

## Job Description –Magnetic Reasoning Imaging Technologist

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Department: MRI

Reports To: MRI Supervisor

Position: Full-Time

Job Category (FLSA status): Non-exempt

Approved By: Leigh Ann Hobson, COO

Revision Date: 11/30/17

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### Purpose

The MRI Technologist is responsible for performing MRI exams to ACR standard while maintaining A+ patient care.

### Essential Functions

- Call patient back to interview for metal and history.
- Position patient for appropriate scan, then scan with prescribed protocol.
- Administer contrast when necessary.
- Assist radiologists in determining if more scans are needed.
- Send examination to PACS in the appropriate format.
- Proof images for good quality and match with appropriate documents in PACS.
- Maintain a well-organized and well stocked work area.
- Maintain good communication with referring physician practice, patient, and patient's family.
- Knowledge of RIS/PACS system.
- Knowledge of exam protocols must be maintained.
- Perform or assist in ACR Accreditation.
- Perform or assist in weekly QC for ACR.
- Perform lab work with I-stat for GFR calculations per contrast protocol
- Must pass annual MRI safety test approved by supervisor
- Being on call is required.

### Knowledge & Skills

- The ideal candidate would be well rounded in and have extensive knowledge and understanding of MRI procedures.
- Medical Industry Experience a plus.
- Superior problem solving skills.
- Experience in, and a strong understanding of, all MRI exams and protocols.
- Strong project management skills (planning and execution) with demonstrated ability to multi-task and set priorities within tight timelines.
- 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 Radiology Technology with credentials in MRI.
- Must maintain credentials in MRI within one year of hire/transfer.
- Must maintain CEU credits and RT.

## Computer Skills

- 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 50 pounds occasionally.
- Requires normal, correctable vision and hearing.
- Appropriate shielding equipment, including radiation dose monitor, must be utilized during all procedures.

## 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.

**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.

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Signature

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Date