



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> Radiology Technologist II		<b>JOB CODE:</b> RADT
GOVERNMENT – EMPLOYEE	<b>EEO:</b> 3	<b>PAY GRADE:</b> 14
Non-Exempt	No Flex	<b>FUNDING SOURCE:</b> NPD
<b>HO-CHUNK PREFERENCE</b>		

*“All employees are subject to the Drug, Alcohol and Controlled Substance Policy.”*

*“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.”*

### **POSITION OVERVIEW**

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

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Adhere to accepted standards, ethics, and policies and procedures adopted by the profession and the organization of the American Registry of Radiologic Technologist (ARRT) as regulated by law and avoiding any reportable incidents each year.
2. Use knowledge of anatomy, physiology, patient positioning and radiographic techniques in the technical performance of medical imaging procedures that meet ARRT standards and gain continuing educational credits annually.
3. Daily adherence to regulations to prevent unnecessary radiation exposure for patient, self and others and avoid any reportable incident to the safety team each year by:
  - a. surrounding the exposed area with radiation protection devices (i.e., lead shields);
  - b. limiting the size of the x-ray beam;
  - c. ordering and wearing filter badges to measure radiation levels in the radiation area; and,
  - d. monitoring and documenting cumulative lifetime doses of radiation levels.
4. Modify radiographic procedures to accommodate for changes in patient conditions, technical factors, and types of equipment, and other variables to produce radiographs of the appropriate density, detail, and contrast thereby avoiding any reportable incident to the safety team each year.
5. Maintain radiology documentation for every patient visit that lend to positive, annual patient satisfaction survey results by:
  - a. Keeping patients records in an orderly manner;
  - b. Developing policies and procedures pertaining to delivery of radiological services as needed;
  - c. Ordering and storing x-ray supplies;
  - d. Adjust and maintaining equipment and scheduling periodic equipment repair; and,
  - e. Coordinating outsourced mammography services.
6. Provide patient/public education related to radiologic procedures and radiation protection/safety that lend to positive patient satisfaction survey results at a minimum of 4 times per year.
7. Implement an annual comprehensive quality assessment and improvement system that indicates compliance with established requirements and standards of the organization, accrediting agency and appropriate governmental agencies, addressing any findings in the assessment.
8. Assist in other clinic duties as assigned by supervisor within the scope of this job description.

### **JOB RESPONSIBILITY**

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Implementing operating plans



Supervisory Accountability	None
Organizational Accountability	Manages work group within a sub-unit of a department
Financial Accountability	Monitors expenditures
Customer Accountability	Interface with outside and inside customers
Freedom to Act	Operates with significant independence

**MINIMUM QUALIFICATIONS**

**EDUCATION:**

1. Graduate from an accredited two (2) year college or technical school with an Associate Degree in Radiologic Technology is required.

**ESSENTIALS:**

1. Possess a certificate from the American Registry of Radiologic Technologist.
2. Possess a State of Wisconsin license as a Licensed Radiographer.
3. Possess a valid driver's license, dependable transportation and auto license.
4. Promote a healthy non-abusive lifestyle.
5. Must maintain patient confidentiality in accordance with Department policy, Privacy Act/HIPAA regulations.

**EXPERIENCE:**

1. More than two (2) years of experience as a Radiologic Technologist and must maintain certification.

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Ability to assess and evaluate radiographs and determine optical 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 practices.
4. Ability to perform, evaluate, and report results of quality control procedures on equipment and accessories.
5. Possess proven business skills scheduling, client relations, and billing.
6. Ability to maintain a high standard of courtesy and cooperation in dealing with coworkers, patients, and visitors.
7. Ability to work cooperatively as part of a health care team is a must.
8. Ability to work in accordance with established policies and procedure, department guidelines, federal and state rules and regulations, and medical standards of care.
9. Must be able to interact with other health care staff as part of a health care team.

**WORK PLACE RESPONSIBILITY**

1. Maintains a safe and healthy work place environment.

**WORKING CONDITIONS**

1. Work in the radiology area with various duties requiring lifting, reaching, stooping, bending and standing.