

Class Code:.....0947
Position#:(PTAA).....
Developed by:.....
Reviewed by:.....
Approved by:.....
Date:.....12/04

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Technologist, Imaging Services
DIVISION: Student Affairs (Health Services)
REPORTS TO: Associate Director, Health Services
GRADE: 9
SUPERVISES: Support staff (student employees)

BASIC FUNCTION:

Coordinate all diagnostic imaging services within Health Services as well as the referral/coordination of all outside diagnostic imaging requests. Responsible for supervision of part-time, per diem, and/or student employees in the department. Maintain documentation of a quality control program on all equipment operated in the Imaging Department. May work as a member of multidisciplinary team to evaluate and improve existing processes or designing new processes. The Associate Director, Health Services, provides general supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Operate stationary x-ray unit for purpose of taking radiographs of various parts of the body.

Instruct and properly position patients to be x-rayed.

Develop films for use by radiologist and/or staff physician for diagnosis.

Order supplies/materials for use in the department, ensuring adequate supplies of films/solution are available at all times.

Ensure compliance with all RIDOH/OSHA and JCAHO regulations and standards. Maintain documentation of same.

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Establish, perform, and document quality control on in house radiographic operations.

Participate as a member of the Health Services Management Team.

Ensure compliance with HIPAA rules and regulations regarding privacy of health information.

Coordinate the arrangements for outside imaging studies (radiographic, CT Scan, MRI, ultrasound) to include arranging appointments, tracking of results, and follow-up. Inform students on procedure(s) to be performed and about any preparation that the students must complete prior to the study(ies).

Coordinate the arrangement for reading of films by contract radiologist(s), controlling flow of films, reports, and follow-ups.

Coordinate annual physicist inspection and maintains report of inspection.

Coordinate monthly exchange and documentation of exposure badges.

Perform related work as required.

OTHER DUTIES AND RESPONSIBILITIES:

Coordinate with the department of Safety and Risk Management for compliance with environmental regulations regarding disposal/recovery of silver. Maintain documentation of same.

Responsible for writing and implementing all policies and procedures for the Imaging Department.

Must be available to work non-standard schedule in order to fulfill assigned duties and responsibilities.

Recommend new equipment, equipment modification, and any construction within the department.

Maintain a high level of understanding of current developments in the assigned area of responsibility and anticipate future needs.

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LICENSES, TOOLS AND EQUIPMENT:

X-Ray machine, film processor, personal computers, printers, and other ancillary devices.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: a degree from an accredited school of radiology technology and certification as a registered radiologic technologist with the ASRT (American Society of Radiologic Technologist); licensure with the Rhode Island Department of Health as a radiographer; one year of experience in performing diagnostic radiology testing; availability to work a non-standard schedule; strong interpersonal skills and ability to communicate effectively verbally and in writing; ability to interpret and adhere to institutional policies, plans, objectives, rules, regulations, and standards. Preferred: supervisory experience; windows technology experience; and experience in evaluating products and services, and knowledge of Joint Commission on Accreditation of Healthcare Organizations (JCAHO) standards.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.