Johnson County Imaging Center

JOB DESCRIPTION

JOB TITLE: Mammography Technologist

FLSA STATUS: Non-Exempt (Hourly)

REPORTS TO: COO

SUPERVISION EXERCISED: None

DATE: 2/29/16

GENERAL SUMMARY OF DUTIES:

The Mammography Technologist performs, under direct supervision, performs specialized radiographic examinations of the breast to help in the diagnosis and treatment of breast disease in women patients. Also performs general radiographic procedures and related techniques. Produces images for the interpretation by or at the request of the Radiologist while exercising professional judgment in performance of services.

ESSENTIAL DUTIES:

- Performs radiographic imaging procedures. Operates radiography and imaging equipment to successfully perform procedures, and devises a plan of action that considers patient condition and diagnosis.
- Prepares patients for procedures, providing instructions to obtain desired results, gain cooperation, and minimize anxiety.
- Consults with interpreting Radiologist on any abnormalities or artifacts.
- Evaluates images for technical quality, manipulates display parameters, and provides hard copy records as needed, assuring proper identification is recorded as specified by imaging procedure.
- Verifies informed consent and assists Radiologist with identified procedures.
- Positions patient for CC and MLO and or magnification views, or as directed by the Radiologist.
- Correlates patient’s accurate clinical history with procedure, assuring information is documented and available for use by Radiologist.
- Determines radiographic imaging technique and exposure factors on individual basis.
- Performs archival storage of digitized data as appropriate (digitizer/PACS).
- Ensures compliance with MQSA Regulations and ACR Guidelines for accreditation.
- Maintains records and perform daily QA for BMD equipment as assigned.
- Compiles bone density information on computer database as assigned.
- Examines existing processes and problems and continuously looks for ways to do things better.
• Where clinic policy and licensing permits, prepares, identifies and/or administers contrast media and/or medications as prescribed by the Radiologist.
• Effectively cooperates in the implementation of assigned projects and responsibilities
• Controls film by automatic processing in accordance with prescribed standards
• Completes RIS process for ICD-10 and CPT coding

NON-ESSENTIAL DUTIES:
• Provides practical instruction for students and or other healthcare professionals.
• Provides input for equipment purchase and supply decisions
• Actively participates in interdepartmental cross-training initiative
• Willingly assumes additional responsibilities to support team efforts
• Understands methods and is capable of performing venipunctures and/or phlebotomy as assigned or delegated.

EXPERIENCE:
• Minimum of one-year technology experience required.
• Preferred experience in both diagnostic and mammography modalities.
• Ability to perform precision studies for results interpretation for changes in bone density.
• Must be certified in Basic Life Support (BLS) including CPR.

EDUCATION:
• High school diploma or GED required.
• Associates’ degree in applicable science is preferred.
• Kansas State Licensure is required.
• ARRT Registration or registry eligible in Radiology Technology at the time of hire is required.
• Registration in the advanced imaging modality (Mammography) practiced is required upon hire.
• MQSA/FDA- 15 CEU’s every 3 years, 200-documented case numbers every 2 years.
• Demonstrates commitment of personal and professional development, and pursues appropriate continuing education.

KNOWLEDGE, SKILLS, AND ABILITIES:
• Consistently anticipates the needs of patients and puts those needs first.
• Demonstrates decision making and assessment skills.
• Excellent oral communication skills.
• Excellent written communication skills are required.
• Excellent customer service skills and putting customers first at all times.
• Excellent patient / interpersonal skills are required.
• Maintains knowledge of and observes universal precautions, observes OSHA regulations.
• Good computer skills are required, such as MS Office and EMR / RIS systems.
• Ability to work harmoniously in a team environment is required.
• Resourcefulness and good problem solving skills are required.
• Multi-tasking and time usage skills are required.
• Follows equipment manufacturers manual as assigned
• Demonstrates use of resources in a cost effective manner

PHYSICAL/MENTAL DEMANDS:

• Ability to lift up to twenty five (25) pounds is required.
• Requires hand dexterity for computer, and other machine operation.
• Requires stooping and bending to move equipment and supplies.
• Requires mobility to attend occasional off-site meetings.
• Requires standing for extended periods of time.
• Possible eyestrain from significant computer usage.
• Work may be stressful at times dealing with confused, angry, or agitated patients and physicians.

WORK ENVIRONMENT:

• Work is performed in a typical, well-lighted office environment.
• Work involves frequent contact with physicians, staff, and patients.
• Position is in a clinic setting that involves medical procedures, medical equipment, and requires OSHA safety precautions.
• The Technologist must understand and accept the possibility of exposure to inside environmental conditions, such as radiation, noise, infectious/communicable diseases, blood and blood borne diseases, chemicals and/or chemical fumes, odors, gases and dusts.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Employees are to comply with the standards, policies and procedures Johnson County Imaging Center has set out in the Human Resources Policy Manual.

I HAVE READ THE ABOVE JOB DESCRIPTION, UNDERSTAND THE REQUIREMENTS LISTED HEREIN, AND AGREE TO PERFORM THESE DUTIES AS WELL AS ANY OTHER RELATED DUTIES AS REQUESTED BY MY SUPERVISOR.

EMPLOYEE SIGNATURE

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Name                        Date