



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

TITLE RADIOLOGIC TECHNOLOGIST DEPARTMENT _____

REPORTS TO PATIENT CARE MANAGER FLSA STATUS NON-EXEMPT

FULL TIME YES PART TIME _____ POSSIBLE _____

POSITION PURPOSE:

Provide exceptional service 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 with minor surgical procedures
- Complete procedures as directed: casting, splinting, setting up injections, changing dressings, removing stitches and staples

ASSOCIATED RESPONSIBILITIES

- Registration and/or follow up appointments completed
- Accept additional responsibilities when needed
- Follow OSHA standards

CERTIFICATES OR LICENSES REQUIRED

- ARRT certification for X-ray technologists

KNOWLEDGE AND SKILLS

- Knowledge of medical terminology, anatomy, and radiology
- Good organizational skills; able to prioritize, multi-task and problem-solve
- Compassion and consideration
- Reliable and motivated

EDUCATION AND EXPERIENCE

- Two-year Radiology Technologist Certificate; certified and accredited by ARRT
- Current certification in CPR
- Experience in patient care



MATHEMATICAL AND COMPUTER SKILLS

- Advanced computer skills
- Basic math computation skills

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Able to be on your feet for extended periods of time
- Able to bend, stoop, reach, push, pull with and light to heavy lifting
- 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

These physical demands are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The purpose of this position description is to summarize the major job responsibilities and requirements. It is not meant to be exhaustive and is subject to revision.