

Job Description –Fluoroscopy and General X-ray Technologist

Department: Fluoroscopy

Reports To: Fluoroscopy Supervisor

Position: Full-Time

Job Category (FLSA status): Non-exempt

Approved By: Leigh Ann Hobson, COO

Revision Date: 7/19/21

Effective Date: 10/2/17

Purpose

The Fluoroscopy and General X-ray Technologist is responsible for performing the necessary duties to ensure optimal diagnostic quality of patient images while maintaining A+ patient care by using efficient and safe processes.

Essential Functions

- Prepare x-ray rooms by turning on and warming up equipment in the am, preparing Barium supplies according to exams scheduled and doctors' preferences, and keeping all rooms clean and fully stocked with necessary supplies.
- Perform General X-rays, Venipuncture (IVP's) and special procedures.
- Call reports to referring physicians' offices and take any appropriate action.
- Backup Fluro Supervisor in training and observing student technologists.
- Give Prep kits and colonic transit pills for scheduled patients.
- Sort and process incoming orders.
- May be required to take Call as needed.
- Other duties as assigned.

Knowledge & Skills

- The ideal candidate would be well rounded in and have extensive knowledge and understanding of Fluoroscopy procedures.
- Medical Industry Experience a plus.
- Superior problem-solving skills.
- Experience in, and a strong understanding of, all Fluoroscopy exams including Generals, Venipunctures (IVP's) and Special Procedures.
- Detail-oriented with the ability to handle moderately complex assignments under minimal supervision.
- Must be educated on and compliant with HIPAA.

Education

- High school diploma or equivalent
- Graduate of a 24 month radiologic technologist program.
- National certification in Radiologic Technology
- Must maintain CEU credits and RT.

Computer Skills

- Advanced skills in Microsoft Office applications, specifically Word, Excel, and Outlook.
- RIS/PACS computer skills
- Knowledge of e-mail/scheduling software applications.

Physical Work Demands

- Able to sit and work at a computer keyboard for extended periods of time.
- Able to stoop, kneel, bend at the waist, and reach on a daily basis.
- Able to perform general office administrative activities: copying, filing, delivering and using the telephone.
- Able to lift and move up to 25 pounds occasionally.
- Requires normal, correctable vision and hearing.

Other Work Demands

- Regular and on-time attendance.
- Excellent communication skills
- Occasional travel by conventional means including aircraft, motor vehicle and the like within the region and to other locations as required.
- Strong presentation skills.
- Strong organizational and time management skills.
- Appropriate shielding equipment, including radiation dose monitor, must be utilized during all procedures.
- May require occasional weekend on call duty.

Note: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required and are not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with this job.

The Radiology Clinic is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees and will make reasonable accommodation when necessary.

If hired, I would be able to perform the essential functions of the job with or without a reasonable accommodation.

Signature

Date