



## JOB DESCRIPTION

**TITLE:** Rad Tech  
**DEPARTMENT:** Radiology  
**REPORTS TO:** Director of Radiology  
**FLSA:** Non-Exempt

### SUMMARY OF JOB:

Performs all diagnostic x-ray 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 clocking in on time for assigned shift and ready to provide patient care.
- d. Responsible for reading email for notifications.
- e. Responsible for making sure all equipment necessary is on and operational prior to performing patient procedures.
- f. Responsible for verifying the department is open and waiting area is open for patients.
- g. Responsible for properly greeting patients, verify 2 patient identifiers, proper exam and diagnosis and verify provider's order prior to performing exams or procedures.
- h. Provide answers or follow up for patient concerns or questions they may have regarding exams or procedures.
- i. Responsible for cleaning and stocking rooms after every exam.
- j. Responsible for cleaning all equipment after every use (c-arms, portables, injectors, wheelchairs, etc.).
- k. Responsible for maintaining all necessary certifications (ARRT, BLS, etc.) required for position.
- l. Responsible for maintaining 12 category A CE credits per year.
- m. Answering the phone by the third ring as needed.
- n. Providing help to all other areas of the department as needed.
- o. Responsible for taking call and performing all Technologists duties of assigned position according to the needs of the department.
- p. Responsible for proper patient transport, lifting and moving techniques.

- q. Responsible for carrying pager at all times during assigned shift, on-call shifts and assigned surgery shifts.
2. Patient Exam:
- a. Verify and clarify all Physician orders prior to performing exam or procedure.
  - b. Responsible for providing proper preps and protocols per exam to ensure the proper test for the proper diagnosis.
  - c. Responsible for familiarizing yourself with all protocol books.
  - d. Responsible for maintaining competency with each piece of equipment necessary to perform your duties.
  - e. 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.
  - f. Responsible for charging and verifying all necessary charges associated with each exam and procedure.
  - g.
  - h. Verifying orders in inpatient, ICU and ER patient charts.
  - i. Perform diagnostic x-ray, portable, ER, c-arm and surgery cases as needed.
  - j. Perform all post processing duties for all procedures.
  - k. Responsible for completing all paperwork necessary for each exam and procedure.
  - l. Assist Physicians with all invasive procedures including room and supply setup using sterile technique.
  - m. Responsible for proper documentation, identification and marking of all images.
  - n. Responsible for following radiation safety guidelines, shielding all patients when applicable and verifying the possibility of pregnancy before performing exam.
  - o. Responsible for maintaining repeat rate of less than 5% on a monthly basis.
  - p. Responsible for performing patient callbacks in accordance with dept. goals.
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 for turning in completed exam and paperwork to Radiologists for dictation.
  - d. Responsible for all follow-up associated with STAT, call results and patients waiting for results.
  - e. Responsible for accurately transferring images, patient information and exam paperwork to Virtual Radiology for after hour's cases using the PACs system.
  - f. Maintain exam work list and check to ensure all exams are in taken status.
  - g. Assist Radiologists as needed.
4. Department Duties:
- a. Responsible for checking and re-ordering department supplies as needed.
  - b. Provide assistance and communication to physician office as needed.
  - c. 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:**

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

High school diploma or equivalent with at least two (2) years of relevant radiology experience  
OR  
Equivalent combination of education and experience.

**CERTIFICATES/LICENSES:**

Current BLS/ARRT (R)

**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. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to supervisors, patients, patient's family and other employees of organization. Able to work in a team-oriented environment.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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. Unusual situations are reviewed with a manager.

**ANALYTICAL ABILITY:**

Apply basic business or technical principles to routine and moderately complex problems. Concentrates and pays close attention to detail.

**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