



REPORTS TO:	Director Radiology
REVISED:	09/2021; 4/2024; 9/2025
	See current organizational chart for oversight/administrative support information

PRIMARY FUNCTION:

Provides expert diagnostic radiological imaging and computed tomographic procedures to assure a high level of quality care and service to patients, physicians, and customers in and outside the radiology department. Performs a variety of procedures requiring some independent judgment, with ingenuity and initiative to apply prescribed ionizing radiation for radiologic diagnosis in accordance with the philosophy, goals, and objectives of Clarinda Regional Health Center to Advance exceptional care.

QUALIFICATIONS:

Education and/or Experience

- Graduate of an AMA approved radiologic technology program
- Must be familiar with the principals and practices of Radiation Technology as outline by the State
 of Iowa Health and Human Services preferred

Certificates, Licensure, Registrations

- Currently licensed in the State of Iowa
- Currently registered by the American Registry of Radiologic Technologists (ARRT)
- Advanced Modality experience and certification preferred
- For job-specific certifications refer to the Education Certification Requirements by Job Category:
 Clinical Staff

WORK SCHEDULE & SHIFT REQUIREMENTS:

The facility operates 24/7; however, work schedules may vary based on departmental needs to ensure the highest standard of patient care and operational efficiency. Flexibility will be expected.

- Position is classified as non-exempt and eligible for overtime in accordance with labor laws.
- Weekend and Holiday rotation as needed.
- Eligible for shift differential where applicable.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

This position involves a combination of physical activities necessary to perform essential job functions effectively. The employee should be able to:

- **Sit, stand, and walk** for varying lengths of time throughout the workday.
- Lift, push, pull, or carry light to moderate loads, with assistance available for heavier items.
- Use fine motor skills, including grasping, reaching, and handling equipment or materials as needed.



RADIOLOGIC TECHNOLOGIST

REVIEWED 09/2025

- **Perform routine movements**, such as typing, writing, or handling supplies.
- **Bend, stoop, kneel, or crouch** occasionally for job-related tasks.
- See and hear well enough to read documents, operate equipment, and communicate effectively.
- Work in a dynamic environment, adapting to occasional changes in pace or setting.

Reasonable accommodations will be considered to support individuals in performing essential job functions.

ESSENTIAL JOB DUTIES & RESPONSIBILITIES

At CRHC, our core values—Compassion, Advancing, Relationships, and Exceptional—are at the heart of everything we do. These values drive our commitment to Advancing Exceptional Care, ensuring that we provide the highest quality care to our patients while supporting and empowering our team members. We believe in creating a compassionate environment where relationships are nurtured, collaboration is encouraged, and excellence is expected.

As a member of our team, you will embody these values in your daily work by:

- **Compassion**: Demonstrating empathy and kindness in every interaction, recognizing the unique needs of our patients and colleagues.
- **Advancing**: Embracing innovation, continuous learning, and striving for improvement in all aspects of patient care and team collaboration.
- **Relationships**: Building trust through open communication and teamwork, fostering a supportive atmosphere that prioritizes respect and understanding.
- **Exceptional**: Holding yourself to the highest standards, delivering superior care, and contributing to a culture of excellence that impacts both patients and colleagues.

Essential Job Duties and Responsibilities

Radiology In House

- Provides radiological and CT services by exemplifying the knowledge, skills, and abilities necessary to perform a variety of radiographic procedures. Provides MRI services by exemplifying the knowledge, skills, and abilities necessary to perform a variety of procedures if applicable.
 - Monitors patient condition during procedure and notifies physician of abnormalities; assists with first aid and CPR as necessary.
 - Appropriately analyzes and positions the patient to image the required anatomy for optimal results and utilizes imaging equipment to provide the optimum image quality.
 - Utilizes special techniques as required to enhance visualization of the anatomy.
 - Operates radiographic equipment based on individual credentials, including but limited to the Portable x-ray unit, the R/F unit, CT scanner, C-arm, Mammography, Dexa scan unit and MRI, performing a variety of procedures in various imaging areas such as fluoroscopy, diagnostic, surgical and portable exams with proper knowledge of supportive devices.



- Assists radiologists in performance of examinations by preparing contrast agents, administering opaque media, holding and turning patients, assisting in sterile procedures, and other related duties as required.
 - Demonstrates proficiency in starting IVs for patients requiring IV contrast and assists in performing first aid as necessary.
- Maintains responsibility for the accurate assessment of the patient by determining their ability to comply with the physical requirements of the examination to minimize patient or examination problems.
 - Assesses the ability of the patient to comply with the physical requirements of the examination and explains the examination to the patient, prior to beginning the examination.
 - Develop alternative methods to obtain required images if compliance is not possible.
 - Consults with the radiologist and/or the ordering provider in the case of unusual circumstances to provide the best possible outcome.
- Demonstrate proper processing-and image critique to ensure accuracy and clarity for physician interpretation.
 - Provides clear and concise image annotation and labeling.
 - Completes examinations with minimum error.
 - Provides a variety of imaging related tasks as necessary to aid in the diagnosis and delivery of proper patient care
- Performs and maintains documentation.
 - Appropriately and thoroughly documents patient's history, screening forms, contrast forms and various other forms as required.
 - Performs a variety of related daily clerical tasks as necessary to include: the scheduling
 of patients, obtaining proper orders, answering the phone, printing the schedule, among
 other office duties as assigned.
- Communicate effectively.
 - Communicates and collaborates effectively with other health team members regarding patient condition and satisfaction needs.
 - Identifies and recognizes abnormal symptoms/changes in patient condition, established priorities, and takes appropriate action. Appropriately reports condition changes to medical provider.
- Promotes and ensures patient safety in performance of all responsibilities.
 - Administers procedures in a timely and safe manner according to provider orders and department policy.
 - Demonstrates proficient technical/clinical skills and operational knowledge of equipment.



RADIOLOGIC TECHNOLOGIST

REVIEWED 09/2025

- Demonstrates proficient knowledge and understanding of an MRI magnet and the safety protocols required to keep patients, staff and visitors safe.
- Informs and involves the Director of Radiology regarding patient care issues in a timely and appropriate manner.
- Utilizes proper body mechanics, transfers/lifting techniques and appropriate equipment to minimize fall risk to patient and injury to self.
- Participates in CRHC'S Quality program, committees, performance and quality improvement initiatives, and activities which support the facility and department operations.
 - Demonstrates a commitment to the practices of Quality Improvement (QI).
 - Regularly attends Department huddles.
 - Completes tasks as outlined on Department Huddle Board.

Radiology In Clinic

- Prep patient chart for visit
 - Verify pre visit labs have been completed
 - Ensure preventatives are up to date, inform provider of needs
 - If patient is here for a pre-op H&P verify all surgical information is available to provider.
- Performs admission activities for each patient prior to being seen by the provider as delegated by and under the supervision of a nurse.
 - Performs admission intake, including chief complaint, complete set of vitals, present and past medical history.
 - Document allergies and type of reaction.
 - Maintain patients flow from waiting area to exam rooms and keep patients informed of unexpected waits.
- Assists provider. This includes, but not limited to:
 - Collects and prepares specimens for lab tests.
 - Assist with instruments and supplies for procedures.
 - Preps patients for procedures.
 - Prepares patient information for clinic chart.
 - Perform EKG's
 - Order Entry
- Completes visit documentation during patient encounter
 - A Scribe is responsible for listening, observing, and accurately documenting real-time interactions between healthcare provider and patient.
 - Complete appropriate exam notes, including history of present illness, review of systems, physical exam and plan.
 - Update Problem List





- Update Past Medical, Family and Social History
- Performs emergency treatment as required in accordance with scope of practice.
 - Assists in patient care in an effective and responsive manner as each situation requires.
- Demonstrate professional behaviors to patients, providers, and other staff members.
 - Demonstrates ability to remain calm in emergent and stressful situations.
 - Works well as a team member, builds, and maintains a climate of trust.
 - Willingly accepts responsibilities and cooperates with implementation of change.
 - Adapts to change and workload and is flexible changing assignments as needed.
 - Enhances professional growth and development through participation in educational programs, and current literature.
- Promotes and ensures patient safety in all aspects of responsibilities
 - Implements infectious disease controls as appropriate including isolation procedures, proper use of hand washing and gloves.
 - Follow proper procedures for disposal of sharps and hazardous materials.
 - Utilizes proper body mechanics, transfer/lifting techniques and appropriate equipment to minimize fall risk to patient and injury to self.
 - Informs and involves nursing regarding patient care issues in a timely and appropriate manner.
 - Demonstrates self-accountability for professional behaviors.
 - Follows emergency policies, procedures, and protocols in an effective manner.
- Communicates Effectively.
 - Communicates and collaborates effectively with other health team members regarding patient situations, satisfaction needs, and recommendations for meeting identified outcomes.
- Participates in CRHC'S Quality program, committees, performance and quality improvement initiatives, and activities which support the facility and department operations.
 - Demonstrates a commitment to the practices of Quality Improvement (QI).
 - Regularly attends Department huddles.
 - Completes tasks as outlined on Department Huddle Board or Huddle Correspondence
 - Seeks out and participates in committees and task forces as needed and appropriate
- Performs other duties as assigned.





ESSENTIAL FUNCTION FORM

In compliance with the Americans with Disabilities Act, we are requesting that you read the job description and answer the following question. If you would like assistance with this process, please ask Human Resources.

Can you perform the essential functions of the position with or without reasonable accommodations?

	YES	NO		
Name (please print):				
Signature:			Date:	