

UW HEALTH JOB DESCRIPTION

'HIPPA' Radiologic Tech & Clinic Support

Job Code: 500024

FLSA Status: Non-Exempt

Mgt. Approval: H. Grundahl
G. Greenwood. Dr. Michael J. Tuite

Date: June 2024

Department: Radiology

HR Approval: D. Ripp

Date: June 2024

JOB SUMMARY

The Radiologic Tech & Clinic Support performs a wide variety of imaging exams along with providing administrative clinic support the majority of the time. The incumbent works under the supervision of the Radiology Manager and/or Supervisor in addition to the Clinic Manager. The Radiologic Tech & Clinic Support uses a wide variety of radiographic equipment, computers, detectors, and plate readers. The incumbent must be able to troubleshoot basic maintenance, participate in QA, and resolve issues related to image processing and the image archiving system.

The Radiologic Tech & Clinic Support may be assigned to work in a variety of locations and may assist other radiology modalities and/or clinical and administrative services per operational needs. The Radiologic Tech & Clinic Support must have the knowledge to make quick and highly technical decisions in order to accommodate physical restrictions and pathology. The incumbent must be able to resolve conflict and endure the pressures associated with a constantly changing work environment.

The incumbent performs exams on adults, geriatric patients, adolescents, and pediatric age groups and performs patient assessment within the scope of practice. The exams may be performed in the various Radiology Imaging sections and at a variety of clinical sites. The incumbent has daily contact with professionals, patients and families.

The incumbent serves as a clinical instructor for affiliated imaging training programs and assists in training other Imaging Technologists. The Radiologic Tech & Clinic Support participates in the instruction of other technologists and visiting health care professionals and may also participate in clinical research.

MAJOR RESPONSIBILITIES

Administrative/Clinic Support Duties

May perform one or more of the following functions:

- Schedules exams/appointments
- Rooms patients
- Provides reception services, including check-in/check-out
- KanBan, orders and stocks supplies
- Removes soiled linen
- Performs EKGs
- Delivers mail/documents
- Performs prescription refills
- Performs chart prep for clinic staff

Direct Patient Care

- S/He performs diagnostic exams at a technical level, performs clerical duties including record keeping, and participates in continuing education to maintain high quality services.

Analysis and Communication

- Checks the order for complete information and appropriateness criteria.
- Obtains sufficient information to determine whether the procedure should be performed immediately or within a specific time frame.
- Determines if additional technical support is required and follows the proper procedure for obtaining support.
- Adheres to established section and organizational protocols, QA guidelines, and regulatory requirements.
- Interacts appropriately with patients and all care providers.

Imaging Procedures

- Sets up the imaging room to coincide with the examination being performed to include the use of proper isolations precautions when needed.
- Verifies two patient identifiers.
- Provides quality customer service, explains all studies to patient in a clear manner, and provides information and resources to patient and family.
- Safely transfers patient to and from carts, beds and wheelchairs.

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- Positions the patient, ensuring patient comfort and modesty.
- Selects proper imaging devices, assisting personnel, and sets the machine to obtain optimal images.
- Accurately critiques images and adjusts factors if an image needs to be repeated.
- Properly tracks exams according to imaging standards.
- Obtains skills to recognize quality images and to perform QA upon completion of study.
- Complete necessary QA testing.
- Initiates peripheral/intravenous lines and discontinues IV lines as if applicable.
- May be exposed to or participate in research activities including those that involve human or animal subjects.

Responsibilities Supporting Patient Care

- Performs patient assessment and screening within the scope of practice.
- Completes exams and charge associated supplies.
- Meets the daily goals of the work group by prioritizing workflow.
- Uses a variety of imaging equipment and understands the capabilities and limitations of each piece of equipment.
- Uses the image archiving system and maintains an expertise in data and image transfer.
- Cleans, disinfects, and inspects equipment and workspaces.
- Checks the status of the imaging equipment to ensure device is in proper operating condition.
- Enters information into the Patient Safety Net.
- Notifies Supervisor or Manager when equipment malfunctions and places service request with appropriate vendor.
- Checks the status of the imaging equipment to ensure device is in proper operating condition.
- Performs testing to ensure proper calibration and optimal performance of equipment.

Responsibilities Supporting Education and Research

- Assists medical staff and physicists during research projects.
- Assists, instructs and evaluates students from the UW School of Imaging Technologies and affiliates.
- Establishes student outcomes for clinical rotations.
- Explains and demonstrates methodology of various procedures to students and peers.
- Reviews imaging performance results with students.
- Provides guidance for improvements in technical knowledge and skill.
- Assists in record keeping and accumulates statistics and data.
- Explains methodology and demonstrates procedures, equipment, and devices to faculty, residents, and physicians, medical and technical students.

Other

Other duties as assigned.
Maintains licensure, certifications and ongoing CEUs for professional development on a timely basis.

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

JOB REQUIREMENTS

Education	Minimum	Graduate of a School of Radiologic Technology
	Preferred	Bachelor's degree in relevant field.
Work Experience	Minimum	Previous healthcare experience
	Preferred	Two (2) years clinical experience
Licenses & Certifications	Minimum	ARRT Radiography (R) certification Wisconsin Radiological License CPR certification within 3 months of hire
	Preferred	Radiology certification
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Self-motivated & directed with regard to an increasing level of understanding and knowledge. • Ability to handle multiple tasks/projects and meet deadlines. • Effective oral and written communications skills. • Ability to demonstrate ethical and behaviors at all times. • Ability to maintain patient confidentiality and privacy. • Ability to comply with all HIPAA requirements. • Ability to use initiative and independent judgment. • Ability to work independently. • Excellent interpersonal skills with the ability to interact effectively with patients, families, Healthcare professionals and external vendors. • Knowledge regarding quality improvement and standards of care within practice area.

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	<ul style="list-style-type: none"> • Capable of demonstrating flexibility with demands of external/internal customers placed on operating functions of the department. • Basic computer skills. • Capable of wearing lead aprons for extended periods of time. • Physical ability to lift and position patients and assist with patient transfers utilizing beds or stretchers. • Ability to work overtime as needed. • Demonstrates critical care skills to patients with higher acuity. (ED, ICU, NICU, PICU, Intraoperative Neuro MR, OR).
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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,

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

JOB FUNCTIONS

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
<input checked="" type="checkbox"/>	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#
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:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.