

Insight Hospital and Medical Center

Chicago, Illinois

JOB DESCRIPTION

I. IDENTIFICATION

Job Title:	Registry Radiology Tech	Job Code:	TECRRAD29
Grade:	29	FLSA Status:	Non-Exempt
Supervisor's Title:	Director, Radiology		
Department:	Radiology	Department Number:	6450

II. GENERAL SUMMARY:

Under the direct supervision of the Manager, Radiology performs professional duties in areas, sections, or department as assigned. Performs routine radiographic procedures and a variety of technical procedures requiring special handling; applied prescribed radiation for radiologic diagnosis, radiographic procedures, and radiographic special procedures on individuals ranging in age from infancy to geriatrics.

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
<p>Operates a variety of digital stationary and mobile digital equipment (GE Rad Revolution, GE Precision 500, Samsung DR Workstation, Samsung DR Portable, etc.) in order to produce quality radiographs.</p> <ul style="list-style-type: none"> ● Performs routine radiographic examinations in accordance with established standards and techniques. ● Performs special procedures in the department, and also in the Operating Room as directed. ● Determines position of patient and exposure time for best possible results on all radiographs. ● Records type, number of radiographs in a series and exposure time on the requisition to provide accurate technical data. ● Ensures proper identification of all radiographs as required for medical legal standards. 	70%

<ul style="list-style-type: none"> Assists other technologists when necessary. Properly uses radiation protection and shielding material to ensure maintenance of federal and state guidelines. Instructs other technologists when requested to maintain high standard of performance. 	
<p>Enters exams performed.</p> <ul style="list-style-type: none"> Enters orders in Cerner Electronic Medical Record for all exams performed. Checks all orders for accuracy and directions. 	10%
<p>Recognizes and reports adverse signs to physicians.</p> <ul style="list-style-type: none"> Maintains an awareness of patient's physical and emotional condition and recognizes and reports adverse signs to physicians or supervisory personnel. Keeps work area neat and orderly and maintains inventory of supplies in area assigned. 	10%
<p>Reports equipment malfunction.</p> <ul style="list-style-type: none"> Remains abreast of new developments in the field of radiology and participates in professional organizations. Informs Manager of Radiology or Lead Radiology Technologist of equipment malfunction or need for adjustment to ensure properly functioning equipment. Assures images are being transmitted to Picture Archiving Communication System (PACS), STATRAD, EXA and studies being assigned/reported in timely manner. Performs other duties as assigned. 	10%
Total % of time spent	100%

IV. JOB SPECIFICATIONS

A. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge:	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 Technology. Licensed by the Illinois Department of Nuclear Safety required. BLS/CPR Certified.
Skills:	Extreme accuracy and care is needed to determine exposure time and correct positioning of the patient.
Abilities:	Ability to deal effectively with patients, physicians, hospital personnel, and co-workers. Ability to effectively position patients for the best results and to adapt techniques for each patient. Extreme accuracy and care is needed to determine exposure time and correct positioning. Must be able to work cooperatively with others and also be able to work under pressure at times. Must be

	able to remain alert to technical developments and be willing to adapt to them.
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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:
_____	_____	x	_____	Shoulder Height
_____	x	_____	_____	Above Shoulder Height
x	_____	_____	_____	Below Shoulder Height
_____	_____	x	_____	Climbing
_____	_____	x	_____	Pulling/Pushing:
_____	_____	x	_____	25 Pounds or Less
_____	_____	x	_____	25 Pounds to 50 Pounds
_____	_____	x	_____	Over 50 Pounds
_____	_____	x	_____	Lifting:
_____	x	_____	_____	25 Pounds or Less
_____	x	_____	_____	25 Pounds to 50 Pounds
_____	x	_____	_____	Over 50 Pounds
_____	x	_____	_____	Carrying:
_____	x	_____	_____	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")

_____ Unprotected Heights	x _____ Infectious Diseases
x _____ Lighting: Bright	_____ Harmful Physical Agents:
x _____ Dim	_____ Heat/Cold
x _____ Mechanical Hazards	x _____ Noise
x _____ Hazardous Substances	x _____ Ionizing/Non-Ionizing Radiation

ACCEPTABLE MINIMUM PHYSICAL ABILITY
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Vision	<u> x </u>	Good	<u> </u>	Poor	<u> </u>	Blind
Color Vision	<u> x </u>	Normal	<u> </u>	Impaired	<u> </u>	
Hearing	<u> x </u>	Normal	<u> </u>	Moderate Loss	<u> </u>	Deaf
Manual Dexterity	<u> x </u>	Good	<u> </u>	Fair	<u> </u>	Poor
Talking/Speech	<u> x </u>	Good	<u> </u>	Fair	<u> </u>	Mute

V. APPROVALS:

Name	Department Head	Date
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Name	Executive	Date
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Name	Vice President, Human Resources	Date
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Disclaimer:

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of functions, tasks, duties, responsibilities and requirements of employees so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of Insight Hospital and Medical Center.