

## UW HEALTH JOB DESCRIPTION

### Radiologic Tech - CT

<b>Job Code: 500004</b>	<b>FLSA Status: Non-Exempt</b>	<b>Mgt. Approval: G. Greenwood Dr. Michael J. Tuite</b>	<b>Date: June 2024</b>
<b>Department: Radiology</b>		<b>HR Approval: D. Ripp</b>	<b>Date: June 2024</b>

### JOB SUMMARY

The Radiologic Tech - CT performs a wide variety of routine and advanced imaging procedures. The incumbent works under the supervision of the Radiology Manager and/or Supervisor. The Radiologic Tech - CT uses a wide variety of radiographic equipment, computers, and detectors. The incumbent must be able to provide basic maintenance and repairs, participate in QA, and resolve issues related to image processing and the image archiving system.

The Radiologic Tech - CT may be assigned to work in a variety of locations, including a level 1 trauma center and/or critical care areas and may assist other radiology modalities and/or clinical services. The Radiologic Tech - CT 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 may independently perform procedures on adults, geriatric patients, adolescents, and pediatric age groups and performs patient assessment within the scope of practice. The Radiologic Tech - CT works collaboratively with staff to prioritize and organize schedules and to triage exams.

The incumbent serves as a clinical instructor for affiliated imaging training programs and assists in training other Imaging Technologists. The Radiologic Tech - CT may participate in the instruction of other fellows, residents, physicians and visiting health care professionals and may also participate in clinical research.

### MAJOR RESPONSIBILITIES

#### Direct Patient Care

- The Radiologic Tech - CT is competent in performing all general and advanced level imaging procedures and provides support for other Imaging Technologists as needed. Participating in imaging studies comprises the majority of the incumbent's daily activities.

#### Analysis and Communication

- Checks the order for complete information, proper exam and/or procedure and schedules as needed.
- Obtains sufficient information to determine the priority of exam or procedure.
- 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 isolation precautions when needed.
- Uses two patient identifiers.
- Explains all studies to patients prior to the exam in a caring manner, provides resources to patients and family members about the CT exam and refers them, if appropriate, to the physician or clinic personnel
- Sets up trays, performs time out, prepares contrasts and assists physicians in performing procedures.
- Safely transfers patient to and from carts, beds and wheelchairs.
- Positions the patient, ensuring patient comfort and modesty.
- Selects proper imaging devices, and sets the machine to obtain optimal images.
- Accurately critiques images to determine if they are of diagnostic quality and adjusts factors if an image needs to be repeated.
- Starting and maintaining intravenous (IV) access as prescribed by a licensed independent practitioner.
- Identifying, preparing, and/or administering medications as prescribed by a licensed independent practitioner.
- May be exposed to or participate in research activities including those that involve human or animal subjects.
- Ability and willingness to rotate within departments and clinics for proper coverage.

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### Responsibilities Supporting Patient Care

- Performs patient assessment and screening within the scope of practice.
- Bills procedures and 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.
- Enters information into the Patient Safety Net.
- Notifies Supervisor or Manager when equipment malfunctions and notifies the appropriate vendor.
- Cleans, disinfects, and inspects equipment.
- Checks the status of the imaging equipment to ensure device is in proper operating condition.
- Performs Quality Assurance 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.
- 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 of clinical experience
Licenses & Certifications	Minimum	<ul style="list-style-type: none"> <li>• ARRT Radiography (R) Certification</li> <li>• Wisconsin Radiological License</li> <li>• ARRT Computed Tomography (CT) certification within 30 months of hire</li> <li>• CPR certification within 3 months of hire</li> </ul>
	Preferred	CT certification
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• Self-motivated &amp; directed with regard to an increasing level of understanding and knowledge.</li> <li>• Ability to handle multiple tasks/projects and meets objectives and deadlines.</li> <li>• Effective oral and written professional communication skills.</li> <li>• Ability to demonstrate ethical and professional behaviors at all times.</li> <li>• Ability to maintain patient confidentiality and privacy.</li> <li>• Ability to comply with all HIPAA requirements.</li> <li>• Ability to use initiative and independent judgment.</li> <li>• Ability to work independently.</li> <li>• Excellent interpersonal skills with the ability to interact effectively with patients, families, healthcare professionals and external vendors.</li> <li>• Knowledge regarding quality improvement and standards of care within practice area.</li> <li>• Capable of demonstrating flexibility with demands of external/internal customers placed on operating functions of the department.</li> <li>• Basic computer skills.</li> <li>• Capable of wearing lead aprons for extended periods of time.</li> <li>• Physical ability to lift and position patients and assist with patient transfers utilizing beds or stretchers.</li> <li>• Ability to work overtime as needed.</li> </ul>

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	<ul style="list-style-type: none"> <li>Demonstrates critical care skills to patients with higher acuity. (ED, ICU, NICU, PICU, Intraoperative Neuro MR, OR).</li> </ul>
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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,

<b>x</b>	Infants (Birth – 11 months)	<b>x</b>	Adolescent (13 – 19 years)
<b>x</b>	Toddlers (1 – 3 years)	<b>x</b>	Young Adult (20 – 40 years)
<b>x</b>	Preschool (4 – 5 years)	<b>x</b>	Middle Adult (41 – 65 years)
<b>x</b>	School Age (6 – 12 years)	<b>x</b>	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
<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, 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.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
<b>Light:</b> 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.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
<b>x Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
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.