

UW HEALTH JOB DESCRIPTION

Lithotripsy Specialist- Senior

Job Code: 500027

FLSA Status: Non-Exempt

Mgt. Approval: Greg Angus Date: 5-17

HR Approval: CMW Date: 5-17

JOB SUMMARY

The Lithotripsy Specialist Senior functions at the advanced level, assisting with all areas of planning, development, training and support in the Outpatient Treatment Center (OTC).

The Lithotripsy Specialist Senior at this level works independently performing highly specialized Urological, Interventional and Lithotripsy procedures on critically ill patients from inpatient units and the emergency room. The incumbent coordinates and actively participates in the orientation and training of Associate and Objective level Imaging Specialists and provides support to the physicians by scrubbing in and assisting with complex procedures. Exposure to blood, body and air borne pathogens is part of the daily work environment.

The Lithotripsy Specialist Senior participates in the coordination of the daily schedule and quality assurance activities. The incumbent is responsible for maintaining the Lithotripsy database and coordinating activities that are consistent with the guidelines and regulatory requirements of accrediting bodies. Job duties include monitoring patients, preparing rooms and trays for procedures, supply and inventory management, scheduling patients and monitoring and operating a variety of imaging equipment. Additional activities related to the Lithotripsy program include: development of policies and procedures, revenue capture, quarterly reports, cost monitoring, patient scheduling, patient safety and satisfaction, patient flow, and operational monitoring. The incumbent must be able to use the electronic medical record for documentation and charging.

The incumbent must be flexible, organized, energetic, self-motivated, independent and be able to perform all duties of an Objective level Lithotripsy Specialist. The incumbent must be a mature individual with common sense, sensitivity, knowledge, and good judgment. The incumbent must be able to resolve conflicts, which occur between physicians, nurses, clinics, inpatient units, and patients and must be able to make equipment and technical adjustments to produce high quality images.

Working with ionizing radiation requires the Lithotripsy Specialist Senior to have knowledge of radiation exposure limits and precautions. The incumbent must monitor their own exposure and provide adequate shielding to patients and their families and other hospital staff. The incumbent must also be able to provide patients with information on exposure doses for examinations performed within the section.

The Lithotripsy Specialist Senior is responsible for meeting the continuing education requirements and on going training associated with the position. The incumbent must remain current of new technology, research, and other medical advances and is responsible for training and evaluating new employees.

MAJOR RESPONSIBILITIES

1. Prepares for procedures

- Accepts requests from physicians and inpatient nursing units for procedures.
- Obtains sufficient information to determine whether procedure should be scheduled immediately or on the following day.
- Schedules and performs procedures if immediate service is indicated.
- Prepares written notification, which contains complete information to be used by day appointment clerk to complete scheduling of the patient.
- Assists the nursing staff to educate patients about procedures.
- Reviews the patient chart. Ensures that the pre and post procedure forms are complete and the appropriate pre procedure lab values are available.
- Sets up room for procedures.
- Does initial warm-up testing to ensure that the machine is functioning appropriately prior to placing the patient on the table.
- Supplies appropriate information to the clinic receptionist to ensure that stent removals and add-on procedures are entered into the computer, counted in the daily census, and billed. Supplies information on stent placements or removals to the physician secretary for appropriate tracking and to ensure that stents are removed or changed in a timely fashion.

2. Performs Advanced Urological Procedures

- Checks the requisition for complete information on the procedure to be performed. Refers any questions to treatment physician before proceeding with the examination. Checks the current lab values and medical history to ensure patients safety and well-being.
- Positions the patient for proper radiographic projections, ensuring patient comfort, modesty and safety. Employs

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advanced technical skills to perform difficult examinations due to patient condition, status of disease, or ability of the patient to understand and cooperate.

- Puts patient at ease by explaining procedure as examination proceeds.
- Notifies the physician after the anesthesiologist has sedated the patient.
- Selects proper radiographic exposure settings or computer setting to obtain optimal images.
- Targets the stone (Lithotripsies) and determines the number of shocks to be delivered with input from the Urology Physician.
- Operates the Lithotripter and complex imaging equipment according to established policies and procedures.
- Assists the physician or anesthesiologist if the patient's condition changes. Knows location of airway boxes, oxygen and related supplies.
- Utilizes vast knowledge of numerous inventory items to determine which product will work best for the attending physician.
- Performs pre-procedure room and equipment setup and post-procedure clean up to ensure a clean, safe and pleasant environment for patients. Prepares the sterile tray for each procedure and preps the patient for the examination using aseptic technique. Assists the physician.
- Alerts the recovery room staff when the procedure is completed and informs them of the approximate time of arrival in their area. Gives brief report on the patient.
- Assists in the acquisition of new products.
- Consults with radiologist or urologist on special needs and requirements to perform acceptable examinations in unusual circumstances.
- Explains methodology and demonstrate procedures, equipment, and devices to faculty, residents, physicians, medical and technical students.

3. Processing Images and Instructing Students

- Checks the status of the Computed Radiography (CR) plate reader to ensure device is in proper operating condition. Makes necessary adjustments as indicated according to level of training and authorization. Reports problems as necessary to appropriate individual.
- Processes images using the CR system.
- Reviews finished images to ensure adequate image quality. Marks images appropriate for position, date and amount of contrast.
- Assists with training students
- Explains and demonstrate methodology of various diagnostic radiographic procedures to students.
- Reviews radiographic performance results with students. Provides guidance for improvements in technical knowledge and skill.

4. Performs non protocolled complex examinations

- Utilizes prototype or developmental imaging equipment and devices and performs testing to ensure calibration and optimal performance of it.
- Assists medical staff and physicists during research projects.
- Decides methods to use during research projects to ensure adequate imaging results.
- Observes and ensures proper safety practices for visitors and personnel.
- Assists in record keeping and accumulates statistics and research data results.
- Explains methodology and demonstrates procedures, equipment, and devices to faculty, residents physicians, medical and technical students.

5. Codes Charges for Billing

- Upon completion of examinations, properly enters charges in HealthLink appropriately and completes the appropriate forms.
- Cancels exams; enters credits and new charges if procedure is changed.
- Helps provide any information and or assistance required to correct erroneous billings or during financial audits.
- Coordinates charges with the attending physician is required and when items are not included in a procedure the technologist must document the items and submit them to the Nurse Manager.

6. Performs additional duties as assigned.

Job descriptions represent a general outline of job duties, functions, and qualifications. They are not intended to be comprehensive in nature and other duties may be assigned as appropriate.

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ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Graduate of a Radiologic Technology program
	Preferred	Three (3) years professional work experience as a Registered Radiological Technologist. Three (3) years' experience performing urological procedures.
Work Experience	Minimum	
	Preferred	
Licenses & Certifications	Minimum	<ul style="list-style-type: none"> • CPR certification. • Registered (or registry eligible) by the American Registry of Radiologic Technologists.
	Preferred	Certified as Renal Lithotripsy Specialist preferred.
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Ability to effectively send, receive and respond to information or instructions. • Ability to accurately identify and diagnose an issue or situation. • Self-motivated to perform job tasks. • Ability to perform procedures on patients of all ages. • Ability to restrain or hold helpless, uncooperative or combative patients, both adults and children, as required obtaining adequate quality imaging examinations.

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	Older Adult (Over 65 years)

JOB FUNCTION

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
<input checked="" type="checkbox"/> Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#

List any other physical requirements or bona fide occupational qualifications:

Physical ability to lift and position heavy patients, stand and walk for long periods, push heavy mobile imaging equipment, and lift, carry, and

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process film cassettes and magazines.
