



Job Code: 7694

Grade: 17

HCWR: N

Job Title

Special Procedures Technologist - X-Ray/Mammography

Department

Radiology

Job Summary

The Special Procedures Technologist - X-Ray/Mammography performs general radiography and mammography procedures requiring specialized training and experience.

Typical Duties

- Performs mammography procedures according to the State and FDA requirements
- Interview clients, obtain breast history and complete forms associated with that visit manually, or in the computer
- Verifies patient identification
- Explains to patient purpose of visit, answers any questions she may have
- Treats patient with sensitivity and concern, finds any appropriate services patient may need as a result of her visit
- Cleans and prepares procedure room (on an as need basis)
- Performs mammography exams, provide data collections, and collect patient data
- Performs the data entry on her client to ensure the visit results in a readable image for the radiologist, this step includes, but is not limited to the following: "fetching", "tracking", printing of film upon demand; prepare paperwork for reading by the radiologist; and removal of patient data from reading rooms after reading has been completed
- Participates, conducts and document quality assurance activities as required Trouble shoots and reports malfunctioning equipment to management as they arise Handles equipment in a manner that is consistent with safe practices as well as sensitive to rough handling leading to malfunctions
- Performs mammography exams both on and offsite when applicable
- Performs special procedures related to breast examinations, assist radiologist with needle localizations, breast ultrasounds, stereotactic on an as need basis or when asked to do so by Management
- Consults with supervisor or radiologists to solve problems in the unit
- Performs related duties to mammography and mobile mammography (when applicable) as required
- May be assigned the responsibility of orientating Technologist and support staff in radiological procedures
- Performs special procedures, related breast examinations, assist radiologist with needle localizations, breast ultrasounds, and stereotactic biopsies
- Consults with supervisor and/or radiologist to solve problem
- Performs related duties as required, general radiology, mobile mammography (when applicable)
- 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



Typical Duties

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
- Assesses X-ray requisition for appropriateness and change order according to actual exam performed
- Asks patient to state name and verify name with ID bracelet and /or requisition
- Explain the procedure(s)
- Takes radiographs as assigned following prescribed techniques and procedures
- Prepares and administers to patients contrast agent necessary for the radiography of internal organs
- Assesses and observes patient for adverse reactions during procedure
- Prepares patient for x-ray, explain procedure, assist and transfer patient to table, position patient's body or instruct patient how to position body for accurate radiographs and assist patient at the end of procedure
- Follows prescribed techniques in administering general and specific x-rays, adjust equipment, determine proper voltage, current and desired exposure time, arranges immobilization and support devices to obtain position of patient, adjust lead shield to protect unaffected parts of the patient's body, adjust collimator to direct concentration of rays on specified area and selects proper film
- Observes patient and machine during procedure and reports unusual occurrences and records patient's condition
- Sends images to PAC's system. Enter patient's in hospital RIS (Cerner)
- Transports patient within the Department to/from waiting area as required
- Processes film in accordance to guidelines and photographic techniques in PAC's system
- Performs quality control activities to ensure optimal quality radiographs
- Performs mobile x-ray in patient's room, pediatric and adult emergency rooms, trauma unit, and operating room
- Inspects and monitors emergency trays and informs supervisor in order to notify appropriate nursing personnel whenever emergency equipment has been used for restocking and resealing
- Assists supervisor in maintaining radiographic technique charts
- Reports equipment problems to supervisor immediately
- Prepares and maintains radiological records, files, technical work sheets
- Orders and stocks supplies, as required
- Cleans and disinfects x-ray room and equipment after each patient
- Follows infection control and safety guidelines
- Performs other duties as assigned

Minimum Qualifications

- High School Diploma or GED equivalent
- Graduate of two year (2) American Medical Association approved School of Radiologic Technology
- Registered by the American Registry of Radiologic Technology (ARRT) in Radiology or in Mammography



Minimum Qualifications

- Two (2) years of full-time experience as a staff X-Ray Technologist
- Active licensure by the Illinois Emergency Management Agency (IEMA)
- Must have current Cardiopulmonary Resuscitation (CPR) certification

Preferred Qualifications

- One (1) year experience in performing Mammography procedures

Knowledge, Skills, Abilities and Other Characteristics

- Thorough knowledge of anatomical positioning and basic body physiology related to developmental factors and the aging process
- Through knowledge of operation of radiographic equipment
- Knowledge of basic principles of electricity as applied to radiography
- Basic knowledge of infection control and safety policies
- Skilled in the operation of stationary and portable radiologic equipment
- Demonstrate continuing education and provide documentation to the department
- Ability to stand, pull, reach and bend
- Ability to lift 25lbs and over
- Ability to use both hands
- Ability to perform under stressful and changing circumstances

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.