



## BLACK HILLS ORTHOPEDIC & SPINE CENTER, P.C. POSITION DESCRIPTION

TITLE RADIOLOGIC TECHNOLOGIST DEPARTMENT PATIENT CARE

REPORTS TO JILL LEBERKNIGHT FLSA STATUS NON-EXEMPT

FULL TIME YES PART TIME \_\_\_\_\_

### POSITION PURPOSE:

Provide exceptional service to every person with whom there is interaction while assisting the providers with patient care especially in the procedure of taking x-rays, demonstrating commitment to customer satisfaction, professionalism and safety.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Set up exam rooms and set up patients in the rooms; ensure timely patient flow
- Perform x-rays of patients according to doctors'/physician assistants' instructions and protocol
- Assist the doctors and physician assistants, including aspirations and minor surgical procedures
- Complete procedures as directed: casting, splinting, setting up injections, changing dressings, removing stitches and staples
- Enter charges for all procedures and supplies on encounter forms

## ASSOCIATED RESPONSIBILITIES

- Restock work areas and laundry
- Follow OSHA standards
- Assist with doctor's calls
- Maintain supply of forms for doctors
- Handle receipt and faxing of information
- Accompany physicians to outreach clinics
- Assist residents and med students
- Accept additional responsibilities when needed

## CERTIFICATES OR LICENSES REQUIRED

- ARRT certification for x-ray technologists

## KNOWLEDGE AND SKILLS

- Able to multi-task
- Good organizational skills; able to prioritize and problem-solve
- Compassion and consideration
- Attention to detail
- Promote harmony in working with patients and other team members
- Knowledge of medical terminology, anatomy and radiology
- Knowledge of sterile field
- Reliable and motivated
- Willing to participate in continuing education

## EDUCATION AND EXPERIENCE

- High school or equivalent education
- Two-year Radiology Technologist Certificate; certified and accredited by ARRT
- Current certification in CPR
- Experience in patient care
- Continuing education with documentation of current licensure

## LANGUAGE AND REASONING SKILLS

- Good communication and listening skills
- Good problem solving skills
- Able to receive accurate information on tech calls necessary for physician to address problem
- Able to reason with patients and other staff members
- Professionalism with patient care and employee interaction
- Able to take instruction and follow through
- Apply good judgment in handling situations not covered by instructions

## MATHEMATICAL AND COMPUTER SKILLS

- Basic computer skills
- Basic math computation skills

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Able to be on your feet for extended periods of time
- Able to perform bending, stooping, reaching, pushing, pulling and light to heavy lifting (maneuver heavy equipment)
- Potential exposure to radiation and infectious disease
- Able to handle stressful situations and patient demands
- Able to work quickly and thoroughly in a fast-paced environment
- Punctual and flexible with schedule and duties as needs arise
- Maintain a professional appearance with good hygiene and appropriate attire
- Strong ability to work and contribute positively as part of a cohesive team