

# Klamath Health Partnership

## Job Description and Responsibilities



### Position: Radiologic Technologist

**Salary Range:****Status:** Non-Exempt/Hourly**Reports to:** Clinical Services Manager**Location:** Klamath Falls, Oregon

The Radiologic Technologist is responsible for administering x-ray examinations to patients at the request of the physician assistant or nurse practitioner in consultation with a physician or at the request of a physician. The Radiologic Technologist makes sure a requisition is received from a provider before performing any radiology services. The requisition includes a clinical history.

**Key Responsibilities**

- Administers x-ray examinations under the supervision of the Clinical Services Coordinator in collaboration with the Medical Director.
- Operates film processing equipment.
- Positions and transfers patients
- Selects proper technical factors on an individual patient basis to avoid retakes.
- Practices radiation protection by use of local spot-lead blockers, aprons and gloves.
- Restricts room access to patient and technologist when films are taken.
- Responsible for proper record keeping as well as HER documentation.
- Evaluates films for technical quality.
- Orders necessary supplies for KHP, Inc. according to clinic procedures.
- Ensures registration of radiographic equipment with the State of Oregon every two years.
- Assures equipment is maintained in proper condition.
- Notifies physician that films are ready to be read. Sends films for over reading if requested by physician.
- Participates in QA initiatives. Takes the lead in appropriate QA projects.
- Performs cast removal and application.
- Facilitates appropriate Medical Assistant training of casting, removal and splinting.
- Other duties as assigned.

**Required Skills:**

- Current License in State of Oregon to perform Radiography.
- Graduate of an AMA approved school of Radiologic Technology.
- Certified by the American Registry of Radiologic technology
- Ability to work independently and as part of a team.
- Possess a basic level of written and oral communication skills, computational and computer skills, and mathematical knowledge, typically acquired through completion of high school or GED program.
- Must be able to pass a Background Check and Drug Screen.
- Able to lift 30 pounds.
- Bilingual preferred but not required.

# Klamath Health Partnership

## Job Description and Responsibilities



### Accommodations

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to walk, talk, bend, lift, carry, write, and hear. The employee frequently is required to stand, walk, sit and use hands to finger, handle or feel. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

### Employee Position Description Acknowledgment

I have received a position description or summary of the duties I am to perform. I understand what my duties entail and affirm that I possess the requisite knowledge, skills, abilities, experience, and education to perform the duties described. I can perform them with or without reasonable accommodation. I understand that jobs and duties are subject to change from time to time, as Klamath Health Partnership, Inc., its Board of Directors, Executive Director, or my immediate supervisor deem necessary. Thus, I may be required to perform duties other than those listed and my job may change over time.

Unless otherwise approved and established by my immediate supervisor, I am scheduled to work with a various schedule between 7:00 a.m. – 8:00 p.m., Monday through Friday. My schedule location may include KHP main clinic or any satellite locations. I understand that I am expected to report to work as scheduled, on time, prepared to start work, and will remain at work for my entire work schedule. I am responsible to avoid late arrival, early departure, or other disruptive absences from scheduled hours as far as practicable. My schedule will be prearranged by my departmental supervisor based upon the operational needs of Klamath Health Partnership, Inc., and in keeping with its core mission. I realize that staffing needs and operational demands may necessitate variations in starting and ending times, leave requests, as well as variations in the total hours that may be scheduled each day and week. I will seek guidance from my supervisor or the Human Resources Specialist for clarification of all scheduling questions, requests, and guidelines.

I understand that this position description is not a pledge of continued employment in this or any other job for any specific period of time or under any specific circumstances or conditions. This position description does not change the terms and conditions of the at-will employment relationship explained in the corporate policy handbook.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Generalist

\_\_\_\_\_  
Date