

**MASON CITY CLINIC
Job Description**

Job Title: Radiologic Technologist

FLSA Status: Nonexempt

Job Code:

Department: Radiology

Employee Group: Non-Management

General Summary:

Under general supervision, conducts routine X-ray examinations on patients as ordered. In doing so, prepares patients for diagnostic X-ray procedures, provides instructions, assists patients in positioning body parts, re-stocks exam rooms, and schedules patients for appointments as necessary. Performs related clerical duties such as completing forms, completing ~~orders, billing services, looking up prior radiology studies~~ ~~fee slips~~, and so forth.

Principal Duties and Responsibilities:

1. Conducts routine X-ray examinations on patients as ordered by physician or Clinic staff. In doing so follows established techniques and methods in operating digital radiology equipment and PACS system. Ensures technical quality of images and exercises judgment in processing assigned workload.
2. Prepares patients for diagnostic X-ray procedures. In doing so escorts patients to dressing and X-ray rooms, provides verbal and written instructions, and assists patients in positioning body parts to be radiographed, ~~and administers drugs, places IVs, and gives enemas and so forth as required.~~
3. Performs related clerical duties such as completing necessary forms, fee slips, and so forth. Maintains working knowledge and operative skills of Clinic and Radiology computer systems.
4. Maintains adequate level of supplies in examination rooms and reorders as necessary. Ensures equipment is operating properly and contacts appropriate party for equipment repair in order to ensure safe and efficient examination of patients.
5. Reports risk management concerns and questions to appropriate manager.
6. Maintains patient and clinic confidentiality.
7. Performs other special duties as required or assigned to ensure efficient operation of the department.

Knowledge, Skills and Abilities Required:

1. Knowledge of basic radiologic methods and techniques such as chest, upper and lower gastrointestinal, planigram, fluoroscopic, and skeletal procedures normally acquired through completion of a twenty-four month approved (by AMA and ACR) radiologic technology training program. Must provide proof of Basic Life Support via current card prior to employment or within 30 days of hire and maintains current status. Completes Mandatory Reporting requirement within 6 months of hire and renews this requirement every 3 years.
2. Current license by the State of Iowa for "Permit to Practice, General" and current certification by the American Registry of Radiologic Technologists.

3. Approximately six to twelve months on the job experience necessary in order to learn to become competent in conducting routine radiologic tests independently and assisting physicians with special techniques or procedures, to become familiar with physician and department work methods, and Clinic policies and procedures.
4. Interpersonal skills necessary in order to effectively interact with physicians, other Clinic staff, patients and families when providing instructions or responding to questions or exchanging patient-related information. Ability to maintain confidentiality of patient record information.
5. Analytical skills necessary in order to conduct routine radiographic tests and review results for accuracy and quality, to verify patient information and complete material for medical record, and to monitor supply levels
6. Ability to concentrate and pay close attention to detail when conducting or assisting with diagnostic radiologic procedures which occupies approximately ninety percent of work time.
7. Ability to lift up to 60 lbs. which occupies approximately fifty percent of work time when assisting and positioning body parts or handling and transporting supplies.

Working Conditions:

1. Works in patient care area in which employee is exposed to contagious diseases, infectious wastes, and bodily fluids, and ionizing radiation for approximately fifty percent of work time.
2. Potential for injury is limited when proper safety and health precautions are followed.

Reporting Relationships:

Compliance & Risk Manager

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

Revised 9/96, 5/07, 10/13, 3/20, 3/21, [3/23](#)

WORKING CONDITIONS AND PHYSICAL DEMANDS WORKSHEET

Date: 10/2013

Job Title: Radiology Techs

Department: Radiology

1. Physical Activities

Activity	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
Balancing			X			
Bending				X		
Climbing		X				
Crawling	X					
Crouching				X		
Kneeling				X		
Reading						X
Sitting		X				
Squatting				X		
Standing					X	X
Stooping	X					
Walking					X	

2. Lifting and/or Pushing and Pulling

Weight	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
0-10 pounds				X		
10-20 pounds				X		
20-30 pounds				X		
30-60 pounds				X		
Over 60 pounds				X		

3. Carrying and/or Pushing Pulling

Weight	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
0-10 pounds						X
10-20 pounds				X		
20-30 pounds		X				
30-60 pounds		X				
Over 60 pounds		X				

4. Visual Activity

Level	Yes	No	Comment
Near Vision	X		
Far Vision	X		
Depth Perception	X		
Fine Discriminate Detail	X		
Color Vision		X	
Field of Vision	X		

5. Auditory Activity

Level	Yes	No	Comment
Distinguish Sounds		X	
Distinguish Pitch		X	
Distinguish Tone		X	
Hear Speech	X		

6. Sensory Activity (Touch & Smell)

Level	Yes	No	Comment
Distinguish Hot & Cold	X		
Distinguish Range of Temperature		X	
Distinguish Surfaces	X		
Fine Motor Skills to Grasp	X		
Manual Dexterity	X		
Detect Odors	X		
Distinguish Odors		X	

7. Verbal Activity

Level	Yes	No	Comment
Make Sounds	X		
Form Words	X		
Speak Loudly	X		
Speak Softly	X		

8. Mental Activity

Activity	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
Performing detailed tasks (bookkeeping, transcribing, etc.)						X
Subjected to interruptions						X
Subjected to changing work priorities						X

9. Hazardous Conditions

Activity	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
Exposure to marked changes in temperature & humidity	X					
Exposure to electrical shock	X					
Exposure to vapor, fumes & gases	X					
Exposure to radiation						X
Exposure to infectious disease		X				
Driving automotive equip.	X					
Exposure to weather elements	X					