JOB SUMMARY

The Senior CT Technologist is a CRT/ARRT Technologist who maintains an ARRT sponsored CT Certification. This individual must also be certified and demonstrate competency in performing injection procedures necessary for CT. This Technologist must demonstrate the ability to perform CT exams in both the inpatient and outpatient environment, be able to work safely in an acute care setting and be able to interact accordingly with anesthesia and other patient care departments that visit the CT environment. Additionally, the Senior CT Technologist must be willing to train and interact with students and new hires when necessary.

The Senior CT Technologist advanced responsibilities can include, yet are not limited to the following:

- Demonstrate competency actively and participate in the lead/coordinator role.
- Active participation in an annual performance improvement project or active participation in CT Quality Assurance/Radiation Safety meetings.
- Demonstrate competency and the ability to instruct one or more of the advanced procedures.

REPORTING RELATIONSHIPS

- SUPERVISES: Not applicable
- SUPERVISORY AUTHORITY: Not applicable
- SUPERVISED BY: Principle Supervisor or Chief Technologist for CT

DUTIES & ESSENTIAL JOB FUNCTIONS

<table>
<thead>
<tr>
<th>% of time</th>
<th>Essential Function (Yes/No)</th>
<th>Key Responsibilities (To be completed by Supervisor)</th>
</tr>
</thead>
<tbody>
<tr>
<td>40%</td>
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<td>A. AREA OF EMPHASIS</td>
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<td>1. Follows the Medical Center's values of Everyday PRIDE in the workplace; Professionalism, Respect, Integrity, Diversity and Excellence.</td>
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<td>2. Adheres to the AIDET acronym, when initiating rapport with the patient before, during and after the procedure;</td>
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</table>
• Acknowledge patient
• Introduce one self
• Duration of the exam explained
• Explain exam procedure
• Thank patient for having procedure at our facility.

3. Demonstrates knowledge and ability to perform all responsibilities related to producing quality CT exams, to include utilizing proper technique, views, positioning, labeling and patient identification.

4. Properly prepares room, equipment and contrast media as needed to assist Radiologist.

5. In accordance with the departments CT/Radiation safety policy and guidelines, properly screen patients for contraindications before imaging.

6. Properly troubleshoots equipment failures, documents and reports key information to appropriate individuals.

7. Prepares patient for imaging. Identifies self, explains the procedure and confirms patient identification, and properly reviews exam requisition through the radiology information system, and or the hospital electronic order entry systems before imaging.

8. Properly carry out daily quality assurance procedure in accordance with CT accreditation compliance.

9. Work safely and effectively with ancillary and procedural staff in the CT environment and participates in the timeout procedure.

10. Injects patients following the department policies and procedures for CT contrast administration and demonstrates competency on the use of the CT contrast injector.

11. Participates in orientation and training of assigned staff, students, residents, and faculty.

12. Demonstrates the ability to perform job duties in a reliable, responsible and timely fashion.

13. Maintains constant communication with patients as well as fellow staff involved with the exam.

14. Demonstrates the ability to work effectively and efficiently under any workload and/or patient volume.

15. Presents oneself in a professional manner and with a positive demeanor to all patients, co-workers, physicians and departments.

16. Active participation in CT Quality Assurance to establish and maintain Radiation Safety techniques.

17. Demonstrate competency and provide instruction in two or more advanced CT imaging procedures: i.e., Cardiac imaging, 3D Imaging, C-Arm, CereTom, GSI, pediatric

18. Participates in orientation and training of assigned staff, students, residents, and faculty.

B. ADHERES TO POLICIES AND PROCEDURES

1. Utilizes proper body mechanics to ensure patient safety upon moving and or transferring patients and equipment.

2. Follows established CT/Radiation Safety guidelines; is knowledgeable and acts in accordance with California SB 1237. The CT Technologist adheres to the Society for Pediatric Radiology’s Image Gently guidelines as well as the Image Wisely guidelines for adults developed by the American College of Radiology (ACR).
3. Follows established department and hospital guidelines for attendance and tardiness.
4. Adheres to all hospital and department policies and procedures. Additionally, remains current and compliant with all safety policies reviewed on the medical center Annual Safety Training module located in the online UC Learning Center link. [https://learningcenter.ucsfmedicalcenter.org/](https://learningcenter.ucsfmedicalcenter.org/)
5. Provides excellent customer service to patients, co-workers, physicians and other Departments.
6. Is respectful of everyone, including those of different backgrounds, beliefs, and gender.
7. Assures that work environment is clean and in compliance with infection control and environmental health and safety standards. Complies with the Hospital Hand Hygiene Policy.
8. Is a role model by maintaining a professional, neat appearance and adhering to the department dress code policy, always displaying their hospital identification badge.
10. Adheres to the American Society of Radiologic Technologist, Computed Tomography Practice Standards. [https://www.asrt.org/media/pdf/practicestds/GR11_CT_PS.pdf](https://www.asrt.org/media/pdf/practicestds/GR11_CT_PS.pdf)
11. Regular and predictable job attendance is required, based on the Department Standard guidelines and the represented union contract.

### C. INFORMATION MANAGEMENT
1. Demonstrates competency in the Radiology Information System and related downtime procedure, to include the proper scheduling and completion of patient exams.
2. Demonstrates competency in the Medical Centers’ current Electronic Health Record and ordering systems.
3. Demonstrates competency on the related Computed Tomography systems.
4. Insures clinical data is correct and appropriate for specific procedures being requested and performed.
5. Demonstrates competency in the Radiology PAC’s System and related downtime procedure.
6. Demonstrates competency in the selection of the correct Visit Number.
7. Completes all exams in the radiology computer system following the procedure.
8. Demonstrates knowledge of the Incident Reporting System.
9. Utilizes hospital/department computers for hospital business only and logs off computers upon completion of tasks.

### D. LEADERSHIP/SUPERVISION
1. Demonstrates leadership skills in the absence of a supervisor.
2. Demonstrates the ability to correctly prioritize and complete tasks, needing little or no supervision.
3. Must actively participate as a Lead Tech/Coordinator and demonstrate competency in the role.

### E. DEVELOPMENT
1. Assumes responsibility and accountability for own professional growth and practice. Attends assigned staff development activities.
2. Participates in cross training activities when necessary.
3. Recognizes and performs duties which need to be performed although not directly assigned.
4. Stays current with the technical changes in the field of Computed Tomography and Radiology by attending technical meeting, seminars, or by participating in other learning activities related to the field.
5. Complies with the department expectations and standards.
6. Complies with current ARRT, CRT and CT accreditation regulations related to continuing education (CE) requirements.

F. PERFORMANCE IMPROVEMENT
1. Participate in related performance improvement projects for the department and hospital.
2. Attends required hospital training, staff meetings and in-services.
3. Initiate or participate in a related performance improvement project.

G. BUDGETARY
1. Demonstrates effective use of time.
2. Is conscientious regarding the use of supplies.
3. Adheres to the productivity monitors for the department.
4. Assures patient information and billing codes are correct.
5. Identifies opportunities for cost containment.

LIVING PRIDE STANDARDS

Service Excellence

- Demonstrates service excellence by following the Everyday PRIDE Guide with the UCSF Medical Center standards and expectations for communication and behavior. These standards and expectations convey specific behavior associated with the Medical Center’s values: Professionalism, Respect, Integrity, Diversity and Excellence, and provide guidance on how we communicate with patients, visitors, faculty, staff, and students, virtually everyone, every day and with every encounter. These standards include, but are not limited to: personal appearance, acknowledging and greeting all patients and families, introductions using AIDET, managing up, service recovery, managing delays and expectations, phone standards, electronic communication, team work, cultural sensitivity and competency.
- Uses effective communication skills with patients and staff; demonstrates proper telephone techniques and etiquette; acts as an escort to any patient or family member needing directions; shows sensitivity to differences of culture; demonstrates a positive and supportive manner in which patients / families/ colleagues perceive interactions as positive and supportive. Exhibits team work skills to positively acknowledge and recognize other colleagues, and uses personal experiences to model and teach Living PRIDE standards.
- Exhibits tact and professionalism in difficult situations according to PRIDE Values and Practices
- Demonstrates an understanding of and adheres to privacy, confidentiality, and security policies and procedures related to Protected Health Information (PHI) or other sensitive and personal information.
- Demonstrates an understanding of and adheres to safety and infection control policies and procedures.
• Assumes accountability for improving quality metrics associated with department/unit and meeting organizational/departmental targets.

Work Environment

• Keeps working areas neat, orderly and clutter-free, including the hallways. Adheres to cleaning processes and puts things back where they belong. Removes and reports broken equipment and furniture.
• Picks up and disposes of any litter found throughout entire facility.
• Posts flyers and posters in designated areas only; does not post on walls, doors or windows.
• Knows where the Environment of Care Manual is kept in department; corrects or reports unsafe conditions to the appropriate departments.
• Protects the physical environment and equipment from damage and theft.

OTHER FUNCTIONS AND RESPONSIBILITIES
1. Performs other duties as assigned within the scope of the job, training and licensure.
2. Assists other departments when necessary. (i.e. - patient transport).
3. Participate in the training and mentoring of students and new hires.
4. Active participation in CT Quality Assurance to establish and maintain Radiation Safety techniques.

REQUIRED QUALIFICATIONS
• Minimum of 5 years of CT experience.
• Graduate of a formal radiology technology-training program in an AMA approved school.
• Flexibility in scheduling, with the ability to rotate shifts and coverage for weekends and holidays. Must be willing to assist at any of the UCSF Medical Center Locations

PREFERRED QUALIFICATIONS
Prefer recent work experience in an acute care setting
Prefer CRT Fluoroscopy licensure

REQUIRED LICENSES/CERTIFICATIONS
• Requires ARRT Licensure
• Requires ARRT approved CT Certification
• Requires CRT Licensure
• Requires Veni-puncture Certification
• Requires BLS (CPR) Certification

POPULATIONS SERVED
Demonstrates ability to provide appropriate care based on the needs of a specific individual, including the patient’s age. Care is provided to the following:
• Infant
• Child
• Adolescent
• Adult
• Geriatric

MEDICATION ACCESS AND STORAGE

The “Medication and Auxiliary Staff Competency” must be successfully completed for Level I, Level II or Level III staff PRIOR to performing duties requiring medication access (including access, transport, and/or stocking activities OR access to medication storage areas for cleaning).
**LEVEL 1: Access Med Storage Areas for Cleaning**

- Environmental Service Personnel
- Patient Support Assistants (PSAs)
- Hospital Unit Service Coordinators
- Volunteers

**LEVEL 2: Access & Transport**

- Drivers
- Hospital Assistants (depending on specific duties; ask HR if unsure)
- Material Services Personnel
- Medical Assistants
- Nuclear Medicine Technologists
- Ophthalmology Technician
- Patient Care Assistants (PCAs)
- Pharmacy Storekeepers
- Radiology Technologists (all modalities, Ultrasound, Mammo, etc)

**LEVEL 3: Access, Transport & Stocking**

- Anesthesia Technicians

Instructions: After employee successfully completes the level-appropriate competency, please check the corresponding box below. Obtain the employee’s and manager’s signatures to attest that the competency was completed and send the signed job description to HR for the employee’s personnel file.

- Level 1: As a part of his/her daily activities, employees may have access to medication storage areas for cleaning only. These activities must be in compliance with the Medications and Auxiliary Staff competency for Level 1.
- Level 2: As part of his/her daily activities, employee may access and transport medications. These activities must be in compliance with the Medications and Auxiliary Staff competency for Level 2.
- Level 3: As part of his/her daily activities, employee may access, transport and stock medications. These activities must be in compliance with the Medications and Auxiliary Staff competency for Level 3.

Signature Section:

I have successfully completed the Medication and Auxiliary Staff Competency at my designated level (I, II, or III), in order to complete the functions of my position. I have had the opportunity to have all my questions answered.

_____________________________  __________________
Employee Signature          Date

_____________________________  __________________
Manager Signature            Date
PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

Attach Physical Requirements for Employment form which describes activities such as bending, lifting, walking, sitting, turning, repetitive motion, and environmental conditions to the extent that the physician performing the pre-employment physical examination can determine whether the person is physically fit to perform the duties without injuring themselves or others. This form also addresses exposure risks to the employee (i.e., blood, body fluids or tissues).

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Physical Job Requirements</th>
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<tbody>
<tr>
<td>Job Code:</td>
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<td>Department:</td>
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<table>
<thead>
<tr>
<th>Activity</th>
<th>Never</th>
<th>Occasional 1%-33%</th>
<th>Frequent 34%-66%</th>
<th>Continuous 67%-100%</th>
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<tbody>
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<td>Sitting</td>
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<td>Standing</td>
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<td>Walking</td>
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<td>Squatting</td>
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<td>Bending</td>
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<td>Waist Twisting</td>
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<td>Kneeling</td>
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<td>Crawling</td>
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<td>Climbing stairs</td>
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<td>Climbing ladders</td>
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<tr>
<td>Other:</td>
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<tr>
<td>Reaching Overhead</td>
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<tr>
<td>Reaching shoulder height</td>
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<tr>
<td>Reaching below shoulder height</td>
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<tr>
<td>Lifting</td>
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<tr>
<td>Lifting 0-20 lbs.</td>
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<td>Pull</td>
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<td>Pulling 0-20 lbs.</td>
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<td>Pulling 21-30 lbs.</td>
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<td>Pulling 31-60 lbs.</td>
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<tr>
<td>Pulling over 60 lbs.</td>
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<tr>
<td>Fine finger manipulation</td>
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<td>Gross manipulation</td>
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<td>Simple grasp</td>
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<td>Power grasp</td>
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<tr>
<td>Repetitive hand/arm use</td>
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<tr>
<td>Loud noise</td>
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<td>Background noise</td>
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<td>Dim or bright lighting</td>
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<tr>
<td>Dust, fumes or gases</td>
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<tr>
<td>Chemicals or toxic substances</td>
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<td>Latex</td>
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<td>Task</td>
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<tr>
<td>Lifting 21-30 lbs.</td>
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<tr>
<td>Lifting 31-60 lbs.</td>
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<tr>
<td>Lifting over 60 lbs.</td>
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<td>Lifting up to 5-10 lbs. overhead</td>
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<tr>
<td>Lifting up to ______ lbs. above waist</td>
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<td>Lifting up to ______ lbs. below waist</td>
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<tr>
<td>Carrying 0-20 lbs.</td>
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<td>Carrying over 60 lbs.</td>
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<td>Pushing 0-20 lbs.</td>
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<td>Pushing over 60 lbs.</td>
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**BLOOD/FLUID EXPOSURE RISK:** (check the right category) N/A

- Category I: Tasks involve exposure to blood, fluids or tissue
- Category II: Usual tasks do not involve exposure to blood, body fluid, or tissues but job may require performing unplanned Category I tasks.
- Category III: Tasks involve no exposure to blood, body fluids, or tissues. Category I task are not a condition of employment.

**ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION**

I have received a copy of the Job Description and have read and understand its contents.

__________________________  __________________________
Employee Name (Please Print)  Date

__________________________  __________________________
Employee Signature  Date

__________________________  __________________________
Supervisor’s Signature  Date