

Insight Hospital and Medical Center
Chicago, Illinois

JOB DESCRIPTION

I. IDENTIFICATION

Job Title: Registry CT Technologist	Job Code: TECRCTT31
Grade: 31	FLSA Status: Non-Exempt
Supervisor's Title: Manager, Radiology	
Department: Radiology - CT	Department Number: 6450

II. GENERAL SUMMARY:

Under the general direction of the Manager, Radiology, and Lead CT Technologist, performs professional duties in CAT Scan department as assigned. Performs CT procedures and a variety of technical procedures requiring special handling; applies prescribed radiation for radiologic diagnosis, radiographic procedures, and radiographic special procedures on individuals ranging in age from infancy to geriatrics. Performs related duties as requested.

These duties are to be performed in a highly confidential manner, in accordance with the mission, values and behaviors of Insight Hospital and Medical Center. Employees are further expected to provide a high quality of care, service, and kindness toward all patients, staff, physicians, volunteers and guests.

III. DESCRIPTION:

Duties and Responsibilities:	% of Time Spent
Operates the G.E. and Philips CT scanners in order to produce quality exams. Rotates through CT rooms 1, 2, and 3 areas as needed. Performs routine examinations in accordance with established standards and techniques to maintain an acceptable rate of productivity workflow. Checks all orders for accuracy and direction. Determines position of patient and procedure protocols for best possible results on all CT scans. Records type, number of films and protocol on the requisition to provide accurate technical data. Assures proper identification of all films as required for medical-legal standards.	70%
Enters orders in Cerner Electronic Medical Record for all exams requested. Informs Lead Technologist of equipment malfunction or need for adjustment to ensure properly functioning equipment. Instructs other technologists when requested in order to maintain high standard of patient care.	10%

<p>Completes and charges all exams as requested. Assists other technologists when necessary to maintain productivity. Properly uses radiation protection and shielding material to ensure compliance with federal and state guidelines. Remains abreast of new developments in the field of radiology/CT and participates in professional organizations in order to provide high quality technical support. Communicates procedure to the patient so that they are well informed about what service they are receiving.</p>	10%
<p>Ensures that all appropriate information and images are in Picture Archiving Communication System (PACS), STATRAD, and EXA. Maintains an awareness of patient's physical and emotional condition and recognizes and reports adverse signs to physicians or supervisory personnel to provide high quality patient care. Keeps work area neat and orderly and maintain inventory of supplies in assigned area in order to facilitate the efficiency of the department. Performs other duties as assigned.</p>	10%
Total % of time spent	100%

IV. JOB SPECIFICATIONS

A. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge:	<ul style="list-style-type: none"> ● High School Diploma required. ● Satisfactory completion of an American Medical Association Council on Medical Education approved school of Radiologic Technology required. ● Registered by the American Registry of Radiologic Technologists required. ● Licensed by the Illinois Department of Nuclear Safety required. ● BLS/CPR Certified.
Skills:	<ul style="list-style-type: none"> ● Must remain alert to technical developments and be willing to adapt to them. ● Must have good oral/written communication skills, good customer service skills, and have the ability to multitask.
Abilities:	<ul style="list-style-type: none"> ● Ability to effectively position patients for the best results and adapt techniques for each patient. ● Ability to work under pressure. ● Extreme accuracy and care is needed to determine exposure time and correct positioning. ● Must be able to work cooperatively with others. ● Ability to deal effectively with patients, physicians, hospital personnel, and co-workers.

B. PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

Mark all responses using the following codes:

N = Never

O = Occasional, represents 1 to 33% or 1 to 2 hours of an 8 hour work day.

F = Frequently, represents 34 to 66% or 2½ to 5½ hours of an 8 hour work day.

C = Continuously, represents 67 to 100% or 6 to 8 hours of an 8 hour work day.

N	O	F	C	PHYSICAL ACTIVITY
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_____	_____	x	_____	Walking	
_____	_____	x	_____	Sitting/Standing	
_____	x	_____	_____	Reaching:	Shoulder Height
_____	x	_____	_____		Above Shoulder Height
_____	x	_____	_____		Below Shoulder Height
_____	x	_____	_____	Climbing	
_____	_____	x	_____	Pulling/Pushing:	25 Pounds or Less
_____	_____	x	_____		25 Pounds to 50 Pounds
_____	_____	x	_____		Over 50 Pounds
_____	_____	x	_____	Lifting:	25 Pounds or Less
_____	_____	x	_____		25 Pounds to 50 Pounds
_____	x	_____	_____		Over 50 Pounds
_____	x	_____	_____	Carrying:	25 Pounds or Less
_____	x	_____	_____		25 Pounds to 50 Pounds
_____	x	_____	_____		Over 50 Pounds
x	_____	_____	_____	Crawling/Kneeling	
_____	_____	x	_____	Bending/Stooping/Crouching	
_____	_____	x	_____	Twisting/Turning	
_____	_____	x	_____	Repetitive Movement	

PHYSICAL EXPOSURE (Mark where applicable with "X")

<table style="width: 100%;"> <tr> <td style="width: 50%;">_____ Unprotected Heights</td> <td style="width: 50%;">x _____ Infectious Diseases</td> </tr> <tr> <td>x _____ Lighting: Bright</td> <td>_____ Harmful Physical Agents:</td> </tr> <tr> <td>_____ Dim</td> <td>_____ Heat/Cold</td> </tr> <tr> <td>x _____ Mechanical Hazards</td> <td>x _____ Noise</td> </tr> <tr> <td>x _____ Hazardous Substances</td> <td>x _____ Ionizing/Non-Ionizing Radiation</td> </tr> </table>	_____ Unprotected Heights	x _____ Infectious Diseases	x _____ Lighting: Bright	_____ Harmful Physical Agents:	_____ Dim	_____ Heat/Cold	x _____ Mechanical Hazards	x _____ Noise	x _____ Hazardous Substances	x _____ Ionizing/Non-Ionizing Radiation
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x _____ Hazardous Substances	x _____ Ionizing/Non-Ionizing Radiation									

ACCEPTABLE MINIMUM PHYSICAL ABILITY
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Vision	x _____ Good	_____ Poor	_____ Blind
Color Vision	x _____ Normal	_____ Impaired	

