



HO-CHUNK NATION

DEPARTMENT OF PERSONNEL

**POSITION: RADIOLOGY TECHNOLOGIST II**

DEPARTMENT	JOB CODE	PAY GRADE
GOVERNMENT	RADT	14

SUMMARY: Oversee the overall operation and complete administrative responsibilities of the Radiology Department to produce quality diagnostic images for use in diagnosing medical problems in a clinic setting.

DUTIES & RESPONSIBILITIES:

1. Adhere to the accepted standards, ethics, and policies and procedures adopted by the profession and the organization and regulated by law.
2. Use knowledge of anatomy, physiology, patient positioning, and radiographic techniques in the technical performance of medical imaging procedures.
3. Conform to regulations to prevent unnecessary radiation exposure for patient, self and others by surrounding the exposed area with radiation protection devices, such as lead shields, and or limiting the size of the x-ray beam.
4. Modify radiographic procedures to accommodate for changes in patient conditions, technical factors, and types of equipment, contrast media utilized and other variables to produce radiographs of the appropriate density, detail, and contrast.
5. Manage the radiology department, keep patient records and file radiographs in a timely manner.
6. Develop policy and procedures pertaining to delivery of radiological services as needed.
7. Order and store x-ray supplies.
8. Adjust and maintain equipment and schedule quarterly processor maintenance and periodic equipment repair.
9. Wear badge to measure radiation levels in the radiation area and document cumulative lifetime dose.
10. Prepare and package radiographs for transport to contract radiologist for final interpretation on a timely basis.
11. Distribute radiologist's signed reports to Medical Records in a timely manner.
12. Provide patient/public education related to radiologic procedures and radiation protection/safety.
13. Implement a comprehensive quality assessment and improvement system that indicates compliance with established requirements and standards of the organization, accrediting agency, and appropriate governmental agencies.
14. Coordinate with imaging company to provide mammograms on a monthly basis.
15. Assist in other lawful clinic and business duties as assigned by supervisor.

REQUIRED SKILLS & ABILITIES:

1. Ability to assess and evaluate radiographs and determine optimal diagnostic quality to include positioning, legal identification, and use of protective devices.
2. Ability to adapt to perform duties during emergency situations and follow protocols.
3. Acquire and maintain appropriate credentials and certification related to clinical practice.
4. Must maintain patient confidentiality in accordance with Department Policy, Privacy Act/HIPAA regulations.
5. Ability to perform, evaluates, and report results of quality control procedures on equipment and accessories.



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6. Possess proven business skills scheduling, client relations, and billing.
7. Ability to maintain a high standard of courtesy and cooperation in dealing with coworkers, patients, and visitors.
8. Ability to work cooperatively as part of a health care team is a must.

MINIMUM QUALIFICATIONS: (REQUIRED KNOWLEDGE & EXPERIENCE)

1. Graduate with an Associate's Degree in Radiology Technology from an accredited two-year college or technical school is required.
2. More than two years of experience as an Radiologic Technologist and must maintain certification.
3. Certified by the American Registry of Radiologic Technology.
4. Must promote a healthy, non-abusive lifestyle.
5. Possess a valid driver's license, dependable transportation, and vehicle insurance.

WORKING CONDITIONS: Work in clinic setting with various duties requiring lifting, reaching, stooping, bending, and standing.

"This position requires compliance with the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Part 3207 (c) and shall be subject to a background investigation as a condition of employment."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

EEO: 3

NON-EXEMPT

NO FLEX

Funding Source: NPD

Approved by PBOD 09.17.98/08.29.00 Admin. 05.08.08/06.10.10

Legislature 10.13.98/02.16.99/09.19.00/05.20.08/06.29.10 Resolution 01.08.08A/03.22.16A