

## **Job Description –Computerized Axial Tomography (CT) Technologist**

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Department: CT

Reports To: CT Supervisor

Position: Full-Time

Job Category (FLSA status): Non-exempt

Approved By: Leigh Ann Hobson, COO

Revision Date: 03/13/2023

Effective Date: 03/13/2023

### **Purpose**

The CT Technologist is responsible for performing all CT exams to ACR standards in an efficient manner while maintaining our A+ patient care.

### **Essential Functions**

- Assures proper operation and maintenance of CT equipment, MEDRAD injector and Vitrea workstation.
- Maintains excellent knowledge of current CT practice and distributes information to all staff technologists.
- Perform CT examinations as required according to departmental protocol and implements measures to accommodate radiologist's protocols.
- Exercise technical measures and procedures which extend the life of the equipment.
- Sends CT images in to PACS upon completion of patient exam. Document, maintain and provide data obtained during exams.
- Verify patient identification by checking appropriate information to confirm that the correct procedure is being performed on the correct patient.
- Interview patients using approved patient questionnaire to obtain patient history prior to examination and screen for contraindications prohibiting introduction of IV contrast.
- Explain procedures to patients and answer any questions.
- Able to perform I-STAT testing for Bun and Creatinine levels.
- Prepare and administer various forms of contrast media to patients, including intravenous administration.
- Notifies radiologist of any requests for "call report" and facilitates request by retrieving any prior patient exams and referring physician contact information.
- Proficient with post processing of 3D images.
- Maintain orderly and well stocked work area by cleaning up spills, disinfecting patient positioning devices and stock supplies as needed.
- Observe and display strict standards of aseptic and sterile techniques necessary for patient care setting. Use correct disposal of needles, syringes and sharps in red containers located in every room. Properly dispose of all contaminated linens in plastic bags.
- Provide professional and caring atmosphere to patients and their families by proper introduction of CT Technologist to reduce apprehension.

- Assist with patient research when CT Clerk is not available
- Other duties as assigned.
- Weekend/afterhours call may be required.

### **Knowledge & Skills**

- The ideal candidate would be well rounded in and have extensive knowledge and understanding of CT procedures.
- Medical Industry Experience a plus.
- Superior problem solving skills.
- 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 in 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 CT within one year of hire/transfer.
- Must maintain CEU credits and RT.
- Minimum of 1 year RT experience desired.

### **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.

### **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