



JOB DESCRIPTION

POSITION:**X-ray Tech / Limited X-ray Operator**

Reports to:

Clinical Officer / Chief Executive Officer

Approved:

Revised:

Department:

Clinical

FLSA:

Non- Exempt

Position Summary: To provide effective, efficient and appropriate radiology and phlebotomy services to NCHC patients in order to serve the community's healthcare needs.

Supervision Exercised: None

Position Responsibilities:

1. Ensures operation of radiology equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluation new equipment and techniques.
2. Maintains safe and clean working environment by complying with procedures, rules, and regulations.
3. Prepares patient for radiological procedure by positioning patient; adjusting immobilization devices; moving equipment into specified position; adjusting equipment controls to set exposure factors.
4. Minimizes radiation to patient and staff by practicing radiation protection techniques, using beam restrictive devices, patient shielding, and knowledge of exposure factors.
5. Protects patients and staff by adhering to infection-control policies and protocols.
6. Maintains production and quality of radiographs by following established standards and procedures; developing radiographs; observing radiographic results; making necessary adjustments.
7. Documents patient care services by entering data in the EHS system and department records
8. Maintains radiology supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
9. Complies with federal, state and local legal and professional requirements by studying existing and new legislation; anticipating future legislation; enforcing adherence to requirements; advising management on needed actions.
10. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
11. Participates in provider and medical care team meetings.
12. Performs as an active member of the medical team.
13. Performs other duties as assigned.

Position Qualifications:

1. Skill in providing excellent customer service and support; organizing and prioritizing workload and meeting deadlines; and excellent written and verbal communication.
2. Ability to interact effectively and professionally with persons from diverse cultural, socioeconomic, education, racial, ethnic and professional backgrounds.
3. Ability to work effectively with managers, co-workers, members of the public and professional groups.
4. Ability to communicate effectively, clearly, concisely with others (internal and external customers, both verbally and in writing), consistently demonstrate positive/proactive customer service attitude. Consistently maintains ethical behaviors exemplary of quality public service and fair standards, inclusively, among all employees and members of the public.

5. Ability to work as an effective team member; function independently, exercise sound judgment and initiative; be flexible to shift priorities; maintain confidentiality; establish and maintain effective interpersonal work relationships, effectively assist providers; work toward goals and objectives of draft priorities.
6. Ability to follow NCHC Clinic practice guidelines – including adhering to the NCHC immunization policy and the NCHC Mission and Vision and NCHC Corporate Compliance Policy.
7. Ability to receive constructive feedback including evaluation of provider's productivity and practice attributes.
8. Other duties as assigned, including but not limited to participation on clinical committees, providing education, Quality Review and/or other activities.

Minimum Qualifications:

1. Ability to perform each position responsibility satisfactorily with or without reasonable accommodation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the position.
2. Ability to understand that safety is a condition of employment. Unsafe acts or conditions will be reported to the supervisor or Site Coordinator.
3. Must be computer literate with ability to enter information in the NCHC EHS system and compile reports or data as requested.
4. Must be able to read, write and speak English.

Education and/or Experience:

- Completion of an accredited radiology technician program. Associates Degree preferred.
- Or completion of an accredited Limited X-ray Operators course.

License and / or Certification:

- Current certification by American Registry of Radiologic Technologists ARRT or current North Dakota licensure as a Radiologic Technologist, or current verification of completion of Limited X-ray Operators course.
- Current CPR certification required
- Valid North Dakota Driver's License
- Current Immunization Records
- Current PPD
- Must be able to meet and maintain current NCHC credentialing and privileging requirements.

Special Requirements:

- Must be willing to travel between NCHC health centers. Must be willing to work evening hours and weekends if necessary.

Appearance Standards: This position shall follow the appearance standards as outlined in the NCHC Personnel Appearance Policy.

Physical Requirements: In the performance of the duties for this position the Radiology Tech/Phlebotomist will be required to stand, bend, stoop, lift more than 50 pounds, help patients onto the x-ray table, reach, pull, grasp, write, type, squat, kneel reach above head, reach behind stretch. Must be able to hear and converse in a normal speaking voice and read with vision correction. This list is not intended to be inclusive of the requirements.

