



RADIOLOGY TECHNOLOGIST

Position Description

Division	Medical	Reports To	Radiology Manager
Department	Radiology	Location (s)	Tséhootsooí Medical Center and Nahat'ádziil Health Center
Salary Range	\$21.17 - \$25.62/hourly	Classification	Non Exempt
		Supervises	No
Hours/Week	40	Effective Date	March 28, 2010
Type of Position	Regular Full-time	Revised Date	January 14, 2020

PERFORMANCE EXPECTATIONS

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

- Uphold all principles of confidentiality, Health Insurance Portability and Accountability Act (HIPAA), and patient care to the fullest extent.
- Adhere to all FDIHB policies and the professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and dependable manner with patients, employees and vendors.
- Abide by all applicable Federal and Navajo Nation Laws.
- Possess cultural awareness and sensitivity.
- Maintain a valid insurable driver's license

POSITION PURPOSE

This position performs a variety of diagnostic studies, utilizing Digital Radiography (DR), and ancillary digital computer equipment ordered by physicians for diagnostic and treatment purposes.

ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES

- Performs digital radiographic examinations of head, trunk, and extremities for diagnosis of illness or injuries.
- Participates in cross-training activities in different modalities as required to support



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department needs.

- Schedules patients for routine Radiology, Ultrasound, Computerized Tomography (CT), MRI and Mammography examinations.
- Requests, registers, modifies and edits case study data utilizing the Resource & Patient Management System (RPMS) software.
- Maintains the integrity of the Radiology Information System (RIS) database while participating, both in the consultation with and training of providers on the proper use of the RPMS radiology package
- Utilizes Digital Radiography (DR) hardware & software in the acquisition of digital images.
- Utilizes Picture Archive & Communication (PAC's) system hardware & software in the manipulation and routing of digital imagery in accordance with departmental protocol. Maintains PACs system integrity by recognizing and reporting system failures within the telecommunications environment
- Consults with Radiologists as required to facilitate accurate readings of digital image from inception through reporting
- Helps clean and maintain diagnostic imaging equipment; provides input to management regarding equipment maintenance/updates.
- Recognizes and reports or initiates maintenance requests of malfunctioning or intermittently failing equipment in accordance with established protocol.
- Participates in departmental Quality Assurance/Quality Control programs and technique development programs.
- Participates in Performance Improvement activities, keeps abreast of the latest and current technical literature and maintains accreditation through continuing education.
- Participates in any or all required activities in support of the mission statement, performance contracts and Medical Imaging Program.
- Attends/participates in all mandatory training.
- Assists in the orientation, training and documentation of the progress of practical/limited radiologic technologists, contractors or students as assigned.
- Other duties as assigned.

MANDATORY MINIMUM QUALIFICATIONS

Experience:

One (1) year of direct experience



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Education:

Associate of Science in Radiography from an accredited Radiology program.

Licensed in Radiography with the American Registry of Radiologic Technologists (ARRT)

Mandatory Knowledge, Skills, Abilities and Other Qualifications:

- Excellent customer service skills.
- Ability to adapt to various work schedules, including nights, weekends, and holidays in systematic 24- hour coverage; response for emergency, evening and weekend on-calls for emergency situations with FDIHB or Nahat'ádziil Health Center, Sanders, Az.
- Understanding of the effect of technical factor adjustment on digital imagery, as well as advanced hardware/software interactions within a CR/PACs system environment.
- Comprehensive knowledge of common public laws, acts, HIPAA regulations and the use of confidential information and health records to safeguard the privacy of patients.
- Thorough knowledge of radiation protection standards, devices, and techniques including concepts of accumulated dosage and genetic changes, effects of radiation on living organisms.
- Knowledge of the effects of Ionizing Radiation techniques 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 exposure.
- Knowledge of anatomy and physiology, e.g., the location, appearance and function of various major systems, especially the urinary, digestive, and respiratory systems.
- Knowledge of basic physics including the concepts of energy, electric power and types of electric circuits, the construction, function and operating limitations of various types of Imaging equipment.
- Ability to use formulae for determining technical factors to produce images of high diagnostic quality with minimal retakes.
- Knowledge and skill in positioning of patients for a number of moderately difficult radiographic examinations.
- Knowledge and skill necessary to provide care appropriate to pediatric, adult and geriatric patients as well as sensitivity to peoples of varying ethnical and cultural backgrounds.
- Skill in using this knowledge to interpret accurately the examination request and



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understand the functioning and relationship of the various organs of the system.

- Ability to select the best procedures to emphasize any aspects of particular interest to the provider.
- Ability to identify the organs appearing on the image and the various stages of the examination in order to judge the acceptability of the radiograph for diagnostic use.
- Ability to monitor the equipment for proper operation, modify standard procedures to accommodate to new equipment or examinations, and determine when maintenance or repair of equipment is needed.
- Ability to communicate clearly and concisely, both orally and in writing; prepare reports and other written communications.
- Ability to communicate effectively with patients, physicians, and other medical professionals.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

PREFERRED QUALIFICATIONS

- Two (2) years of experience performing diagnostic imaging examinations in an acute healthcare setting. Experience must include the performance of standard x-ray procedures
- Bilingual skills in English and the Navajo language

ENVIRONMENT

Work Environment:

Normal office conditions exist, noise level may vary and overnight travel may be required.

Physical Demands:

While performing the duties of this job the employee is regularly required to: walk, sit, use hands and fingers, reach with hands and arms, talk and hear. May be required to stand for long periods. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds or more. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.



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Mental Demands:

There are several 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 and its facilities are 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 fully uphold all principles of confidentiality and patient care. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

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: RaMona Wauneka **Title:** Director of Human Resources

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ACKNOWLEDGMENT

I have reviewed the content of the **RADIOLOGY TECHNOLOGIST** position 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.



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Describe any accommodations required to perform these functions:

Employee (printed name)	Employee (signature)	Date
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Supervisor (printed name)	Supervisor (signature)	Date
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