



# **Goodland Regional Medical Center**

## **Job Description**

**Job Title:** Radiologic Technologist  
**Classification:** Non-Exempt/Hourly  
**Reports To:** Diagnostic Imaging Manager  
**Position Type:** Full-Time  
**Hours Worked/Shift:** Monday – Friday, rotating call  
**Date Last Reviewed:** August 16, 2022

**Summary:** Performs a variety of imaging procedures and is responsible for patient safety protocols. Able to function as the first line interface with customers in the successful accomplishments of their imaging needs. Also, staff must be able to attend to other departmental employment requirements as assigned by imaging manager. Staff must be able to work a varied schedule that requires call, weekends, and holidays occasionally. Staff must be able to perform a variety of imaging procedures and work with a variety of patients, physicians, and other staff at GRMC.

### **Essential Functions:**

1. Prepare patients for radiologic procedures. Escort patients to imaging rooms, provide verbal and/or written instructions and assist patients in positioning body parts to be imaged. Explain procedures and observe patients to ensure patient care, safety and comfort during exam.
2. Operate radiologic equipment to produce images of the body for diagnostic purposes. Take x-rays following established radiologic requirements and regulations to ensure patient care and safety.
3. Ensure prompt submission of high-quality images and documents sent to PACS (image quality, correct lead markers and patient data/history).
4. Use radiation safety measures and protection devices to ensure safety of patients and team members.
5. Ensure radiologic equipment remains in working order. Report equipment malfunctions to supervisor.
6. Perform related administrative duties including completing necessary forms, filing, billing, scheduling, phone courtesy, and insurance verifications.
7. Retrieve radiologic orders from and input related data into the electronic medical record.
8. Maintain adequate radiologic supplies.
9. Willing to cross train in other modalities / certifications; including but not limited to CT, DEXA bone density, mammography.
10. Schedule requires M – F rotating schedule with call-back duties, including night, weekend and holiday call; must be able to respond to a call within 30 minutes.
11. Constructively work with patients, physicians, and other departments.
12. Consistently completes and maintains assigned duties in a timely manner.
13. Attend departmental staff meetings.
14. Actively participates in performance improvement, continuous quality improvement, quality assurance and quality control studies.
15. Perform all other duties as assigned by Imaging Manager or Supervisor.

**Competencies:**

- Knowledge of radiologic standards, requirements and regulations.
- Knowledge of radiologic safety, cleanliness and infection control policies and regulations.
- Knowledge of radiologic equipment uses and maintenance.
- Knowledge of anatomy and physiology.
- IV competent with knowledge of imaging contrast.
- Accuracy – Ability to perform work accurately and thoroughly.
- Communication – Ability to communicate effectively verbally and in writing.
- Computer Skills – Proficient ability to use a computer and electronic medical record.
- Confidentiality – Maintain patient, team member and employer confidentiality. Comply with all HIPAA regulations.
- Customer Service Oriented – Friendly, cheerful and helpful to patients and others. Ability to meet patients and others needs while following office policies and procedures.
- Detail Oriented – Ability to pay attention to the minute details of a project or task.
- Flexibility – Ability to adapt easily to changing conditions and work responsibilities.
- Positivity – Display a positive attitude and is a positive agent for change.
- Teamwork – Work as part of a team and collaborate with co-workers.
- Working Under Pressure – Ability to complete assigned tasks under stressful situations.

**Position Qualifications:**

*Minimum Education:* Associate's degree; graduated from an accredited Radiology program with ARRT certification.

*Minimum Experience:* Prefer 1 – 3 years of experience; knowledge of CT a plus but willing to train new graduates.

**Certifications/Licensures:**

- ARRT Registered
- Licensed Radiologic Technologist (LRT) certification from the Kansas State Board of Healing Arts
- CPR certified
- If not LRT or CPR certified must acquire those certifications within 90 days of employment.

**Working Environment:**

- Frequent sitting, standing and walking in carrying out duties.
- Frequent use of computer, keyboard, phone, copy and fax machine.
- Should be in good physical condition and able to assist with patients as needed.
- Occasional high pressure or emergent situations.
- Frequent interaction with a diverse population including team members, providers, patients, insurance companies and other members of the public.
- Exposure to radiation which is minimized by the use of Personal Protective Equipment (PPE) such as protective lead aprons, gloves and other shielding devices and monitored by radiation badges.
- Possible exposure to bodily fluids, infectious specimens, communicable diseases, toxic substances, ionizing radiation, medicinal preparations and other conditions common to a medical office environment.

**Physical Demands: \*\***

<b>Stand:</b>	Frequently	<b>Lift/Carry:</b>		<b>Push/Pull:</b>	
<b>Walk:</b>	Frequently	0-10 pounds:	Frequently	10-25 pounds:	Frequently
<b>Sit:</b>	Frequently	10-20 pounds:	Frequently	25-50 pounds:	Frequently
<b>Squat/Kneel:</b>	Frequently	20-50 pounds:	Frequently	50-100 pounds:	Frequently
<b>Bend:</b>	Frequently	50-100 pounds:	Frequently	100+ pounds:	Frequently
		100+ pounds:	Occasionally		

*\*\*Reasonable accommodations may be made to enable individuals with disabilities to perform the position accountabilities without compromising patient care or departmental efficiency. However, should it be determined that the employee cannot meet the position accountabilities with or without accommodation, it is the right of GRMC to release the individual under Kansas "Employment at Will" doctrine\*\**

**Professional Requirements:** Adheres to policies, procedures, and always maintains confidentiality. Attends annual in-services completes annual education in a timely manner. Represents GRMC in a positive, professional manner on the job, electronically and in the community. Complies with all hospital policies regarding ethical business practices; communicates the mission statement & core values of GRMC both on and off the job.

**Acknowledgement:**

I hereby acknowledge that I have received a copy of this position description and that I have both read and understand its contents. I hereby accept responsibility for fulfilling position expectations. I also acknowledge that the Administration or governing body of GRMC may modify the requirements of this job or eliminate it at any time, if deemed necessary. I acknowledge that this position description is representative of overall job requirements but not necessarily comprehensive in its description of all aspects of the job, and I agree that other duties not explicitly mentioned herein may nevertheless be reasonable job expectations on the part of Goodland Regional Medical Center.

**I have received, read, and understand this job description for my position at GRMC.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resource Signature: \_\_\_\_\_ Date: \_\_\_\_\_