

MedFirst Urgent Care Job Description

Title: Radiologic Technologist
Department: Radiology
Date: August 7, 2007
Reports to: Radiology Department Head, COO

Summary:

Performs radiologic exams, following established procedures for patient care and safety. Performs all duties related to the proper identification and storage of film. Meeting all required reporting functions.

Job Duties:

1. Prepares patients for radiologic procedures. Takes X-Rays following established procedures for patient care and safety.
2. Uses a variety of radiation protection and shielding materials.
3. Ensures equipment is in working order. Reports equipment malfunctions to Department Head.
4. Logs radiologic procedures completed. Processes related paperwork using computer equipment as directed.
5. Maintains examination rooms. Stocks necessary medical and radiologic supplies.
6. Develops and processes radiologic film.
7. Performs basic nursing duties to ensure good patient flow.
8. Filing of X-Ray jackets/films.
9. Responsible for packaging, signing of medical records release forms & entering X-Rays into log for delivery to:
 - A. different MFUC location
 - B. Outside physician or facility
10. Purging films following the IDNS guidelines.
11. Ensures all radiographs achieve a radiographic interpretation
 - A. Transport films to another MFUC location, if needed
 - B. Clarify discrepancy radiology readings
12. Type radiology reports for all private and pre-placement patients.
 - A. File in private patient's reports in chart and X-ray jacket.
 - B. Ensure all pre-placement reports are directed to Medical Records department, within a 24 hour turnaround period.

Qualifications:

1. Minimum high school degree or equivalent.
2. ARRT or equivalent.
3. Licensed with Louisiana State Radiology and/or Nuclear Medicine Technology Certification Board.
4. Current with continuing education requirements for the ARRT & IDNS.
5. Knowledge of X-Ray procedures and protocols.
6. Knowledge of anatomy and physiology necessary to perform X-Ray testing including body mechanics and patient movement.
7. Knowledge of radiology equipment including safety hazards common to radiology.
8. Ability to identify equipment problems and correcting or notifying team leader.
9. Ability to apply written instructions and standardized work practices.
10. Ability to establish and maintain effective relationships with staff, patients, and families.
11. Able to withstand physical & mental demands: standing, walking, stooping, bending. Requires ability to move equipment and transfer patients. Occasional stress in working with tense patients.
12. Basic computer knowledge.
13. Up-to-date on annual radiation protection in-services, and provide documentation.
14. Up-to-date on annual blood borne pathogen in-services, and provide documentation.
15. Up-to-date on injections, and provide documentation, as per OSHA guidelines.
16. Responsible for bringing to the attention of the Medical Director and/or the COO any conduct (inclusive of malpractice) detrimental to patient care