

Job Title: Senior Radiologic Technologist
Department: Imaging (Radiology)
Reports To: Medical Director
Salary Level: Grade 16 (\$35.59 – 48.60 DOE)
FLSA Status: Nonexempt
Approved By: Medical Director
Approved Date:

SUMMARY

Responsible for Program policies and policy compliance and compliance with all applicable state and federal regulations as they apply to Imaging service.

FUNCTIONS & RESPONSIBILITIES

Ensures that standards are maintained and properly documented in accordance with IHS manual chapter 21.

Operates Imaging department in accordance with CA dept. of Public Health Code of Regulations Title 17.

Maintains and updates Imaging standards and requirements for KMC Joint Commission certification inspection readiness.

Updates Imaging Policies and Procedures as needed. Reviews yearly.

Has any new policies reviewed and approved by KMC Board of Directors following the KMC policy approval policy/procedure provided by KMC Administration.

Maintains Imaging documents and records in a safe and secure environment.

Maintains required employee documents for all Imaging employees and provides them to Human Resources in a timely fashion.

Consults with KMC providers on Imaging services and standards.

Functions as a radiologic technologist, performing image production and digital processing.

Explains procedures to patients to reduce anxiety and obtain patient cooperation.

Processes images digitally in accordance with manufacturer specifications and recommendations, and CA RHB ALARA standards.

Supervises Ultrasound service ensuring that all images are stored in PACS, and all exams are read and reported in a timely fashion by the contracted radiologist service.

Maintains Ultrasound service including any specific policies, personnel needs, supply needs, and assists in the scheduling process for the Ultrasound service. Utilizing reference to the sonographer's radiologist group and other resources, advises providers as to correct ordering of ultrasound exams.

Practices radiation protection techniques to minimize radiation exposure to patients and staff, according to current CA RHB approved guidance.

Sends images for Radiologists' interpretation and ensures distribution of Imaging reports to clinicians via the EHR.

Ability to create hard copies of exams (CDs) and reprint report to distribute to outside providers and patients.

Understands and has good working knowledge of RPMS, utilizing the Radiology package, and the EHR package.

Responds to STAT requests in a timely manner.

Reports and documents critical radiologist report findings as per Joint Commission recommendations.

Maintains an adequate current inventory of supplies.

Adheres to quality control and quality assurance procedures. Documents regularly per Joint Commission and IHS standards.

Ensures performance of preventative maintenance and radiation safety inspections and maintains current documentation of results.

Tracks productivity and prepares monthly reports of data.

Technologist will regularly track and document data for the imaging performance indicators of:

- 1) Repeat exposure rate analysis - goal of 5% repeat or under.
- 2) Patient wait time for exam - goal of 20 mins or under.
- 3) Final report receipt wait time - goal of less than 2 business days

Exercises initiative in acquiring continuing education relevant to Imaging operations as per CA RHB licensing requirements.

Ensures the maintenance of a clean, well organized work environment.

Follows infection control regulations and attends infection control committee meetings.

Responsible for individual dosimetry badges to include monthly collecting and sending and maintenance of such records.

Prepares annual budget for Imaging program.

Prepares and presents Imaging semi- annual and annual report of department status.

Responsible for appropriate staffing of the program.

Provide support in diabetic retinopathy screening eye examinations per telemedicine department protocol and assisting the telemedicine department as back-up photographer when primary is unavailable. Provide support to the telemedicine department as needed.

Other duties as assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each primary responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or competencies required. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary responsibilities.

BASIC REQUIRED ABILITIES -

AGE-SPECIFIC COMPETENCE: Must demonstrate the knowledge & skills necessary to: 1) provide care appropriate to any age-related needs of the patients; 2) of the principles of growth and development appropriate; 3) to assess and interpret data about the patient's status in order to identify each patient's needs & provide the appropriate care needed by KMC's Life Stage Patient Groups. Life Stage Patient Groups are defined as infants, toddlers, preschool children, school age children, adolescents, young adults, middle-aged adults, and late-stage older adults.

QUALITY IMPROVEMENT RESPONSIBILITIES: Responsible for helping to prepare, achieve, and maintain high quality healthcare. By serving on the various performance improvement subcommittees individual employees are directly involved in the generation or modification of policies & procedures that enable KMC to provide continuously improving healthcare.

PUBLIC RELATIONS/ADVANCED INTERPERSONAL SKILLS: Addresses clients by name; smiles when talking to clients, physicians, peers, and families; answers the telephone courteously and promptly; identifies self and department when answering the telephone, pleasant voice tone/verbiage; uses good listening skills; makes a sincere effort to interact along with clients and peers.

COOPERATION: Must be a self-starter; seeks solutions, not excuses; accepts constructive criticism; willing to adjust to changes; loyal to KMC.

PROFESSIONALISM: Shows pride in personal appearance and grooming; displays a positive attitude about work; respects the confidentiality of clients; and is congenial with public and peers.

INITIATIVE: Willing to cross-train for more than one related position; asks questions; contributes during staff meetings; serves on KMC committees as appointed; demonstrates a desire to improve and learn.

EDUCATION and/or EXPERIENCE

Completion of an accredited college or university in radiography, and five years related experience in the operation of diagnostic radiology equipment under the direction of radiologist or other medical officers to produce radiographic studies used in medical diagnosis and treatment.

CERTIFICATES, LICENSES, REGISTRATIONS

California Radiologic Technologist License issued by the CA Dept. of Public Health RHB, and out-of-state license considered.

Current ARRT registration preferred.

Current CPR Certificate issued by KMC accepted agency.

CONFIDENTIALITY: Employee must be aware of and adhere to K'ima:w Medical Center's Confidentiality Policy and deals appropriately with patient confidentiality at all times.

DRUG FREE WORKPLACE: Employee is subject to base line and random drug testing per the Hoopa Tribal Drug & Alcohol Fit for Duty Policy.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary duties and responsibilities of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform their primary duties and responsibilities.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee must occasionally lift 50 pounds or ergonomically move more than 100 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the primary duties and responsibilities of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform their primary duties and responsibilities.

While performing the duties of this job, the employee is regularly exposed to the risk of radiation. The employee is occasionally exposed to blood-borne pathogens, airborne formites, infections and other contagious diseases and outside weather conditions. The noise level in the work environment is usually quiet.

Employee

Date

Supervisor

Date

Human Resources Director

Date