



## Job Description

**JOB TITLE:** Radiology Technician

**DEPARTMENT:** Nursing

**SUPERVISION RECEIVED:** Reports to the Nursing Supervisor and Director of Clinical Services

**SUPERVISION EXERCISED:** None

**JOB SUMMARY:** Responsible for taking x-ray exams and performing bone density scans. Responsible for performing duties included in the Medical Assistants job description, as needed.

### ESSENTIAL FUNCTIONS:

1. Prepares patients for radiographic procedures, follows safe operating procedures posted in the department, develops film and processes paperwork relating to each procedure
2. Uses a variety of radiation protection and shielding materials
3. Prepares and logs images for delivery, pick up, and return
4. Ensures equipment is in working order and reports problems to the Nursing Supervisor or Director of Clinical Services
5. Maintains the x-ray area: cleaning of equipment, stocking of supplies, etc.
6. Prepares image disks delivery, pick up or return. Keeps log of same
7. Assists in the purging of outdated films and reports
8. Acquire training to perform bone density scans and related activities
9. Responsible for following OSHA regulations
10. Performs duties as assigned contained in the Medical Assistants job description (e.g. rooming patients, taking vitals, reconciling medication lists, etc.)
11. Maintains patient, employee and clinic confidentiality

### REQUIREMENTS:

- Current certification (ARRT) with the American Registry of Radiologic Technologists
- CPR certification

### PREFERENCES:

- Minimum of one year x-ray tech experience
- Electronic Health Record experience

***This description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, knowledge, skills and abilities may change as needs evolve.***