



Position: CT/Radiologic Technologist	
Department: Radiology	
Reports To: Imaging Service Supervisor	
FLSA Status:	OSHA Exposure Category: I
Effective Date: 8/2007	Revised: 7/2012, 7/2016, 3/2018, 02/2021

**Job Objective:** Maintain and use equipment and supplies to preform radiological and computed tomography duties in compliance with Radiology Department and legal requirements.

**Qualifications:**

1. Current Montana Radiology Technologist license.
2. Must have current American Registry of Radiologic Technologist (ARRT) certification.
3. Two (2) years’ experience as a Radiologic Technologist preferred.
4. BLS certification with-in 6 months of hire.
5. Computed Tomography Certification.

**Job Duties:**

1. Assisting and Caring for Others — Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.
2. Getting Information — Observing, receiving, and otherwise obtaining Information from all relevant sources.
3. Identifying Objects, Actions, and Events — Identifying Information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
4. Working directly with the Public.
5. Communicating with Supervisors, Peers, or Subordinates — providing Information to supervisors, coworkers, and subordinates by telephone, in written form, e-mail, or in person.
6. Compliant with National Standards of Continuing Education to maintain professional competency and proficiency.
7. Participates in special studies as requested.
8. Ensures that the quality of professional services is maintained
9. Ensures operation of radiology and computerized tomography equipment by completing following manufacturer’s instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.

10. Complies with federal, state, and local legal and professional requirements by studying existing and new legislation.
11. Maintains radiology and CT supplies inventor by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies
12. Minimizes radiation to patient and staff by practicing radiation protection techniques, using restrictive beam devices, patient shielding, and knowledge of exposure factors.
13. Maintains production and quality of radiographic and/or CT images by following established standards and procedures. Develops radiographs; observing radiographic results; making necessary adjustments.
14. Other duties as may be assigned.

Disclaimer – Not all inclusive – other duties as assigned. Every effort has been made to make this position description as complete as possible. However, it in no way states or implies that these are the only duties required. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

Mission: Northern Rockies Medical Center provides quality healthcare that serves our communities in a private, safe and caring environment.

Vision: Northern Rockies Medical Center will be the provider of choice, setting the standard for quality healthcare in the region.

Values: Values PEOPLE

- The needs of the patient come first.
- Patients, families, and staff will be treated with courtesy and compassion.

Values QUALITY

- Excellence through continuous improvement in safety and care.
- Teamwork through the unity of all departments to serve our communities and each other.

Values OWNERSHIP

- Doing what is right for those we serve.
- Having pride in our work.
- Holding ourselves accountable for efficient management of NRMC resources.

Schedule: Primarily weekdays (Monday through Saturday from 7 am to 6 pm with 1/2 hour lunch period). Occasionally may be required to adjust schedule hours to include weekends. Share call with other staff technologists.

**Compliance Plan and Code of Conduct: Northern Rockies Medical Center Inc. is dedicated to the highest ethical standards as it is essential to meeting our commitment to**

**our mission and vision. Individual responsibilities include adhering to our organizational Compliance Plan and Code of Conduct.**

- (A) Maintains awareness and understands the organization-wide compliance plan. Familiar with and adheres to NRMC's published Code of Conduct which provides guidance and expectations regarding confidentiality, conflict of interest, billing, controlled substances, Emergency Medical Treatment and Labor Act (EMTALA), payments for referrals, gifts, anti-kickback laws, safety and health, waste disposal, and compliance with antitrust laws, advertising and marketing, discrimination, insider trading and government requests.
- (B) Reports any violation or suspected violation of this Code or other hospital policies or procedures to supervisor, Compliance Officer or through the compliance hotline.
- (C) Attends and/or completes mandatory training regarding organizational compliance.

Work Environment: Acute care hospital, professional office setting. Area is appropriately lit and ventilated. Possible exposure to marked changes in temperature, humidity, radiation, lead and noise.

OSHA Exposure Category: (I) Tasks that involve exposure to Blood/Body fluids or Tissues. All procedures or other job-related tasks that involve an inherent potential for mucous membrane or skin contact with blood, body fluids, or tissues, or a potential for spills or splashes of them, are Category I tasks. Use of appropriate protective measures is required for every employee engaged in Category I tasks.

Dress Code: Must comply with Northern Rockies Medical Center Dress Code Policy Admin.0012 and departmental guidelines.

Physical Demands: Requires repetitive bending, pulling, pushing, kneeling, walking and lifting up to 50 lbs. Visual acuity within normal limits; must be able to read orders, notes, and office reports. Wear personal protective equipment as needed.

Employee Certification: I have read the above JOB DESCRIPTION and accept the responsibilities as outlined. I know of no reason that will keep me from performing the duties as described without reasonable accommodations being made by Northern Rockies Medical Center (NRMC). I agree to inform my supervisor immediately if I am unable to perform as expected.

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Employee Signature

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Date