



Elbowoods Memorial Health Center

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

EXEMPT ___
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: RADIOLOGY TECHNICIAN
RESPONSIBLE TO: Laboratory Supervisor
SALARY: Starting salary will be DOE/DOQ.
CLASSIFICATION: Non-Management, Regular, Full-time
LOCATION: Elbowoods Memorial Health Center, New Town, ND

POSITION SUMMARY: (position includes but is not limited to the following):

1. Position serves as primary Radiology Technician at the Elbowoods Memorial Health Center. Provides secondary coverage for Laboratory Aide and Technologists in the Clinic Laboratory.
2. Represents EMHC in a highly professional manner.
3. Establishes positive communications with all departments of EMHC to assure stable operations.
4. Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation.
5. Maintain required reporting as assigned.
6. Participates in EMHC staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary.
7. 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.
8. Adheres to the Mission, Vision, and Values of the Elbowoods Memorial Health Centers.

SUPERVISORY REQUIREMENTS:

- Reports directly to the Laboratory Supervisor.
- Position is non-supervisory

RESPONSIBILITIES AND DUTIES:

- Receives patients, explains methods of procedures, positions, and sets technical factors. Adjusts equipment to attain a high quality radiograph.

Independently performs radiograph examination as ordered by licensed primary care providers.

- Develops and maintains a quality control system for the automatic film processor on a daily basis, which meets all M/M and AAAHC standards.
- Monitors all radiographs taken in this department to assure high quality standards.
- Performs EKG's, maintains the EKG machine, and insures electronic transmission of EKG's to the contract Radiologist.
- Performs clinical laboratory tests/examinations per requests by medical staff for use in clinical diagnosis, patient screening, monitoring patient therapy/status and other authorized purposes. Work assignments encompassed include such specializations as chemistry, hematology, immunology, and urinalysis. The accomplishment of tests/examinations includes, but is not limited to, the performance of standardized procedures in accordance with established methodology manuals, technical references and precedents, as outlined by the Laboratory Director.
- Withdraws appropriate quantities of blood by venipuncture and capillary puncture.
- 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.
- *NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.*

MINIMUM QUALIFICATIONS AND EDUCATION:

- Graduation from an accredited Radiology program, registered with ARRT (American Registry of Radiologic Technologists) as an RT (Registered Technologist). **REQUIRED**
- For Mammograms must complete 40 hour mammography course, to include 8 hours of digital training, plus 25 supervised examinations. **REQUIRED**
- Computer knowledge and proficiency, **REQUIRED.**
- Possession of a current, valid North Dakota State Driver's License, reliable transportation, and telephone, **REQUIRED.**
- Must maintain knowledge of chemical, microbiologic, and hematologic lab testing.

- Ability to collect and compile information for technical support work in a closely related field including but not limited to reports of findings.
- Ability to work independently in the absence of supervision.
- Must be responsible, dependable, and able to maintain confidentiality of information.
- Must submit to clear Criminal Records Background Check.
- Must submit to an Alcohol/Drug Screen and random testing as per policy.
- Indian Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*
- Veterans Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*

WORKING CONDITIONS:

- The work area is well lighted and temperature controlled. Special safety precautions are used to reduce exposure to x-rays. These included using minimum current settings in the x-ray machine; Maintaining personal protective equipment and safety policy and procedures.
- Work in the laboratory involves moderate risks or discomforts associated with working in a clinical laboratory with regular and recurrent exposure to hazards such as infectious, chemicals, and electrical appliances. The technician must use protective clothing, eye protection, and other protective equipment as required by OSHA regulations and clinic policy.
- Work is performed in an office environment with varying conditions of noise level, temperature, and illumination.
- Occasionally lifts up to 40 pounds of material.
- 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.
- Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment.
- Work is performed inside and outside the property with exposure to inclement weather and 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 facility goals.

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.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR THREE AFFILIATED TRIBES HEALTH CARE CENTER POSITIONS.

Currently there are no housing units available or relocation assistance.

APPLICATION PROCEDURE

Submit a Three Affiliated Tribes; ***Application for employment*** with all requirements and supporting documentation to:

**Three Affiliated Tribes
Attn: Human Resources
404 Frontage Road
New Town, ND 58763**

Please Note: If requirements are not met, i.e. submissions of a resume in lieu of a Three Affiliated Tribes Health Care Center application, or not including a required certification or document, your application will not be reviewed and will be disqualified.

Indian Preference Will Apply: In accordance with Three Affiliated Tribes Health Care Center policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Indian Preference”.

Veterans Preference Will Apply: In accordance with Three Affiliated Tribes Health Care Center policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Veteran Preference”.

Applications will not be returned.