

POSITION DESCRIPTION

POSITION: **Radiology & Mammography Technician**

DEPARTMENT: Bay Mills Ellen Marshall Building **GRADE:** 14

REPORTS TO: Supervisor Case Manager **STATUS:** Non-Exempt

POSITION SUMMARY:

A knowledgeable Radiology & Mammography Technician is essential for any medical team to effectively diagnose and treat injuries and disease. The technician operates X-ray, mammography, and related equipment following strict safety procedures to minimize exposure to radiation using knowledge of anatomy and physiology. The Radiology & Mammography Technician works as part of the medical team to provide health care to patients. The Radiology & Mammography Technician works as the Radiation Safety Officer.

ESSENTIAL FUNCTIONS:

1. Obtains patient history, explains standard procedures and addresses patient concerns to foster a sense of comfort and confidence to patients and ensure the needs of individual patients are met.
2. Arrange radiologic devices which lessen discomfort and prevent the patient from moving.
3. Position the patient for imaging and select exposure factors accurately and adjust equipment to give a clear view of the patient's body.
4. Measure the thickness of areas to be x-rayed and determine proper voltage, current, and exposure time for each x-ray. Prevent patient from being exposed to unnecessary radiation.
5. Specialize in the production of screening and diagnostic mammograms for the detection of breast tumors.
6. Positions patients and moves mammographic equipment to specific positions and adjusts controls to set exposure factors based on knowledge of radiographic exposure techniques and protocols. Correctly captures the images requested by a BMHC provider.
7. Process digital images, stores, and transfers images properly.
8. Ensures correct documentation into HER and full radiologic process is documented electronically, including ordering, accession, and scanning of results are all electronic in EHR. Keep all records and files of radiologic services.
9. Provides timely follow up regarding radiology results.
10. Adheres to infection control/safety guidelines. Ensure equipment is properly functioning, clean and make minor adjustments to equipment. Report potential problems or equipment malfunction to appropriate personnel. Perform all routine, weekly, monthly, and periodic maintenance and function checks following established protocol for all imaging equipment. Maintain all required documentation, logs, charts, forms, and records in paper and electronic formats.

11. Assist in maintaining a clean and orderly department to include procedure rooms, storage areas, dressing rooms, and any other areas in department.
12. Observe patient during procedure and report abnormal activity.
13. Monitor protocols and recommend updates or refinements as warranted.
14. Follow radiation safety procedures and guidelines
15. Ensure prompt submission of high-quality images and documents sent to PACS (image quality, correct lead markers and patient data/history)
16. Function as the Radiation safety officer. Make sure all duties related to this are completed in a timely manner and kept up to date for accreditations.
17. Assist administration in accreditation procedures, including initial, annual, and site visits.
18. Completes quality assurance processes and practices radiation safety in order to reduce exposure to patients, staff, and self.
19. Maintains an adequate supply of all consumables to perform quality testing.
20. Demonstrates the ability to meet the need of the patients (both internal and external) in a caring, competent manner. Demonstrates positive communication through friendly, pleasant and professional verbal skills.
21. Accurately prioritize information and refers to appropriate personnel.
22. Maintains confidentiality with respect to any and all information learned through performing this role.
23. Participates in daily huddle with clinical support team to review daily schedule.
24. Oversee images taken by other BMHC radiology staff within scope of licensure, certification, and/or job duties.
25. Must complete initial training of the digital system and pass annual competency assessments.
26. Other duties may be assigned within the scope and complexity of this position's essential functions.
27. Must attend all mandatory trainings designated through the Human Resources Department and/or Department Director.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to sit, stand, and bend extended periods of time. May be required to lift or turn disabled patients. Work is performed in a medical clinic setting with adequate room temperature, lighting and ventilation. Involves regular and recurring exposure to potential hazards of radiation and infectious diseases. May involve travel. Personal protective garments will be provided and are required to be worn during delivery of patient care.

POSITION REQUIREMENTS:

1. Associates degree or technical degree required. Training consisting of classroom instruction, including practice with radiologic equipment.
2. Experience as X-ray/ mammography technician is required.
3. Certified in general radiologic technology by the American Registry of Radiologic Technologists (ARRT) required.

4. Certified in mammography by the American Registry of Radiologic Technologists (ARRT) required.
5. Participate in necessary training to keep ARRT radiology and mammography Certifications current.
6. BLS Certification required
7. Must be able to travel when required.
8. Excellent communication skills required.
9. Must have an excellent past work record.
10. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.

PREFERENCE: Preference will be given to those of Native American descent.

CLOSING DATE: OPEN UNTIL FILLED

APPLY TO: Send Cover Letter, Resume and 3 Letters of Reference to:

Erin Forrester; HR Generalist
Bay Mills Human Resources Department
12124 W. Lakeshore Drive
Brimley, MI 49715
(906) 248-8526

eforrester@baymills.org

Subject: Radiology and Mammography Tech

Applications can be found on the Bay Mills website at www.baymills.org under the employment section