



JOB DESCRIPTION: RADIOLOGIC TECHNOLOGIST
DATE POSTED: 4/1/2017
STATUS: OPEN UNTIL FILLED

Title	Radiologic Technologist
Location	Varies
FLSA Status	Non-exempt
Main function	Performs radiographic imaging procedures to assist Providers in the diagnosis of disease and injuries by performing the following duties under direction of the Provider. Assists in examination and treatment of patients under direction of Provider.
Duties and responsibilities	<p>Philosophy</p> <ul style="list-style-type: none"> • Supports the organization’s ideology, mission, goals, and objectives • Performs in accordance with the organization’s policies and procedures • Follows the facility’s standards for ethical business conduct • Recognizes patients’ rights and responsibilities and supports them in performance of job duties • Participates in organization’s committees, meetings, in-services, and activities • Seeks out additional assignments and duties <p>Work Quality</p> <ul style="list-style-type: none"> • Performs duties in an accurate and organized manner • Adheres to policies and procedures in performance of duties • Ensures knowledge of job and asks questions when unsure • Completes duties within appropriate timeframes <p>Personal Attributes</p> <ul style="list-style-type: none"> • Shows initiative and dependability including punctuality and attendance • Displays good judgment • Cooperates and is flexible • Follows appropriate dress code presenting a professional image <p>Customer Service</p> <ul style="list-style-type: none"> • Fosters a culture of outstanding patient service showing courtesy in interactions with patients, providers and co-workers • Presents good telephone skills • Responds promptly to patient needs and co-worker requests <p>Communication and Teamwork</p> <ul style="list-style-type: none"> • Expected to be a positive and responsible team member with a good attitude • Presents good oral and written communication (documentation and training) skills <p>Professional competence</p> <ul style="list-style-type: none"> • Participates in continuing education and other learning experiences as requested by the Clinical Manager • Shares knowledge gained in continuing education with staff • Maintains membership in relevant professional organizations as requested by the Clinical Manager • Seeks new learning experiences by accepting challenging opportunities and responsibilities • Welcomes suggestions and recommendations <p>Radiologic Technologist duties</p> <p>Under the supervision of the Provider,</p> <ul style="list-style-type: none"> • Prepares and positions patient for diagnostic imaging procedures. • Adjusts immobilization devices to obtain optimum views of specified area of body requested

	<p>by provider.</p> <ul style="list-style-type: none"> • Explains procedures to patient to reduce anxieties and obtain patient cooperation. • Moves imaging equipment into specified position, determines exposure factors on basis of height, weight, portion of body involved, and degree of penetration required, and adjusts equipment controls to set exposure factors and produce images of proper detail, density, and accuracy. • Practices radiation protection techniques to minimize radiation to patient and staff. Follows all safety standards as established by OSHA. • Processes images and reviews for proper identification and quality control. • Prepares images for reading by radiologist or requesting provider. • Performs routine maintenance, diagnoses malfunctions, and makes minor repairs on radiologic equipment, arranging for repairs as needed. • Completes forms and maintains records, logs, and reports of work performed. • Cleans and disinfects x-ray room and equipment. • Orders x-ray supplies • Interviews patients, measures vital signs, such as pulse rate, temperature, blood pressure, weight, and height, and records information on patients' charts. • Organizes and stocks exam rooms and work area prior to examination of patient. • Reviews medical records for completeness and provider orders. If the chart is incomplete, contacts the appropriate party to obtain missing information. • Assists or performs treatments or tests under the provider's supervision as follows: <ul style="list-style-type: none"> ○ Suture/staple removal ○ Phlebotomy ○ Starting IV's ○ Collection of specimens from aspiration or wound as required; general wound care ○ EKG's ○ Nebulizer treatments ○ Applies sterile or non-sterile dressings ○ Assists with splinting by preparation of supplies and supporting the patient ○ Prepares and administers or assists the provider with injections ○ Other treatments or tests as needed • Documents medication prescriptions, samples dispensed and refills. • Obtains test results, notifies Provider and documents results. • Assembles necessary equipment for exam/consultation, treatment, diagnostic test, etc. as indicated by provider's orders. Hands instruments and materials to doctor as directed; cleans and sterilizes instruments. • Inventories and orders medical supplies and materials. • Performs laboratory responsibilities. • Keeps patients informed of delays in evaluation and treatment by provider • Keeps Clinic Manager informed of equipment/facility in need of repair or issues relating to the functionality of Docutap • Performs inside housekeeping tasks and maintains clean grounds outside. • Chaperones patient into exam room when needed. • Keys data into computer to maintain office and patient records. • Follows all safety standards including universal precautions and safe work practices, risk management and security. • Follows all OSHA standards. • Follows HIPAA privacy regulations. • Other duties as assigned.
Qualifications	<ul style="list-style-type: none"> • Cooperative work attitude toward co-employees, management, patients, visitors and providers • Ability to promote favorable facility image with providers, patients and the general public • Ability to make decisions and solve problems. • Ability to analyze and interpret data. • Ability to communicate clearly and effectively in writing and verbally. • Skill in exercising a high degree of initiative, judgment and discretion. • Detail oriented with excellent interpersonal communication skills.
Requirements	<ul style="list-style-type: none"> • High school graduate or equivalent. • Current certification and/or state licensure in radiology technology. • Completion of accredited radiology technology program. • Registration with American Registry of Radiological Technicians.

	<ul style="list-style-type: none"> • Knowledge of specific and OSHA requirements regarding radiological procedures. • Six months x-ray experience and familiarity with routine medical procedures. • One or more year's related experience and/or training; experience in an emergency room or urgent care center strongly preferred. • Ability to accurately read and write medical terminology. • BLS certification. • Basic computer skills including familiarity with electronic medical records. • Types 25 words per minute with 96% accuracy. • Detail oriented with excellent interpersonal communication skills. • Strong ethical and moral character • Willingness to work a flexible schedule and able to work at other locations when needed.
Job quality requirements	<ul style="list-style-type: none"> • Accuracy • Attention to detail • Timeliness • Organized • Little supervision needed to accomplish task • Excellent communicator • Motivator • Teamwork promoter
Dependability	<ul style="list-style-type: none"> • Excellent attendance • Punctual • Ability to follow instructions • Ability to meet deadlines
Physical/mental requirements	<ul style="list-style-type: none"> • Must be able to sit for long periods of time, stand, walk and reach • Visual and auditory acuity for frequent use of computer, telephone, and use of other office equipment • Ability to escort or transport patient by wheelchair or stretcher when appropriate.
Working conditions (environmental)	<ul style="list-style-type: none"> • Well lit and ventilated, with non-hazardous and hazardous equipment • May encounter chemical hazards • Individual will be exposed to blood borne pathogens, virus, disease and infection. • Possible exposure to radiation
Reports to	Clinical Manager
Supervises	None

SALARY:

Commensurate with qualifications and experience.

PROCEDURE:

Submit application and resume by mail, email, or fax. No phone calls, please.

MAIL:

Your Doc's In
Traci Murphy
Director of Human Resources
2425 N. Salisbury Blvd.
Salisbury, MD 21801

EMAIL: jobs@yourdocsin.com

FAX: 443-210-2544

Applications and resumes will continue to be accepted until the position is filled.

Your Doc's In reserves the right to reject any or all applicants, re-advertise and/or withdraw the position.

We are an Equal Opportunity Employer.

