and procedures guidelines.
- b. Responsible for adhering to the Service Excellence Standards.
- c. Responsible for making sure all equipment necessary is on and operational prior to performing patient procedures.
- d.
- e. Responsible for properly greeting patients, verify 2 patient identifiers, proper exam and diagnosis and verify the order prior to performing exams or procedures.
- f. Provide answers or follow up for patient concerns or questions they may have regarding exams or procedures.
- g. Responsible for cleaning and stocking rooms after every exam.
- h. Responsible for cleaning all equipment after every use (scanner, table, counters, operator console, workstations, injectors, wheelchairs, etc.).
- i. Responsible for maintaining all necessary certifications (ARRT, BLS, etc.) required for position. ARRT (R) and ARRT (CT).
- j. Responsible for maintaining 12 category A CE credits per year.
- k. Answering the phone by the third ring as needed.
- l. Providing help to all other areas of the department as needed.
- m. Responsible for taking call and performing all Technologists duties of assigned position according to the needs of the department to provide coverage for each modality.
- n. Responsible for proper patient transport, lifting and moving techniques.
- o. Responsible for carrying pager at all times during on-call shifts.

- p. Responsible for proper operation of the i-STAT machine and properly documenting lab results.
2. Patient Exam:
- a. Verify and clarify all Physician orders prior to performing exam or procedure.
  - b. Responsible for obtaining contrast risk assessment form on all patients ordered to have contrast procedures.
  - c. Responsible for providing proper preps and protocols per exam to ensure the proper test for the proper diagnosis.
  - d. Responsible for familiarizing yourself with the CT, and diagnostic protocol books.
  - e. Responsible for maintaining competencies on all equipment necessary to perform job duties.
  - f. Responsible for notifying Lead staff and placing service calls when equipment malfunctions.
  - g. Responsible for adjusting schedules as needed to accommodate add-on, ER and STAT exams.
  - h. Recognize pertinent anatomy and pathology and adjust imaging parameters as needed to provide the Radiologist with the most complete exam possible to provide a diagnosis.
  - i. Starting IV's using aseptic I techniques.
  - j. Verifying orders in the charts for inpatient, ICU and ER patient..
  - k. Responsible for charging and verifying all necessary charges associated with each exam and procedure.
  - l. Perform all post processing duties for all procedures.
  - m. Responsible for operation of all post-processing workstations.
  - n. Responsible for completing all paperwork necessary for each exam and procedure.
  - o. Assist Physicians with all invasive procedures including room and supply setup using sterile technique.
  - p. Responsible for proper documentation, identification and marking of all images.
  - q. Responsible for following radiation safety guidelines, shielding all patients when applicable and verifying the possibility of pregnancy before performing exam.
  - r. Responsible for following MRI safety protocol per the established 4 areas of safety.
  - s. Responsible for maintaining repeat rate of less than 5% on a monthly basis.
3. Patient Results:
- a. Responsible for maintaining accurate exam and procedure records.
  - b. Verify all exams performed being moved to taken in Meditech and all images being accessible on the PACs system.
  - c. Responsible to assist Radiologists and other physicians on operation of 3D workstations and image reconstructions.
  - d. Responsible for turning in completed exam and paperwork to Radiologists for dictation.
  - e. Responsible for all follow-up associated with STAT, call results and patients waiting for results.
  - f. Responsible for accurately transferring images, patient information and exam paperwork to after hour's radiology.
  - g. Maintain exam work list and check to ensure all exams are in taken status.
  - h. Perform CT equipment QA in accordance with ACR guidelines.
4. Department Duties:
- a. Responsible for checking and re-ordering department supplies as needed.
  - b. All other duties as assigned.

**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:**

High school diploma or equivalent and at least one (1) year of diagnostic radiographic and CT training. Must have a current license in the State of Colorado.

**CERTIFICATES/LICENSES:**

ARRT Registry in Radiology and CT (Required)  
Must have a current license in the State of Colorado  
BCLS

**LANGUAGE SKILLS:**

Must be able to speak, read and write English. Ability to read and interpret documents such as physician orders, medical charts, safety rules, operating and maintenance instructions, and procedure manuals.

**INTERPERSONAL SKILLS:**

Demonstrates exceptional customer service skills using the "Whatever It Takes" philosophy; builds relationships and proactively respects others. Requires adaptability with regular interpersonal contact.

**DECISION MAKING ABILITY:**

Work limited by standards and procedures. Adapts to recurring operational situations using formal and informal channels.

**COMPUTER SKILLS:**

To perform this job successfully, an individual should be computer-literate and have working knowledge of Microsoft Office applications.

**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 regularly required to sit; have manual dexterity; handle or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral 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 occasionally exposed to moving mechanical parts, risk of electrical shock, exposure to infectious diseases, and transmission of airborne disease. The noise level in the work environment is usually moderate.

**GENERAL COMPLIANCE REQUIREMENTS FOR ALL EMPLOYEES:**

Attends annual compliance and privacy training.

Responsible for complying with all federal, state and local rules and regulations.

Must comply with the Code of Conduct Guide.

Reports any observation of fraud, waste, abuse, and/or privacy violations to HR or CCO.

Reports any conflict of interest or relationship immediately.

**HIPAA:**

Ensures and adheres to strict confidentiality when handling patient information, according to the HIPAA Privacy Act and hospital policy and procedure regarding confidentiality. Complies with all hospital information security practices.

Has knowledge of and adheres to all compliance regulations, policies and procedures.

**Final Section** I understand that my employment is for an indefinite period of time and that his facility can change wages, benefits, and conditions of employment at any time.

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Employee Name & Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name & Signature

\_\_\_\_\_  
Date