

UW HEALTH JOB DESCRIPTION

Radiologic Tech - Trainee

Job Code: 500039	FLSA Status: Non-exempt	Mgt. Approval: G Greenwood	Date: February 2022
Department: Radiology		HR Approval: A Phelps Revolinski	Date: February 2022

JOB SUMMARY

The Radiologic Tech – Trainee performs a wide variety of imaging exams. The incumbent works under the supervision of the Radiology Manager and/or Supervisor. The Radiologic Tech - Trainee uses a wide variety of radiographic equipment, computers, detectors, and plate readers

The Radiologic Tech – Trainee 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 per operational needs. The Radiologic Tech – Trainee assists a licensed Radiologic Technologist. The Radiologic Tech – Trainee will not independently, apply radiation to any part of the human body, or administer contrast agents or related substances for diagnostic purposes.

The incumbent assists with performing exams on adults, geriatric patients, adolescents, and pediatric age groups. 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 Radiologic Tech Trainee position is time limited. A person may remain in the Radiologic Tech - Trainee position until one of the following occurs:

- 1) They obtain certification by appropriate body (ARRT) and valid Wisconsin Radiological License; at which time they will be transferred to the appropriate Radiologic Tech position based on the requisition under which they were hired. The appropriate Radiologic Tech position would be one of the following:
 - a. Radiologic Tech (Job Code 500014)
 - b. Radiologic Tech – CT (Job Code 500004)
 - c. Radiologic Tech – Interv (Job Code 500006)
 - d. Radiologic Tech – Mammo (Job Code 500008)
 - e. Radiologic Tech – MRI (Job Code 500010)
 - f. Radiologic Tech – Multi Mod (Job Code 500026)

OR

- 2) They fail to obtain certification by appropriate body (ARRT) and valid Wisconsin Radiological License within the required timeframe, at which time their employment will be terminated

MAJOR RESPONSIBILITIES

Direct Patient Care

- The Radiologic Tech – Trainee assists licensed Radiologic Technologists with performing diagnostic x-ray procedures.

Analysis and Communication

- Checks the order for complete information and appropriateness criteria.
- Schedules exams as needed.
- 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 isolation 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.
- Positions the patient, ensuring patient comfort and modesty.
- Obtains skills to recognize quality images and to perform QA upon completion of study.

Responsibilities Supporting Patient Care

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- Uses the image archiving system and maintains an expertise in data and image transfer.
- Cleans, disinfects, and inspects equipment.

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

JOB REQUIREMENTS

Education	Minimum	Graduate of an Accredited School of Radiologic Technology
	Preferred	
Work Experience	Minimum	Previous healthcare experience
	Preferred	Current radiological technology experience
Licenses & Certifications	Minimum	<ul style="list-style-type: none"> • CPR certification within 3 months of hire. • Certification by appropriate body (ARRT) and valid Wisconsin Radiological License within 3 months of hire.
	Preferred	<ul style="list-style-type: none"> • Certification by appropriate body (ARRT)
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 HIPPA requirements. • 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. • Capable of demonstrating flexibility with demands of external/traineeal 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. • Demonstrates critical care skills to patients with higher acuity. (ED, ICU, NICU, PICU, Intraoperative Neuro MR, OR).

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
<input checked="" type="checkbox"/>	Sedentary: 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.	Up to 10#	Negligible	Negligible

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	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
X	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#
	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:		<ul style="list-style-type: none"> • Ability to transport patients from charts, beds and wheelchairs. • Ability to stand and walk for long periods of time. • Ability to lift and position patients and imaging equipment. • Hearing and visual acuity sufficient to perform imaging exams, observe patients, read monitors and documents and hear equipment alarms. • Ability to transport mobile imaging equipment 		

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.