

## **Coleman County Medical Center Position Description**

**Job Title:** Radiology Technologist  
**Department:** Radiology  
**Reports To:** Radiology Director  
**FLSA Status:** Non-Exempt

**SUMMARY:** Performs a full range of radiology tests to determine the presence, extent or absence of disease and the accuracy of test results and reporting findings to physicians in the detection, diagnosis and treatment of disease. Promotes and provides compassionate and quality patient care.

### **QUALIFICATIONS:**

- Knowledgeable of radiology policy and procedures for processing, test analysis, reporting and maintaining records of patient test results.
- Knowledgeable of radiology quality control policies.
- Knowledgeable about state and federal regulations of radiology.
- Supports and enforces infection control policies and procedures.
- Maintain discretion and confidentiality in communications.
- Knowledgeable of imaging creation and archival – all imaging X-Ray and ultrasound equipment.
- Knowledgeable about policies and procedures regarding reporting and release of protected health information (PHI).

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Follows the Radiology Departments established corrective action policies and procedures whenever test systems are not within acceptable levels of performance.
- Adhere to radiology's quality control requirements on all patients testing to ensure accuracy.
- Participate in various committees, meetings, in-service training as required.
- Participate actively in quality improvement programs.
- Perform preventive maintenance checks and report any problems to appropriate personnel.
- Participates as an active member of the hospital and departmental team to support special projects and activities.
- Maintain acceptable standards of patient treatment.
- Perform radiological exams on patients in a timely and professional manner.
- Must be able to relate to and work with ill, disabled, elderly, emotionally upset, and at times, hostile people within the facility.
- Accurately and promptly implements provider's orders.
- Maintains a professional approach with confidential hospital and patient information and ensures safe patient environment.
- Keep work area clean and orderly.
- Maintain certifications and continuing education requirements needed to perform job.
- Miscellaneous duties as assigned requested or required.

**EDUCATION and/or EXPERIENCE:**

- Current ARRT License
- Current TMB (Texas Medical Board) Certification/License
- 2 year diagnostic radiology, preferred
- Basic Life Support (BLS) certificate

**LANGUAGE/READING SKILLS:**

- Communicate verbally and in writing in English. Legible hand writing is required.

**MATHEMATICAL SKILLS:**

- Basic statistical concepts.
- Geometry, Algebra, Increment Conversions, Formulas and Fractions

**REASONING ABILITY:** Responds to commonly occurring problems/situations for which standards, procedures and precedents exist.

**WORK ENVIRONMENT:** Regularly required to stand, walk, sit, ascend and descend stairs, possess ability to handle, finger or feel objects, tools or controls; reach with hands and arms.

Must be able to lift 25 pounds from the floor to waist and may occasionally be required to lift 50 pounds from the floor to waist level. Specific vision abilities include close vision and the ability to clearly focus vision.

I have received and read a copy of this position description and acknowledge that I am able to perform the duties described.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date