

321 MADISON ST.
SHERIDAN, MT 59749
PO BOX 336
ph: (406) 842-5453
fax: (406) 842-5057

Twin Bridges Clinic
104 S. MADISON ST.
TWIN BRIDGES, MT 59754
PO BOX 352
ph: (406) 684-5546
fax: (406) 684-5547



RADIOLOGIC TECHNOLOGIST JOB DESCRIPTION

The Radiologic Technologist works under the direct supervision of the Director of Radiology, off site Radiologists, and administration in accordance with the authorized scope of practice. The Radiologic Technologist works with the nursing staff, medical staff, and others to meet the needs of the patient and family.

Job Requirements:

1. Support and practice the mission and philosophy of Ruby Valley Medical Center;
2. Function within the core competencies and minimum qualifications set forth by Ruby Valley Medical Center;
3. Work effectively with Medical Staff and Nursing Staff;
4. Produce acceptable radiographs to Radiologists and Med Staff;
5. Operate equipment by selecting proper technical factors on an individual basis while providing patient protection in accordance with prescribed safety standards;
6. Position and transfer patients using immobilization devices when necessary;
7. Maintain department records and files according to standards and as directed;
8. Maintain orderliness and cleanliness;
9. Order supplies as needed;
10. Participate in Quality Assurance and maintain records for such;
11. Type radiology reports if needed;
12. Distribute reports to ordering physicians;
13. Take call when necessary;

14. Help nursing staff take cardiograms as time allows;
15. Perform duties on own initiative from general departmental procedural guidelines. Perform other duties as assigned or as needed to meet the needs of the department/organization. If unusual problems arise, consult radiologist, provider, administration, and/or nursing supervisor.

Knowledge and Skills Required:

Knowledge Of:

1. General knowledge of Ruby Valley Medical Center's policies and procedures.
2. Applicable regulatory standards and requirements.
3. Patient care and safety within the scope of practice.
4. Patients' rights and confidentiality requirements.
5. Medical terminology.
6. Radiology safety, fire safety, and biohazard procedures.

Skills In:

1. Interpersonal skills necessary to interact with patients, families, providers, and hospital staff.
2. Demonstrating empathy and sensitivity necessary to elicit patient cooperation and allay apprehension.
3. Performing patient care and radiographs within the scope of practice.
4. Reporting to physician and/or nursing staff any changes in patient's condition.

Ability To:

1. Communicate clearly and effectively both verbally and in writing.
2. Incorporate cultural diversity and age appropriate care into all aspects of patient care and communications. Scope of services will encompass age groups ranging from infant through geriatric.
3. Utilize critical thinking skills.
4. Respond calmly and professionally in difficult situations and when dealing with difficult situations and when dealing with difficult patients and/or family members.

Complexity and Difficulty:

1. Professional conduct required when dealing with co-workers, patients, and visitors.
2. Performs within the scope of practice.
3. Errors could result in patient safety, satisfaction and/or quality of care issues.

4. Ability to prioritize duties and care in stressful circumstances.

Minimum Qualifications:

1. High School Graduate or Equivalent.
2. Meet requirements for registry by AART, OR Montana licensed radiologic technologist with at least one-year practical experience in radiologic technology and possess capabilities determined to be adequate by Radiologist and/or Administration.
3. Capabilities must be demonstrated upon completion of a six month probationary period.

Working Conditions:

Well-lighted, well-ventilated work area inside with a normal patient care environment. Lifting and moving patients as necessary. Moving equipment and lifting supplies. Standing is necessary most of the time. Exposure to infection, electrical and radiant energy hazards with protection provided in accordance with prescribed safety standards. Occasional exposure to blood, bodily fluids, or tissues with protective devices and safety instructions provided.

The above job description outlines major areas of responsibility, and is not intended to list every detail of duties, responsibilities or requirements.

Signature: _____ **Date:** _____

Print Name: _____

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Sonographer

The Sonographer works under the direct supervision of the Director of Radiology, off site Radiologists, and administration in accordance with the authorized scope of practice. The Sonographer works with the nursing staff, medical staff, and others to meet the needs of the patient and family.

The following is a list of essential job accountabilities:

1. Support and practice the mission and philosophy of Ruby Valley Medical Center;
2. Function within the core competencies and minimum qualifications set forth by Ruby Valley Medical Center;
3. Work effectively with Medical Staff and Nursing Staff;
4. Produce acceptable ultrasounds to Radiologists and Med Staff;
5. Operate equipment by selecting proper technical factors on an individual basis while providing patient protection in accordance with prescribed safety standards;
6. Position and transfer patients using immobilization devices when necessary;
7. Maintain department records and files according to standards and as directed;
8. Maintain orderliness and cleanliness;
9. Order supplies as needed;
10. Participate in Quality Assurance and maintain records for such;
11. Perform duties on own initiative from general departmental procedural guidelines. Perform other duties as assigned or as needed to meet the needs of the department/organization. If unusual problems arise, consult radiologist, provider, administration, and/or nursing supervisor.

Knowledge, Skills, and Abilities Needed:

Knowledge Of:

1. General knowledge of Ruby Valley Medical Center's policies and procedures.
2. Applicable regulatory standards and requirements.
3. Patient care and safety within the scope of practice.
4. Patients' rights and confidentiality requirements.
5. Medical terminology.
6. Department safety, fire safety, and biohazard procedures.

Skills In:

1. Interpersonal skills necessary to interact with patients, families, providers, and hospital staff.
2. Demonstrating empathy and sensitivity necessary to elicit patient cooperation and allay apprehension.
3. Performing patient care and radiographs within the scope of practice.
4. Reporting to physician and/or nursing staff any changes in patient's condition.

Ability To:

1. Communicate clearly and effectively both verbally and in writing.
2. Incorporate cultural diversity and age appropriate care into all aspects of patient care and communications. Scope of services will encompass age groups ranging from infant through geriatric.
3. Utilize critical thinking skills.
4. Respond calmly and professionally in difficult situations and when dealing with difficult situations and when dealing with difficult patients and/or family members.

Complexity and Difficulty:

1. Professional conduct required when dealing with co-workers, patients, and visitors.
2. Performs within the scope of practice.
3. Errors could result in patient safety, satisfaction and/or quality of care issues.
4. Ability to prioritize duties and care in stressful circumstances.

Minimum Qualifications:

1. High School Graduate or Equivalent.
2. Meet requirements for Montana license with at least one-year practical experience in ultrasound and possess capabilities determined to be adequate by Radiologist and/or Administration.
3. Capabilities must be demonstrated upon completion of a six month probationary period.

Working Conditions:

Well-lighted, well-ventilated work area inside with a normal patient care environment. Lifting and moving patients as necessary. Moving equipment and lifting supplies. Standing is necessary most of the time. Exposure to infection, electrical and radiant energy hazards with protection provided in accordance with

prescribed safety standards. Occasional exposure to blood, bodily fluids, or tissues with protective devices and safety instructions provided.

The above job description outlines major areas of responsibility, and is not intended to list every detail of duties, responsibilities or requirements.

Signature:_____ **Date:**_____

Print Name:_____