

JOB TITLE: CT Technologist	DEPARTMENT: Diagnostic Imaging	POSITION OF SUPERVISOR: Imaging Manager
FLSA STATUS: Non-exempt	ANTICIPATED HOURS PER WEEK: 40hours	EFFECTIVE DATE:

Position Summary: The CT Technologist will support the mission and values of PSMC. Under the direct supervision of the Diagnostic Imaging Manager, the CT Technologist performs radiographic imaging to assist in a diagnosis of disease and injuries. Along with imaging, the technologist will assist the Radiologist with biopsies and other procedures as needed. The CT Technologist works effectively with patients and patients’ families and maintains a cooperative relationship with interdepartmental personnel.

Qualifications: *At all times, the employee shall possess the following qualifications set forth below.*

Education/Training:	High school diploma or GED; and must have graduated from an approved ARRT program.
Experience:	Minimum 3 years clinical experience preferred.
Special Skills, Licenses or Certifications:	Must be licensed through ARRT Basic computer knowledge BLS/CPR
Language Skills:	Demonstrates ability to read, write, and clearly express one’s self in English 100% of the time Additional languages preferred Demonstrates ability to listen Demonstrates ability to clearly convey thoughts in speech and written word
Physical/Mental/Special Demands:	<ul style="list-style-type: none"> • Lifting a minimum of ____ pounds. May need to lift 51 pounds. • Adequate hearing is required to hear/talk with other employees, patients and public in person and on the telephone. • Adequate sight is required to perform essential functions of the job. • Work requires the use of computers with exposure to monitors, key boards, and mouse with repetitive motions for extended periods of time. • Ability to initiate CPR 100% of the time. • Must have fine motor skills 100% of the time. • Ability to work and multi-task at a rapid pace with numerous interruptions 100% of the time. • Good mental health. • Demonstrate tact and versatility. • Must be dependable. • High degree of self-motivation and directional initiative. • Ability to function successfully independently and as a team. • Ability to cope and remain calm in escalating situations. • Must consistently demonstrate compliance with organizational-wide competency statements and performance criteria based on established quality indicators. • In addition, the physical demands anticipates standing, bending, walking and long periods of sitting.

Work Environment:	Work is performed in an office setting with exposure to work stress, environmental stress, and frequent interruptions; noise level is moderate; work may involve exposure to blood, bodily fluids and communicable diseases; frequent communications, on a daily basis, with the general public, co-workers, vendors and patients.
Cross-Training of Position:	PSMC cross-trains job positions. This job description must cross-train to be able to effectively perform the job position of: _____

Standard Job Requirements: At all times, employee shall satisfy the following requirements:

1. The employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is regularly required to stoop, kneel, or crouch. The employee must regularly lift and/or move up to 50 pounds and frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
2. Adhere to and support PSMC's Code of Conduct and WISER values.
3. Accomplish annual goals.
4. Works forward on department plans (may change from time to time).
5. Comply with all PSMC policies including, without limitation, timely attendance, code for dress and decorum, no conflicts of interest, no harassment, fragrance free, etc.
6. Comply with all PSMC and department procedures, rules and directives.
7. Establish and maintain effective working relationships with others (e.g., co-workers, supervisors, patients, visitors, vendors of PSMC and the general public).
8. Be courteous, respectful, honest, and solution-oriented in dealing with others.
9. Communicate accurately, clearly, and effectively both orally and in writing.
10. Possess excellent organizational skills and the ability to multitask.
11. Work independently and perform the job with minimum supervision.
12. Work effectively on PSMC/department team matters and recognize situations which require teamwork.
13. Maintain strict confidentiality of all patient matters and recognize situations where confidentiality should be maintained even if not legally required.
14. Respect the importance of compliance and quality programs and support the same.
15. Possess computer knowledge/skills and the ability to learn and adapt to new programs and software.
16. Participate in employee training, Disaster Preparedness and emergency events.
17. Call and holiday coverage are requirements for this position.
18. Perform other job duties, as assigned by a supervisor.

Essential Duties, Functions and Responsibilities: At all times, employee shall be able to perform the following essential functions of the job, with or without an accommodation, as set forth below.

1. Before performing any exam or procedure, the CT Technologist will check orders from providers for appropriateness in accordance with the indication and will contact providers to correct orders as needed.
2. Under the supervision of the Lead Interpreting Physician, the technologist performs quality CT scans by proper positioning and proper technique.
3. Performs quality controls procedures according to the guidelines provided by the manufacturer to ensure proper system performance.

4. Completes CT Intervenous Contrast consent form with patient, prior to scan with accurate information, ie,.. allergies, kidney function, diabetic...) obtains patient signature and sends to medical records to be scanned in.
5. Under guidance and approval of Radiologist(s), administers contrast agents according to site-specific protocols.
6. Have knowledge in CT acquisition with the ability to reformat images as needed per protocol.
7. Evaluate CT scans to determine whether they are of good technical quality.
8. Must have the ability to communicate effectively with Radiologist(s).
9. Maintains radiology and CT supply inventory by checking stock to determine inventory level; anticipating needed supplies; placing orders for supplies; and verifying receipt of supplies.
10. Ensure equipment is in working order and report equipment malfunctions to supervisor.
11. Participate in the cross-training of employee and student technologists, in equipment operation, patient movement, analysis of images and quality assurance.
12. Perform procedures such as archiving, copying and sending exams, and/or reports, via Powershare, fax or by optical disc to other facilities when requested.
13. Ability to transport patients on the patient stretcher or in a wheelchair.
14. Attends departmental meeting, in-service/conferences as required.
15. Hearing and visual acuity sufficient to perform examinations, observe patients, read monitors and documents, and hear equipment alarms.
16. Can perform all the standard job requirements.
17. Meets the qualifications as set forth herein.

Approved by:

(Supervisor – Signature)	(Title)	(Date)
	Human Resources Director	
(Human Resources– Signature)	(Title)	(Date)

Receipt and Acknowledgment:

I acknowledge and understand that:

- This job description, and receipt and acknowledgment of this job description, does not imply or create a promise of employment or employment contract of any kind. I understand and acknowledge that my employment with Pagosa Springs Medical Center is “at will” and may be terminated by me or the employer at any time with or without cause.
- The job description provides a general summary and requirements of the position in which I am employed. At this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor if, at any time, I am no longer qualified for my position and/or unable to perform the job requirements or essential functions of my job.
- Positions, job descriptions, duties, tasks, work hours, work requirements and qualifications may be changed at any time at the discretion of Pagosa Springs Medical Center.
- Acceptable job performance requires: (a) proper compliance with and completion of all aspects of the job description; and (b) compliance with PSMC policies, procedures, rules and directives.

- I have read PSMC values (WISER) and understand them.
- I have read and understand this job description.

(Print Employee Name)	(Employee Signature)	(Date)

JOB TITLE: Radiologic Technologist	DEPARTMENT: Diagnostic Imaging	POSITION OF SUPERVISOR: Imaging Manager
FLSA STATUS: Non-exempt	ANTICIPATED HOURS PER WEEK: 40 hours	EFFECTIVE DATE:

Position Summary: The Radiologic Technologist will support the mission and values of PSMC. Under the direct supervision of the Diagnostic Imaging Manager, the Radiologic Technologist performs radiographic procedures to assist in a diagnosis of disease and injuries. The Radiologic Technologist also performs fluoroscopic procedures to assist the Radiologist, Surgeon or ordering provider in various locations in the facility. The Radiologic Technologist works effectively with patients and patients’ families and maintains a cooperative relationship with interdepartmental personnel.

Qualifications: *At all times, the employee shall possess the following qualifications set forth below.*

Education/Training:	High school diploma or GED; and must have graduated from an approved ARRT program.
Experience:	Minimum 3 years clinical experience preferred.
Special Skills, Licenses or Certifications:	Must be licensed through ARRT Basic computer knowledge BLS/CPR
Language Skills:	Demonstrates ability to read, write, and clearly express one’s self in English 100% of the time Additional languages preferred Demonstrates ability to listen Demonstrates ability to clearly conveys thoughts in speech and written word
Physical/Mental/Special Demands:	<ul style="list-style-type: none"> • Lifting a minimum of 50 pounds. May need to lift 100 pounds. • Adequate hearing is required to hear/talk with other employees, patients and public in person and on the telephone. • Adequate sight is required to perform essential functions of the job. • Work requires the use of computers with exposure to monitors, key boards, mouse with repetitive motions for extended periods of time. • Ability to initiate CPR 100% of the time. • Must have fine motor skills 100% of the time. • Ability to work and multitask at a rapid pace with numerous interruptions 100% of the time. • Good mental health. • Demonstrate tact and versatility. • Must be dependable. • High degree of self-motivation and directional initiative. • Ability to function successfully independently. • Ability to cope and remain calm in escalating situations. • Must consistently demonstrate compliance with organizational-wide competency statements and performance criteria based on established quality indicators. • In addition, the physical demands anticipates standing, bending, walking and long periods of sitting.

Work Environment:	Work is performed in an office setting with exposure to work stress, environmental stress, and frequent interruptions; noise level is moderate; work may involve exposure to blood, bodily fluids and communicable diseases; frequent communications, on a daily basis, with the general public, co-workers, vendors and patients.
Cross-Training of Position:	PSMC cross-trains job positions. This job description must cross-train to be able to effectively perform the job position of: CT technologist

Standard Job Requirements: At all times, employee shall satisfy the following requirements:

1. The employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is regularly required to stoop, kneel, or crouch. The employee must regularly lift and/or move up to 50 pounds and frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
2. Adhere to and support PSMC's Code of Conduct and WISER values.
3. Accomplish annual goals.
4. Works forward on department plans (may change from time to time).
5. Comply with all PSMC policies including, without limitation, timely attendance, code for dress and decorum, no conflicts of interest, no harassment, fragrance free, etc.
6. Comply with all PSMC and department procedures, rules and directives.
7. Establish and maintain effective working relationships with others (e.g., co-workers, supervisors, patients, visitors, vendors of PSMC and the general public).
8. Be courteous, respectful, honest, and solution-oriented in dealing with others.
9. Communicate accurately, clearly, and effectively both orally and in writing.
10. Possess excellent organizational skills and the ability to multi-task.
11. Work independently and perform the job with minimum supervision.
12. Work effectively on PSMC/department team matters and recognize situations which require teamwork.
13. Maintain strict confidentiality of all patient matters and recognize situations where confidentiality should be maintained even if not legally required.
14. Respect the importance of compliance and quality programs and support the same.
15. Possess computer knowledge/skills and the ability to learn and adapt to new programs and software.
16. Participate in employee training, Disaster Preparedness and emergency events.
17. Call and holiday coverage are requirements for this position.
18. Perform other job duties, as assigned by a supervisor.

Essential Duties, Functions and Responsibilities: At all times, employee shall be able to perform the following essential functions of the job, with or without an accommodation, as set forth below.

1. Before performing any exam or procedure, the Radiologic Technologist will check orders from providers for appropriateness in accordance with the indication and will contact providers to correct orders as needed.
2. Under the supervision of the Lead Interpreting Physician, the technologist performs quality performs xray imaging by proper positioning and proper technique.
3. Performs quality controls procedures according to the guidelines provided by the manufacturer to ensure proper system performance.
4. Ensure equipment is in working order and report equipment malfunctions to supervisor.

5. Participate in the cross-training of employee and student technologists, in equipment operation, patient movement, analysis of images and quality assurance.
6. Maintain and stock necessary medical and radiological supplies.
7. Perform procedures such as archiving, copying and sending exams, and/or reports, via powershare, fax or by optical disc to other facilities when requested.
8. Attends departmental meeting, in-service/conferences as required.
9. Responsible for doing annual apron checks.
10. Ability to transport patients on the patient mobilizer or in a wheelchair.
11. Must be able to wear appropriate PPE while in the OR for an extended period of time.
12. Knowledge of performance of Fluoroscopy.
13. Ability to stand for an extended period of time while in the OR.
14. Must be able to run the C-ARM in the operating room when needed.
15. Ability to move portable x-ray machine to examination site.
16. Ability to wear protective lead aprons and lead gloves during examinations.
17. Ability to perform tasks for a long period of time.
18. Manual dexterity sufficient to operate radiographic equipment.
19. Hearing and visual acuity sufficient to perform examinations, observe patients, read monitors and documents, and hear equipment alarms.
20. Can perform all the standard job requirements.
21. Meets the qualifications as set forth herein.

Approved by:

(Supervisor – Signature)	(Title)	(Date)
	Human Resources Director	
(Human Resources– Signature)	(Title)	(Date)

Receipt and Acknowledgment:

I acknowledge and understand that:

- This job description, and receipt and acknowledgment of this job description, does not imply or create a promise of employment or employment contract of any kind. I understand and acknowledge that my employment with Pagosa Springs Medical Center is “at will” and may be terminated by me or the employer at any time with or without cause.
- The job description provides a general summary and requirements of the position in which I am employed. At this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor if, at any time, I am no longer qualified for my position and/or unable to perform the job requirements or essential functions of my job.
- Positions, job descriptions, duties, tasks, work hours, work requirements and qualifications may be changed at any time at the discretion of Pagosa Springs Medical Center.
- Acceptable job performance requires: (a) proper compliance with and completion of all aspects of the job description; and (b) compliance with PSMC policies, procedures, rules and directives.
- I have read PSMC values (WISER) and understand them.

- I have read and understand this job description.

(Print Employee Name)	(Employee Signature)	(Date)