



MEMORIAL HOSPITAL OF LAFAYETTE COUNTY
800 Clay Street – Darlington, WI 53530

JOB TITLE: Radiology Technician Student

Reports to: Radiology Manager

Supervisory Responsibilities: None

Educational Requirements:

- High School diploma or equivalent
- CPR Certification
- Enrolled in Radiology Technician program
- Active Certified Nursing Assistant Certification (preferred)
- Demonstrates personal and professional integrity.

Position Summary:

- Responsible for unit-phone management, order entry, and coordinating the flow of information into the electronic health record.
- Provides direct patient care under the direct supervision of the Radiology Manager.
- Responsible for safe patient transport to and from the department.
- The Radiology Technologist Assistant may be assigned to work in a variety of imaging sections, assist multiple radiology modalities and/or clinical services per operational needs. The incumbent must be able to resolve conflict and endure the pressures associated with a constantly changing work environment. The incumbent assists with exams on adults, geriatric patients, adolescents, and pediatric age groups and performs patient assessment within the scope of practice. The exams may be performed in the various Radiology Imaging sections.

Essential Functions:

MHLC Values Expectations/Responsibilities:

- Ability to follow the disciplines as documented in the Memorial Hospital and Primary Care Clinics Code of Conduct.
- Ability to follow the disciplines as documented in the Confidentiality and Information Access Agreement.

Position Qualifications:

- Demonstrates professional responsibility in the Radiology Assistant role.

- Proficient in the understanding of Medical Terminology.
- Proficient in MHLC Electronic Health Record System, both registration and clinical functions.
- Proficient in the coordination of flow of Radiology patients from admission to discharge.
- Proficient in the performance of routine Unit Coordinator tasks
- Proficient in Computer skills.
- Ability to create an environment that fosters professional behavior
- Communicates effectively with patients/families and all care providers.
- Interacts with staff and co-workers in a manner that promotes positive working relationships.
- Checks the order for complete information and appropriateness criteria.
- Schedules exams as needed.
- Obtains sufficient information to determine whether the procedure should be performed immediately or within a specific period.
- Assist with coordinating work assignments to ensure a smooth workflow
- Sets up the imaging room to coincide with the examination being performed to include the use of proper isolations precautions when needed.
- Verifies two patient identifiers.
- Provide quality customer service, explains all studies to patient in a clear manner, and provide information and resources to patient and family.
- Safely transfers patient to and from carts, beds and wheelchairs utilizing multiple lifting devices.
- Positions the patient, ensuring patient comfort and modesty.
- Exhibits caring attitude when relating to patients.
- Maintains a clean, orderly, well-stocked room.
- Accurately records patient exams and follow proper billing procedures.
- Notifies appropriate staff when equipment malfunctions.
- Other duties as deemed appropriate and assigned

Physical Demands

- Full range of body motion and dexterity to allow for the significant handling, transferring, pushing/pulling, and lifting of materials and equipment.
- Ability to lift, carry, push or pull up to 50 pounds
- Ability to demonstrate independent mobility
- Ability to sit or stand for extended periods of time
- Ability to demonstrate hand-eye coordination, finger dexterity, odor, color, and texture perception and discrimination.
- Ability to demonstrate functional visual ability and depth perception and discrimination
- Ability to demonstrate functional sound perception and discrimination
- Ability to demonstrate functional verbal speech ability
- Ability to bend, twist, exhibit good balance, reach at or above/below shoulder level
- Ability to kneel and climb
- Ability to wear gloves and other protective equipment

- Ability to work irregular hours

Working Conditions

- Exposure to disagreeable odors, communicable diseases, and bodily fluids
- Exposure to chemical compounds of medications and treatments
- Exposure to chemicals such as disinfectants, cleaners, soaps, etc.
- Exposure to latex, plastic, and other materials used for personal protective equipment
- Exposure to noise and distraction
- Exposure to unpredictable behaviors

Equipment Used

- Ability to use office equipment such as telephone, copy machine, fax, paging system, computer, and printer

Employee Responsibility in an Emergency:

As an employee of Memorial Hospital of Lafayette County, you are expected to respond to emergencies involving the safety of patients, other employees, visitors and the facility. This includes the ability to assist with a possible evacuation of facility if that has been deemed necessary.

Management Statement:

This job description is not intended to be all inclusive. The employee will also perform other reasonable job related duties as assigned by the supervisor and/or other management personnel. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and not intended to imply a written or implied contract of employment.

I have read the **Radiology Assistant** job description and fully understand the requirements set forth. I know of no limitations which would prevent me from performing these functions with or without accommodation.

Employee Signature

Date

Supervisory Signature

Date

Updated: January 2024