



# Wallowa County Health Care District

**JOB TITLE: Radiology Technologist**

**FLSA STATUS: Non-Exempt - Union**

**DEPARTMENT: Imaging**

**DATE: February, 2020**

**REPORTS TO: Imaging Director**

**APPROVED BY: Imaging Director**

## **JOB SUMMARY:**

Radiologic technologists operate radiologic equipment and perform radiologic procedures to assist physicians in the diagnosis of disease. They prepare radiograph equipment, position patients correctly and accurately capture the requested diagnostic images. The individual will work to meet the strategic goals set by hospital administration; realizing that “each individual at our hospital is the patient experience”.

## **MISSION, VISION & VALUES:**

The successful candidate(s) must share and demonstrate through job performance (and will be evaluated on) the ability, willingness and successful application of support for the Mission, Vision and Values of the District:

Mission: To provide premier Health Care

Vision: To be a recognized leader in mission focus, quality care, and fiscal strength

Values: Compassion, Respect, Integrity, Quality, Stewardship, and Family

## **ESSENTIAL DUTIES & RESPONSIBILITIES:**

Includes the following and other duties may be assigned. Nothing in this job description should be inferred to condone an employee acting out of their scope of license. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Cross train in CT and be willing to do other cross training when needed within the department.
- Share call hours with other department employees and respond to call back within 20 minutes.
- Must Be compassionate. Introduce and explain procedures using A.I.D.E.T. (acknowledge, introduce, duration, expectation, thank you) when communicating with patients and family members to gain trust, reduce anxiety, and improve patient experience.
- Be cooperative with physicians and respond to physician's orders ASAP; first morning technologist will do any orders before physician's rounds.
- Performs clerical tasks as related to the position; scheduling patients and basic understanding of insurance.
- Understand PACS; empty laundry; stock shelves and clean. Other duties may be assigned to keep department running smoothly.
- Practices aseptic techniques as necessary.
- Assumes responsibility for provision of physical and emotional needs of patient during procedures.
- Initiates basic life support action when necessary.
- Assists in maintaining records, respecting confidentiality and established policy.
- Provides practical instruction for students and/or other health care professionals.
- Participates in the department's quality assessment and improvement plan. May be responsible for specific quality control duties in the assigned area.
- May be responsible for control of inventory and purchase of supplies for the assigned area.
- Performs x-ray exams in accordance with established protocols and procedures.
- Interacts with radiologists and physicians to insure quality exam images and patient care.
- Communicates to all x-ray technologists' quality issues, equipment issues, protocol and procedure changes.
- Operates all radiograph imaging equipment including surgical c-arm and portable x-ray.
- Verifies patient's record is up to date and accurate. Makes appropriate changes in computer system and on patient's medical record.
- Must be flexible with work schedule as hours may vary.



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- Must have the ability to work cohesively with others.

## **SPECIAL DEMANDS:**

Willingness to work with the realization that errors may have serious consequences for the patient. Ability to work under emergency conditions. Attention to details for extended periods of time. Alertness during all phases of work since errors may result in incorrect diagnosis or treatment. Considerable initiative involved in adapting techniques and procedures for special tests and in scheduling and planning various work phases. Accuracy in use of radiology instruments and equipment. Follows standard radiology methods and procedures.

## **QUALIFICATIONS & EXPERIENCE:**

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Graduate of an accredited program in Radiologic Technology or equivalent.
- Current ARRT and CPR certification.
- Oregon Board of Medical Imaging License (Radiology)

## **CORE COMPETENCIES:**

- Compassion – Welcomes, mentors and receives new team members. Shows concern for the welfare of others.
- Respect – Manages conflict with respect and dignity for others. Attempts to address issues before escalating.
- Integrity – Owns professional development and seeks self-development. Uses good judgment in resolving job problems. Generates and evaluates alternative solutions and makes effective and timely decisions.
- Quality - Pays close attention to detail. Strives to achieve excellence in all things.
- Stewardship – Careful and responsible management of WCHCD resources. Finds productive work to keep busy during slack periods.
- Family – Creates and participates in a team environment. Applies effective interpersonal and problem-solving skills when responding to coworkers, patients and visitors.

## **POSITION SPECIFIC COMPETENCIES:**

- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Service Orientation — Actively looking for ways to help people.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, toxic or caustic chemicals, risk of electrical shock, and risk of radiation. The employee is frequently exposed to fumes of airborne particles and vibration. The employee is occasionally exposed to wet and/or humid conditions and high, precarious places. The noise level in the work environment is usually moderate.



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**WCHCD CODE of CONDUCT & CONFIDENTIALITY STATEMENT:**

As an employee of Wallowa County Health Care District (WCHCD) you must agree to abide by the following code of Conduct/Confidentiality Statement.

I understand and agree that in the performance of my duties I must hold medical information in confidence. I understand that any violation of the confidentiality of medical information may result in punitive action. I will at all times protect the safety of our patient/residents understanding that they are our “customers” and the reason for our employment. I will avoid any and all personal conflicts of interest as it relates to my position at this facility. I agree to abide by the dress code for WCHCD. I will not use any of the assets of WCHCD for personal use. I will abide to all rules and regulations of the State of Oregon and the United States in relation to the operation of a medical facility. I will treat my co-workers at all times in a professional & courteous manner. I will strive to always work as a team player with my co-workers. I agree to report any perceived medical/facility operation noncompliance issues immediately to the CEO.

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I have read and understand the above job description.

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**Employee Signature**

**Date**

# ADA – MENTAL ACTIVITY REQUIREMENTS

Position Being Accessed: RADIOLOGIST TECHNOLOGIST Date Form Completed: 03/07/2017

Form Completed By: JOSIE CONRAD Title: RADIOLOGIST DIRECTOR

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Check the applicable mental demands listed. Consider the level of complexity as well as the frequency of the demand of how often each is done during an average work day (if never, leave box blank).

How often (frequently) does the demand occur: Regularly (R) up to 33%, Frequently (F) from 33-66%, or Continuously (C) 66%+.

## Interpersonal Interactions – Frequency C 66%+

- Simple – such as basic information exchange, etc.
- Moderate – such as providing work direction or instructions (usually one-on-one), etc.
- Complex – such as coaching, negotiating, selling, making group presentations, etc.

## Supervision – Frequency C 66%+

- Simple – provides basic work direction and support to small groups (up to 15) of usually skilled and semi-skilled employees.
- Moderate – has limited supervisory responsibility for small to medium groups (up to 15) of usually skilled and semi-skilled employees.
- Complex – has full supervisory responsibility for medium to large groups (16 or more) of usually skilled and highly skilled employees.

## Problem-Solving – Frequency C 66%+

- Simple – under general supervision, solves problems for self. Complex problems are referred to supervisor.
- Moderate – under limited supervision, anticipates and solves problems for self, and other lower level/same level employees within and outside own department.
- Complex – with little/no supervision or direction, anticipates and solves problems for self and others at all levels of the organization.

## Analyzing/Evaluation – Frequency F from 33-66%

- Simple – under direction, examines basic information and/or situations and prepares summaries or draws conclusions for evaluation by others.
- Moderate – under general direction, examines moderately complex information and/or situations and prepares summary, including recommendation for review by others.
- Complex – independently examines complex information and/or situations, evaluates potential impact, options, and makes recommendations.

## Decision-Making – Frequency R Up to 33%

- Simple – majority of decisions are made utilizing established policies and procedures, and concern self and/or work responsibilities only.
- Moderate – most decisions are made within company policy constraints, and some latitude exists. Decisions may impact others or the organization
- Complex – decisions are guided by precedent and interpretation of applicable laws, etc. Decisions have a significant impact on others and the organizations.

**Equipment Operation** – Frequency C 66%+

- Simple – operates simple equipment such as telephone, copy machine, simple hand tools, facsimile machine.
- Moderate – operates somewhat complex equipment, often requiring education/training, including computer hardware/software, switchboard, and pallet jack/forklift.
- Complex – operates complex equipment/machinery requiring extensive training and in-depth understanding of various applications, etc.

**Discretion/Confidentiality** – Frequency C 66%+

- Simple – work responsibilities seldom concern confidential and/or sensitive information.
- Moderate – work responsibilities occasionally concern confidential and/or sensitive information requiring the use of discretion.
- Complex – work responsibilities frequently concern confidential and/or sensitive information requiring the use of discretion at all times.

**Math Skills** – Frequency F from 33-66%

- Simple – ability to perform basic math computations including addition, subtraction, multiplication, and division.
- Moderate – ability to calculate percentages, work with fractional numbers, and perform simple algebra.
- Complex – ability to perform extrapolation and analysis, using advanced math calculations.

**Teamwork** – Frequency C 66%+

- Simple – majority of work is performed independently, seldom requiring the use of teamwork or cooperation.
- Moderate – teamwork and cooperation are required approximately 50% of the time in order to successfully complete job duties.
- Complex - teamwork and cooperation are essential to the successful completion of own and others job duties.

**Read/Write/Speak English** – Frequency C 66%+

- Simple – ability to understand and follow basic verbal instructions and respond understandably.
- Moderate – ability to understand and follow somewhat complex verbal and written instructions. Ability to communicate effectively with others, both verbally and in writing.
- Complex – ability to perform complex verbal and written communication face-to-face and in group settings.

**Creativity** – Frequency F from 33-66%

- Simple – job duties are regular and recurring and seldom require conceptualizing, planning or implementing.
- Moderate – job duties are somewhat varied, occasionally requiring conceptualizing, planning and implementing.
- Complex – job duties are widely diverse, and frequently require conceptualizing, planning and implementing.

**Task Handling** – Frequency C 66%+

- Simple – job duties are repetitive and recurring and focus on a single task, seldom requiring attention to other areas/duties.
- Moderate – job duties tend to be recurring, but occasionally require attention to and/or coordination of concurrent job duties.
- Complex – job duties are widely varied, and frequently require attention to and/or coordination of concurrent job duties.

**ADA – PHYSICAL ACTIVITY REQUIREMENTS**

Position Assessed: RADIOLOGY TECH Date Completed: 03/07/2017

Form Completed By: JOSIE CONRAD Title: RADIOLOGY DIRECTOR

Check the applicable physical demands listed. Think of the frequency of the demands in terms of how often each is done in a normal 8 hour work day.

| <b>PHYSICAL ACTIVITY DEMANDS</b>         | <b>NEVER<br/>0%</b>      | <b>REGULARLY<br/>UP TO 33%</b>      | <b>FREQUENTLY<br/>33-66%</b>        | <b>CONTINUOUSLY<br/>66 TO 100%</b>  |
|--|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Sitting                                  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Standing                                 | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Walking                                  | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Bending                                  | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Stooping                                 | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Kneeling                                 | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Climbing                                 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Pushing                                  | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Pulling                                  | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Lifting                                  | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Fingering                                | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Grasping                                 | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Talking                                  | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Hearing                                  | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Repetitive Motions<br>Using Hands/Wrists | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Repetitive Motions Using<br>Feet         | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Reaching                                 | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Handling                                 | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Feeling                                  | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Other (please specify)                   | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <b>LIFTING OR CARRYING<br/>DEMANDS</b>   | <b>NEVER<br/>0%</b>      | <b>REGULARLY<br/>UP TO 33%</b>      | <b>FREQUENTLY<br/>33 TO 66 %</b>    | <b>CONTINUOUSLY<br/>66 TO 100%</b>  |
| Up to 10 lbs.                            | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 11 to 20 lbs.                            | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 21 to 50 lbs.                            | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 51 to 75 lbs.                            | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 76 to 100 lbs.                           | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Over 100 lbs.                            | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |