



Elbowoods Memorial Health Center

1058 College Drive
New Town, ND 58763-4400
(701) 627-4750
Fax: (701) 627-2809

EXEMPT _____
NON-EXEMPT x

POSITION DESCRIPTION

POSITION: RADIOLOGY TECHNICIAN
REPORTS TO: Lab & Radiology Supervisor
SALARY: \$DOE/DOQ
CLASSIFICATION: Non- Management Regular, Full-time
TELEWORK ELIGIBLE: No
DUTY STATION: Elbowoods Memorial Health Center

POSITION SUMMARY:

Perform x-rays for diagnostic purposes. Follow established radiologic requirements and regulations to ensure patient care and safety.

ESSENTIAL DUTIES:

- Prepares patients for radiologic procedures. Explains procedures and assists patients in positioning body parts to be radiographed to ensure patient care, safety and comfort during exam.
- Operate radiologic equipment to attain a high-quality radiograph for diagnostic purposes. Position radiologic equipment and adjust controls to set exposure time and distance according to specification of examination. Independently performs radiograph examination as ordered by licensed primary care providers.
- Develop and process radiologic film.
- Use radiation safety measures and protection devices to ensure safety of patients and team members.
- Develops and maintains a quality control system for the automatic film processor on a daily basis, which meets al M/M and AAAHC standards.
- Monitors all radiographs taken in this department to assure high quality standards.
- Retrieve radiologic orders from and input related data into the electronic health record.
- Maintain adequate radiologic supplies
- Ensures electronic transmission of radiologic films to contracted Radiologist.
- Ensure correct ordering and uploading of scans to contracted Radiologist performed by contracted CT and Ultrasound technologists.

Date Approved:

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- Performs EKG's, maintains the EKG machine, and ensures electronic transmission of EKGs to the contracted Cardiologist.
- Maintains practical knowledge and proficiency in medical technology through continuing education, staff meetings, and participation in technically oriented activities.
- Employee will perform above duties in accordance with current Federal laws, Tribal policy and Accreditation standards.
- Represents EMHC in a highly professional matter;
- Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation;
- Participates in EMHC staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary;
- Actively strives to educate the community on the mission, vision and values of EMHC in a positive approach to assist in the growth of the organization and assist our community in its healthcare needs;
- Adheres to and abides the policies and procedures of the MHA Nation and of the Elbowoods Memorial Health Center;
- Adheres to the Mission, Vision and Values of the Elbowoods Memorial Health Center; and
- Attend training as required.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

- The requirement for managing of others does not exist.

QUALIFICATIONS, EXPERIENCE, EDUCATION

- Must have graduated from an accredited Radiology program, registered with ARRT (American Registry of Radiologic Technologists) as a RT (Registered Technologist). **REQUIRED**
- For mammograms must complete 40-hour mammography course, to include 8 hours of digital training, plus 25 supervised examinations. **REQUIRED**
- Radiologic Technologist experience preferred
- Must have excellent communication skills and pay attention to detail;
- Cognitive knowledge, skills, abilities as related to the position;
- Computer literate and basic proficiency with Microsoft Office and other database software. ie. RPMS/EHR;
- Knowledge of principles and practices of the organization;
- Operate standard office equipment;
- Familiarity with MHA Nation culture, values, and traditions;
- Must be punctual, reliable, dependable, and able to maintain confidentiality;
- Must have a valid driver's license and an acceptable motor vehicle record from the North Dakota Department of Motor Vehicle;

- Must submit to a Criminal Records Background Check;
- Must submit to an Alcohol/Drug Screen and random testing as per policy.

WORKING CONDITIONS:

- Work is performed in a clinic environment with varying conditions of noise level, temperature, and illumination.
- Requires eye-hand coordination and manual dexterity sufficient to operate keyboard, computer and other office equipment.
- Work situations may be stressful and require irregular hours.
- Exposure to radiation which is minimized by the use of Personal Protective Equipment (PPE) such as protective lead aprons and other shielding devices and monitored by radiation badges.
- Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment.
- Work is performed inside with exposure to unpredictable crisis situations.
- Shift work may be required.
- Extensive walking is required since interaction between all disciplines within the health care operations and management is required.
- Travel may be required to accomplish organizational goals.

PHYSICAL DEMANDS:

- 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 stand; walk; use hands to handle or feel; reach with hands and arms; and talk or hear.
 - The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.
 - The employee must regularly lift and/or move up to **50 pounds**, with assistance if needed.
 - May need to lift or turn patients who are disabled, with assistance if needed.
 - Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
 - Must be alert, oriented, ability to perform with accuracy and be self-conscious of surroundings at all times.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

All interested persons must submit the following information:

Job Application (found on MHA Website)

Questionnaire for Child Care Designated Positions (found on MHA Website)

Copies of:

- ✓ Diplomas/Certificates and Transcripts
- ✓ 2 Forms of ID: (1 Driver License and/or State Issued ID) and 1 Other
- ✓ Indian or Veteran Preference documents (If applicable);
- ✓ Mandatory COVID Immunizations, unless approved exemption is provided for medical/religious purposes;
- ✓ Must submit a Child Care Questionnaire as per Indian Child Protection and Family Violence Act P.L. 101-630

Submit all necessary information to the following addresses:

Three Affiliated Tribes/MHA Nation
Human Resource Department
404 Frontage Road
New Town, ND 58763
Ph# 701-627-4781
Fax# 701-627-2960