

<b>REPORTS TO:</b>	Director of Radiology
<b>REVISED:</b>	09/2021; 4/2024; 9/2025; 4/2026
	See current organizational chart for oversight/administrative support information

**PRIMARY FUNCTION:**

Responsible for **Advancing Exceptional Care** by prioritizing Safety and Quality in every aspect of patient care. This role is committed to fulfilling essential duties that enhance patient outcomes, operational efficiency, and overall healthcare standards, ensuring all actions align with the philosophy, goals, and objectives of **Clarinda Regional Health Center (CRHC)**. By maintaining the highest level of care, this position supports CRHC's dedication to fostering a safe, compassionate, and high-quality healthcare environment for our patients and community.

**QUALIFICATIONS:**

**Education and/or Experience**

- Required graduate of an AMA approved limited radiologic technology program.
- Must be familiar with the principles and practices of Radiation Technology as outlined by the State of Iowa Health and Human Services preferred.

**Certificates, Licensure, Registrations**

- For job-specific certifications refer to the [Education Certification Requirements by Job Category](#):
- Currently licensed in the State of Iowa
- Currently registered by the American Registry of Radiologic Technologists (ARRT)
- Required Mandatory Reporter (DHS) and Basic Life Support (BLS)

**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.

- Eligible for shift differentials where applicable.
- Position is classified as non-exempt and non-exempt for overtime in accordance with labor laws.

**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.
- **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.

### **SUMMARY OF DUTIES**

#### **Provide Radiology Services**

- Provides radiological services and assists during CT services by exemplifying the knowledge, skills, and abilities necessary to perform a variety of radiographic procedures. 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.
- Enters the proper technical parameters into the x-ray generating system to provide the optimum image.
- 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 units, and both Radiology Suites.
- Performs procedures per limited license restrictions in various imaging areas of the department.

#### **Assists Radiologist in Performing Exams**

- 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.
- 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.

#### **Processing and Image Acquisition**

- Demonstrates proper processing and image acquisition to ensure accuracy and clarity for physician interpretation.
- Provides clear and concise image annotation and labeling.
- Completes examinations with minimum or no 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, contact 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.

#### **Promote Patient Safety**

- 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.
- Informs and involves Radiology Administration 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.

**Quality Program Participation**

- Actively participates in CRHC's Quality Program, committees, performance improvement initiatives, and operational support activities.
- Demonstrates a commitment to Quality Improvement (QI) practices.
- Regularly attends Department huddles.
- Completes tasks as outlined on the Department Huddle Board.

**Other Responsibilities**

- 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: \_\_\_\_\_