Position Title: Lead Radiologic Technologist

Reports To: Director of Operations

Position Summary: Respectfully provide all aspects of quality imaging and patient care. In conjunction with the Director of Operations, responsible for the day to day operations of the radiology department.

Essential Duties and Responsibilities:

- Lead by example
- Incorporate the 5 P’s of Accountability (Presenteeism, Positive Attitude, Productivity, Pride and Patient Care) into leadership responsibilities
- Lead the radiology department in conjunction with the Director of Operations.
- Monitor productivity, assign tasks as appropriate and act as a resource for team members and/or providers in clinic
- Work to maintain team member compliance of all radiology procedures
- Evaluate quality and technique of images produced
- Monitor performance/productivity of the radiology tech assistants
- Responsible for team member call outs; adjust staffing accordingly to meet needs
- Communicate directly with the clinical team and providers
- Respond immediately to urgent needs as designated
- Responsible for assisting with smooth patient flow
- Introduce yourself to patient, verify patient’s identity, and explain what you will be doing
- Safely transport and/or assist patients to and from the imaging areas
- Review orders and past medical history prior to x-ray exposures
- Perform x-rays as requested by providers, accurately and safely while maintaining full awareness of patient comfort
- Ensure electronic delivery of images to PACS
- Ensure documentation of exam details in EMR at the time of visit
- Ensure proper billing is documented for exam
- Maintain efficient workflow by ensuring patient’s are properly dressed for their exam (i.e. removing splints/braces, undergarments, jewelry, etc)
- Assist with importing and exporting images to and from other facilities and prepare images for Health Information requests
- Adhere to OVA Radiology policies
- Act as a resource to clinical team for imaging related inquiries
- Assist management in prioritizing and monitoring daily imaging needs to ensure smooth and efficient workflow

Created: 2-10-17
Monitor X-ray equipment for proper operation; report any technical difficulties to field service and management; record information on Equipment Records-Downtime log

Secondary Duties and Responsibilities:
- Review dosimeter reports in conjunction with MRI lead and take appropriate action as needed
- When assisting in clinic, refer to Medical Assistant job description for a list of duties and responsibilities, notify management of questions or concerns
- Assist with projects as directed by the Director of Operations
- Attend Department and Team meetings as required
- Attend OV Continuing Education classes as required
- All other duties as assigned

Practice Duties and Responsibilities:
- Always be open for ways to make OV more efficient; a better environment for everyone
- Treat patients, their families, visitors, team members, management and physicians with respect and dignity
- Maintain a clean and safe working environment; work stations should be organized and free from clutter

Physical Demands:
- Ability to stand or sit for long periods of time
- Ability to bend over or reach above their head, ability to twist, push, pull as needed to perform their job duties
- Ability to lift up to 50 pounds

Performance Requirements:
- General knowledge of radiology equipment
- Knowledge of anatomy and patient positioning for x-ray exams
- Knowledge of safety hazards common to radiology, includes but not limited to: equipment, body mechanics, and patient movement
- Ability to grasp new tasks in a timely manner
- Ability to react quickly in emergent situations
- Ability to communicate effectively, both written and verbally
- Ability to maintain a cheerful disposition with patients, team members, and physicians; especially during stressful situations
- Work efficiently with high volume

Created: 2-10-17
Education: Associates degree or certificate from an accredited radiology program

Experience: 2 years clinical Radiology experience preferred

Certificate/License:
- ARRT Registered-Active (or eligible)
- Virginia State Licensure-Active
- Current CPR Certification (BLS)

Disclaimer: The above statements are intended to describe the general nature and level of work performed in this position. Additional duties and responsibilities may be assigned as needed.