

Winslow Indian Health Care Center

Job Vacancy Announcement #WDH-18-56



POSITION TITLE: Computerized Tomography/Radiologic Technologist

CLOSING DATE: Open until filled

Position Summary:

Under general supervision of the Supervisory Diagnostic Radiology Tech, responsible for the independent operation of the Computerized Tomography and Radiology equipment. Performs a wide range of highly technical procedures that requires independent thought, judgment, and discretion. Serves as a primary liaison between patients, licensed practitioners, and other members of the support team by establishing and maintaining a good rapport and professional relationship. Uphold the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Maintains regular attendance and punctuality.
- Receives, relays and documents verbal, written and electronic orders in patient records.
- Corroborates patient's clinical history, ensuring information is documented and available for use by a licensed practitioner.
- Maintains records that include patient information, CT and X-ray images and interpretations, files of correspondence, publications and regulations, or quality assurance records, such as pathology, biopsy, or post-operative reports.
- Provides CT and X-ray oral/written summary of technical findings to physician for use in medical diagnosis.
- Determines that all procedural requirements are in place to achieve a quality, diagnostic exam to minimize patient exposure to radiation energy.
- Observes screen during scan to ensure that image produced is satisfactory for diagnostic purposes, making adjustments to equipment as required.
- Selects appropriate equipment settings and adjusts patient positions.
- Prepares patient for exam by explaining procedure, transferring patient to CT/X-ray table, and positioning patient properly.
- Observes and cares for patient throughout examination to ensure their safety and comfort.
- Administers first aid and provides life support.
- Assesses and monitors the patients' physical, emotional and mental status.
- Obtain and record accurate patient history, including prior test results or information from physical examinations.
- Determine whether scope of exam should be extended, based on findings.
- Performs X-ray and CT exams/procedures on all patient age groups and maintains clinical competency in both areas.
- Notifies appropriate provider when immediate clinical response is necessary based on procedural findings and patient condition.
- Adheres to departmental policies/procedures/standards & protocols to ensure effective departmental operation & quality patient care.
- Reports, records and files patient and procedural data in order to accurately document department operation and facilitate timely and accurate billing for services.
- Verifies that protocol & procedure manuals include recommended criteria and are reviewed and revised as needed.
- Maintains a safe environment for patients, personnel and visitors by requiring and supporting the establishment, maintenance and education of an effective safety management program.
- Adheres to radiation safety practices for patients, personnel and self, including principles of time, distance and shielding where possible.
- Monitors and maintains an adequate inventory of supplies and material to ensure their continued availability and non-interruption of services.
- Participates in performance improvement activities for the CT and Radiography section.
- Maintains authority to administer contrast agents and follows established guidelines for the selection/administration of appropriate contrast type, amount and concentration.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCCs Personnel Policies and Procedures, departmental policies, rules, and regulations.

- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

Minimum Qualifications:

Graduate of an accredited program in Radiologic Technology. Clinical experience performing CT scanning is documented. Must be registered with American Registry of Radiologic Technology (ARRT) in Radiologic Technology and Computerized Tomography. Three years relevant CT experience required and CPR certification. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

Knowledge, Skills, Ability:

- Knowledge and understanding of human anatomy, physiology, pathology & medical.
- Knowledge of radiologic practices and techniques.
- Knowledge of the abdominal viscera.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Skill in the technical operation, proper maintenance & performance of CT and Radiography equipment.
- Ability to evaluate CT and Radiography exams in order to acquire appropriate diagnostic information and communicate this information to the ordering provider.
- Ability to integrate diagnostic CT's, X-rays, lab results, patient history and medical records, and adapt exam as necessary.
- Ability to use independent judgment to acquire the optimum diagnostic information in each exam performed.
- Ability to maintain continuing education to enhance growth.
- Ability to follow established department procedures.
- Ability to work efficiently and cope with emergency situations.
- Ability to work on a regularly assigned or rotational basis to provide continuity of services.
- Ability to move heavy equipment on wheels, patients in wheelchairs and stretchers up to 100 pounds.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to communicate effectively both verbally and in writing.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

Physical Demands:

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 100 pounds.

Work Environment:

Work is performed in an office setting or outdoor work environment with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.