

Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612



Job Code: 2141
Grade: 17
FLSA: Non-exempt

Standard Job Description

Job Title
Special Procedures Technician
(Mammography)

Department
Radiology

Job Summary

Provides health care services, applying ionizing radiation to assist in diagnosis or treatment. Performs medical imaging techniques including mammography and related procedures to demonstrate breast anatomy for interpretation and/or intervention by, or at the request of a licensed practitioner. Exercises professional judgement in performance of services and maintains a demeanor complimentary to medical ethics. Applies appropriate patient care and recognizes patient conditions essential for successful completion of the procedure.

Typical Duties

- Performs mammography procedures according to the State and FDA requirements.
- Verifies informed consent for procedures and assists in interventional procedures
- Prepares patient for procedure and provides instructions.
- Provides patient education (e.g. breast self-examination).
- Applies principals of radiation protection to minimize exposure to patient, self and others.
- Maintains knowledge of and observes Universal Precautions; practices aseptic techniques as necessary.
- Assists in maintaining patients file and updating patient information into the database.
- Evaluates images for technical quality and proper identification.
- Separates, files, and distributes Radiology reports according to Radiology procedures, as assigned.
- Maintains film library of files and records in keeping appropriate files in mammography.
- Complies with safeguarding protected health information (oral or recorded in any form) that is obtained, handled, learned, heard, or viewed in the course of work or association with the hospital.
- Participates in the Department's quality improvement plan, and is responsible for specific quality assessment activities within assigned area.
- Prepares and verifies all quality assurance and tracking according to Mammography Quality Standards Act (MQSA), the Food and Drug Administration (FDA) and the American College of Radiology (ACR).
- Assumes responsibility for inventory, maintenance and repair of items used exclusively in assigned area.
- Pursues appropriate continuing education coursework.
- Performs other duties as assigned.

Reporting Relationships

Reports to the Director of Radiology OFH

Minimum Qualifications

- Registered by American Registry of Radiological Technologists for mammography and radiology (ARRT)
- Active license with the Illinois Department of Emergency Management (IEMA)
- Three (3) years of experience as a staff radiologic technician
- One (1) year of experience performing mammography procedures
- Active CPR certification

Knowledge, Skills, Abilities and Other Characteristics

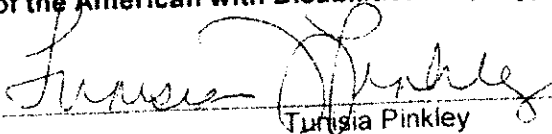
- Basic knowledge of mammography
- Knowledge of basic computer skills
- Knowledge of patient restraint policy and procedures
- Knowledge and use of pediatric immobilization devices
- Good skills interpreting instructions and requests made by the Physician or Radiologist
- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Demonstrate analytical and organizational, problem-solving, critical thinking and conflict management/resolution skills
- Demonstrate attention to detail, accuracy and precision
- Demonstrates ability to position patients of various body sizes and ages correctly & manipulate equipment & controls to produce optimum radiographic images.
- Ability to examine and evaluate technical aspects of radiological films
- Ability to adhere to department policies and standards utilizing best practices incorporating the use of electronic health record (EHR)
- Ability to follow Health Insurance Portability and Accountability Act (HIPAA) standards
- Ability to meet appropriate confidentiality standards for protected health information (PHI)
- This position requires various types of physical exertion including but not limited to lifting, pushing, pulling, prolonged standing, walking, sitting, and operating departmental equipment and/or other devices.

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.

Approval:  8-12-16
Tunisia Pinkley Date
Director of Radiology OFH

Approval: _____ Date
Gladys Lopez
Chief of Human Resources