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| <br>Oroville Hospital | <b>Job Description for<br/>Special Procedures<br/>Technician</b> | Department:    | <b>Radiology</b> |
|  |  | Dept.#:        | <b>7630</b>      |
|  |  | Last Reviewed: | 05/08; 08/12     |
|  |  | Last Updated:  |                  |

### **Reports To**

Director Imaging

### **Job Summary**

The special procedures technician will be responsible for radiation functions for special procedures and other interventional examinations.

### **Duties**

1. Greets patients by confirming patient identification; reviewing imaging request; checking for special instructions; confirming anticipated services with patient
2. Gains patient cooperation by reducing anxieties; providing explanations of imaging procedures; explaining equipment; answering questions
3. Provide timely and accurate assessment, identification and delivery of special procedures or other interventional examination services to access patients
4. Ensure file systems are set-up properly
5. Assist in transporting patients
6. Ensure adequate inventory of supplies and contrast availability
7. Document supplies used during procedures for utilization and billing purposes
8. Maintain accurate and complete medical records of radiological procedures
9. Enter pertinent information in computer system to assist in statistical, research and patient follow up

### **Qualifications**

1. Satisfactory completion of formal Radiologic technology training in an AMA-approved school and ability to meet requirements for registry by the American Registry of Radiologic Technologists (ARRT) and/or Certified Radiologic Technologist (CRT)
2. Current compliance with Continuing Medical Education (CME) requirements for specialty(ies) as appropriate
3. Current BLS

4. Experience in special procedures preferred
5. Ability to effectively operate all equipment
6. Ability to evaluate imaging tests in order to acquire appropriate diagnostic information
7. Ability to integrate diagnostic sonograms, laboratory results, patient history and medical records and adapt special procedure examination as necessary
8. Ability to use independent judgment to acquire the optimum diagnostic information in each examination performed
9. Ability to evaluate, synthesize and communicate diagnostic information to the attending physician
10. Ability to communicate effectively with the patient and the health care team, recognizing the special nature of special procedure examinations and patient's needs
11. Ability to establish and maintain effective working relationships with the public and health care team
12. Ability to follow established departmental procedures
13. Ability to multi-task
14. Ability to work efficiently and cope with emergency situations
15. Possess excellent customer service skills

### **Lifting Requirements**

Heavy lifting: up to 100 lbs. maximum with frequent lifting and/or carrying objects weighing up to 50 lbs. Must be able to stand, stoop and lift and walk without restrictions.