



Radiology Technician

Job Title: Radiology Technician

Job Code: 5

Reports to: X-Ray Lead, Clinic Manager

Status: NA

Overview/Job Purpose

The Radiology Technician is responsible for performing radiographic procedures for diagnostic Radiology and for applying principles of radiation protection while adhering to all policies and procedures. Patient care assignments may include pediatric, adolescent, adult, and geriatric age groups. The delivery of quality service and positive and friendly interaction with customers is critical to the completion of all tasks. In addition to performing assigned radiology responsibilities, the Radiology technician also assists and supports the front desk personnel and must ensure adherence to departmental policies and procedures.

Summary of Primary Duties:

As a Radiology Technician at DCUC, your day-to-day duties may include, but are not limited to, the various tasks below:

- Perform radiology duties as stated in policies and procedures, as well as the state appropriate Radiation Rules and Regulations (Positioning equipment, positioning patient, exposing and developing of image)
- Perform radiologic procedures including portable and operate imaging equipment, computer and other assistive devices as stated in policies and procedures
- Set up outpatient examinations for radiologic procedures as necessary
- Prevent unnecessary radiation exposure by surrounding the exposed area with radiation protection devices, such as lead shields and or limiting the size of the x-ray beam if sufficient for quality of images. To provide protection not only to patients but also to family members, staff and self in accordance with prescribed radiation standards and (ALARA) as low as reasonably achievable
- Observe patient during procedure and report changes in the patient's status to the provider
- Document patient reactions or problems and report immediately to Clinical Manager (for example: patient fall)
- Assist with the needs of the patient during examinations and procedures
- Assist providers with the use of imaging software and the manipulation of images if needed and follow Radiology Department Protocol
- Transport patients to and from radiographic room
- Prepare and maintain radiographic room
- Perform front office duties as stated in the front desk policies and procedures and all other duties as required
- Maintain orderliness and cleanliness of work areas

Education Requirements:

Must be a graduate of Radiology Technology program from an institution accredited by the United States department of education including but not limited to the Joint Review Committee on Education in Radiologic Technology (JRCERT).

Experience Requirements:

- 2 years directly related experience (preferred)
- Advanced computer literacy and experience with EMRs and MS Office products (preferred)
- Previous experience in a customer-facing role both in-person and by telephone (preferred)
- Experience with medical insurances and obtaining outpatient authorizations (preferred)
- Telephone and in person etiquette (required)

Required Licensures/Certifications:

- Current American Registry of Radiologic Technologists (Radiography)
- Current New Mexico Medical Imaging and Radiation Therapy Program Licensure
- Active New Mexico Basic Life Support (BLS) CPR Certification

Preferred Licensures/Certifications:

- Professional licensure as appropriate to the clinical objectives of Duke City Urgent Care

Physical Demands Requirements:

- Requires frequent walking and movement. Must be able to stand for long periods at a time.
- Heavy Work: Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects or people while demonstrating proper lifting and moving techniques. Physical demand requirements are in excess of those for Medium Work based on federal guidelines
- Extended periods sitting and using computer also required

Behavioral Demands/Requirements:

- Must have the appropriate level of behavioral maturity and patience in handling patients.
- Must have the diplomacy and tact in handling difficult and irate patients
- Must possess very good interpersonal relationship skills and work and relate well with co-employees, patients and customers
- Must have outstanding communication skills and persuasiveness, specifically the ability to communicate instructions and procedures for treatments, keeping and giving the patients a desired level of comfort and confidence



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- Must have strong sensitivity to the needs and anxieties of patients and the ability to motivate patients to undergo treatments and/or procedures
- Strong ethics and a high level of personal and professional integrity

Testing Requirements:

- Tuberculin Skin Test required annually