



PO Box 649 FORT DEFIANCE, AZ 86504 PHONE: 928.729.8000 FAX: 928.729.8269 WEBSITE: [WWW.FDIHB.ORG](http://WWW.FDIHB.ORG)  
 A FACILITY OF FORT DEFIANCE INDIAN HOSPITAL BOARD, INC.

## COMPUTED TOMOGRAPHY TECHNOLOGIST

### *Position Description*

<b>Division:</b>	Medical
<b>Department:</b>	Radiology
<b>Job Code:</b>	
<b>Salary Range:</b>	\$29.20-\$36.50/hourly
<b>Hours/week:</b>	40+ hours/week
<b>Type of Position:</b>	Regular Full-time

<b>Reports to (title):</b>	Radiology Supervisor
<b>Job Location:</b>	Tséhootsooí Medical Center
<b>Supervises:</b>	N/A
<b>Classification:</b>	Non-Exempt
<b>Effective Date:</b>	March 28, 2010
<b>Revised Date:</b>	February 28, 2018

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Fort Defiance Indian Hospital Board, Inc. (FDIHB) are expected to conform to the following:

- Uphold all principles of confidentiality and patient care to the fullest extent.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and dependable manner with patients, employees and vendors.
- Possess cultural awareness and sensitivity.
- Maintain a current insurable driver's license.

### POSITION PURPOSE

Incumbent is responsible for the technical operation of Computed Tomography (CT) and CT equipment. CT work on a 12 hour shift seven (7) days on seven (7) off or rotational basis to provide continuity of services during days, nights, weekends, and holidays. May be required to work overtime and must be able to function in any units as assigned and appropriate.

### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Performs CT scanning of the human anatomy.
- Produces ionizing radiation within a safe permissible range as to achieve quality images.
- Provides proper patient protection in accordance with prescribed safety standards related to radiographic examination. Secures the confidence and cooperation of the patient during examination procedures. Assists Physicians and Radiologists as needed.
- Schedules patients for examination, evaluates requests for critical and/or emergency procedures and adjusts schedule to accommodate patients of a higher priority.
- Receives patient, explains procedures and transfers patient to table for examination. Explores methods or procedures, positions patient and makes the exposures necessary for requested examination. Confers with the radiologist in order to establish the requirements of non-standardized examinations, appropriate targeting techniques, and/or other deviations required to perform a complete examination.
- Responsible for quality control activities which include, but are not limited to making minor adjustments to equipment such as setting up step wedges and when necessary changing transverse length adjusters. Performs daily required calibration tests.

## *Position Description*

- Recognizes equipment malfunctions and contacts CT Service Engineer. Describes problem and communicates engineer's response to supervisor. After repair of equipment, incumbent verifies that the Service Engineer has performed post quality control tests, which indicate that the equipment is operating in accordance with manufacturer's specifications and standards
- Practices sterile technique and prevents cross-contamination in various examinations. Ensures that sterile supplies, contrast materials, catheters and other required equipment are present and laid out.
- Procures stores and routes supplies for room preparation, recommends the procurement and necessity for maintenance and servicing of equipment.
- Performs other duties as assigned.

### **MINIMUM MANDATORY QUALIFICATIONS**

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|--|---|
| Experience:  | <ul style="list-style-type: none"><li>• Two (2) years' experience as a CT Technologist</li></ul>  |
| Education:   | <ul style="list-style-type: none"><li>• Associates of Science in Radiography from an accredited Radiology program.</li><li>• Licensed with ARRT (American Registry of Radiologic Technologist) in RT and CT.</li><li>• Current, valid Medical Radiologic Technologist Board of Examiners (MRTBE) licensure in Arizona.</li></ul>  |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• In-depth knowledge of the principles and techniques of computerized tomography, including spiral CT, in order to consistently produce high quality scans, maintain the equipment, and ensure quality assurance.</li><li>• Knowledge of performing all basic and complex computerized tomography studies.</li><li>• Knowledge of computerized tomography equipment and supplies.</li><li>• Ability to perform IV contrast injections. Monitors injection (power injector) and recognizes complication of injection, such as infiltration, contrast reaction, etc.</li><li>• Ability to monitor vital signs and notifies radiologists of any significant changes. Assists in performing emergency first aid if required and initiates CPR when a cardiac arrest occurs.</li><li>• Thorough knowledge of radiation protection standards, devices, and techniques including concepts of accumulated dosage and genetic changes, effects of radiation on living organisms, and the effects of radiology technique on patient and operator exposure in order to assure that adequate safeguards are maintained, to recognize when changes of equipment or procedures might result in increased exposure, and to adopt methods to prevent such exposures.</li><li>• In-depth knowledge of physiology and cross sectional anatomy including the location, appearance and function of the various major and minor systems susceptible to radiologic exposure and physical abnormalities associated with most diseases or lesions illustrated by computerized scanning.</li><li>• Knowledge of first aid procedures for such occurrences as reaction to contrast materials and cardiac arrest.</li><li>• Must have expertise to operate via tele radiology.</li><li>• Knowledge of the unique needs, clinical skills and patient care standards appropriate to the age ranges served in the unit including: newborn infant, toddler, preschool child, adolescence, young middle and late adulthood and geriatrics.</li><li>• A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.</li></ul> |

## Position Description

### PREFERRED QUALIFICATIONS

- Bilingual skills in English and the Navajo language

### WORK ENVIRONMENT

Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors and staff.

Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

### NAVAJO/INDIAN PREFERENCE

FDIHB, Inc. is located within the Navajo Nation and, in accordance with Navajo Nation law, has implemented a Navajo/Indian Preference in Employment Policy. Pursuant to this Policy, applicants who meet the minimum qualifications for this position and who are enrolled members of the Navajo Nation will be given primary preference in hiring and employment for this position and members of other federally-recognized Indian tribes will be given secondary preference. Other candidates will be considered only after all candidates entitled to primary or secondary preference have been fully considered.

### OTHER

All employees must uphold all principles of confidentiality and patient care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Completion, or will attain, within one year of starting employment in position a license in Computed Tomography.

***Disclaimer:*** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

REVIEWED BY	Jamie Whitehorse	TITLE	HR Information Systems Administrator
APPROVED BY		TITLE	
DATE POSTED		DATE HIRED	

# COMPUTED TOMOGRAPHY TECHNOLOGIST

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### ACKNOWLEDGMENT

I have reviewed the content of the **COMPUTED TOMOGRAPHY TECHNOLOGIST** description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

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*Employee (printed name)*

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*Employee (signature)*

\_\_\_\_\_  
*Date*

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