

UW HEALTH JOB DESCRIPTION

YOUTH APPRENTICE – RADIOLOGY/IMAGING

Job Code: 500043	FLSA Status: Non-Exempt	Mgt. Approval: B. Willey	Date: May 2022
Department : AHECP, Radiology		HR Approval: S. Whitlock	Date: May 2022

JOB SUMMARY

The Youth Apprentice-Radiology/Imaging performs a variety of routine duties including clerical, technical, and patient-related functions. The Youth Apprentice assists members of the patient care team by providing a range of basic healthcare services such as: patient check-in, preparation for the visit, and patient transporting. The Youth Apprentice is trained to use a variety of computers and software.

The Youth Apprentice may be assigned to work in a variety of imaging sections, assist multiple radiology modalities and/or clinical services per operational needs, always under the on-premise supervision of full-time radiology technologist staff. The Youth Apprentice will not apply radiation to any part of the human body or administer contrast agents or related substances for diagnostic purposes.

MAJOR RESPONSIBILITIES

The Youth Apprentice will learn skills and assist in the following areas:

Patient Care

- The Youth Apprentice assists the radiology technologist staff and performs clerical duties including record keeping and other administrative tasks

Analysis and Communication

- Communicate effectively with patients/families and all care providers
- Interact with staff and coworkers in a manner that promotes positive working relationships
- Schedule exams as needed
- Adhere to established section and organizational protocols

Responsibilities Supporting Patient Care

- Exhibit caring attitude when relating to patients
- Engage in professional and ethical conduct
- Maintain a clean, orderly, well-stocked room

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

Education	Minimum	High School senior, 17+ years old, on track to graduate, completion of at least two (2) health science courses (including Anatomy and Physiology or equivalent)
	Preferred	
Work Experience	Minimum	Six (6) months work experience in customer service.
	Preferred	
Licenses & Certifications	Minimum	
	Preferred	CPR or CNA
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> Basic knowledge of sterile techniques, universal precautions, and personal radiation protection practices preferred Effective written and oral communication skills High level communication skills and the ability to maintain good interpersonal relationships with co-workers and clients. Ability to work independently Strong attention to detail Competence in problem identification and resolution. Self-motivated to increasing level of understanding and knowledge Ability to handle multiple tasks/projects and meet objectives/deadlines Demonstrate ethical and professional behaviors at all times Maintain patient confidentiality and privacy at all times Comply with HIPAA requirements at all times

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- Basic computer skills

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)		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)
	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 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
	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:				

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.