UCSF MEDICAL CENTER JOB DESCRIPTION

WORKING TITLE: MRI/Principle Technologist       DATE: 9/1/1999
MRI/Principle Technologist per Diem

COST CENTER:       UPDATED: 06/17/2015

REPORTS TO:        DEPT: Radiology

APPROVED BY:       Radiology Operations Director

SUPERVISES:        Not Applicable

MANAGER’S SIGNATURE: ____________________________________

To be completed by Human Resources:

FLSA STATUS:       PAYROLL TITLE:
PAY RANGE:         JOB CODE:

SUMMARY

The MR/Principle Technologist is a CRT/ARRT licensed technologist who maintains an ARRT sponsored MRI certification and has more than 7 years of MRI experience. This individual must also be certified and demonstrate competency in performing injection procedures necessary for MRI. This technologist must demonstrate the ability to perform MRI exams in both the inpatient and outpatient environment, demonstrate the ability to work safely in an acute care setting, and be able to cooperate accordingly with anesthesia and other patient care departments that interact with the MR environment. Additionally, the MR/Principle Technologist must be willing to train and interact with students and new hires when necessary.

DUTIES AND ESSENTIAL JOB FUNCTIONS

A. Area of Emphasis

1. Presents oneself in a professional manner, and with a positive attitude.
2. Demonstrates knowledge and ability to perform all responsibilities related to producing quality MRI exams, to include utilizing proper technique, views, positioning, labeling and patient identification.
3. Properly prepares room, equipment, and contrast media as needed to perform various imaging examinations and/or to assist radiologist.
4. Acts in accordance with the department MRI safety policy and guidelines. Properly screens patients for contraindications before entering the MRI environment.
5. Properly troubleshoots equipment failures, documents, and reports to appropriate individual(s). Properly carries out QA procedures according to recommended frequency and parameters.

6. Prepares patient for imaging: introduces self, explains exam, confirms patient ID, and verifies order for testing using department radiology information system and electronic medical record.

7. Schedules, begins, and completes exams using current radiology information system.

8. Demonstrates Living Pride and practices AIDET.

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

10. Maintains constant communication with patients as well as fellow staff.

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

12. Works safely and effectively with the anesthesia team in the MRI environment, and participates in the timeout procedure.


14. Works safely and effectively with ancillary staff in the MRI environment.

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

16. Follows department guidelines and policies for MRI contrast administration.

17. Injects patients following department protocols and procedures. Demonstrates competency in using the power injector.

18. Advanced competencies met and maintained.

19. Active participant in ACR/JCAHO accreditation.

20. Annual staff meeting presentation relating to one of the following topics: MRI Safety, technology, quality control, infection control, or patient satisfaction.

21. Annual participation in a departmental or hospital committee.

22. Active participation in Peer Review process

B. Adheres to Policies and Procedures 15%

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


3. Follows established department and hospital guidelines for attendance and tardiness. Regular and predictable job attendance is mandatory, as outlined by the Radiology Department Standards and Service Expectations and the represented Union Contract.

4. Adheres to all hospital and department policies and procedures. Remains current on patient safety, to include electrical, mechanical, fire, safety, and disaster procedures.

5. Adheres to all radiation and MR safety policies and procedures. Prioritizes patient safety at all times during imaging.
6. Provides excellent customer service to patients, co-workers, physicians, and other departments. Utilizes the AIDET acronym as the standard for patient communication.
7. Is respectful of everyone, including those of different backgrounds, beliefs, and gender.
8. Assures that work environment is clean and in compliance with infection control and environmental health and safety standards.
9. Role models professionalism by maintaining a neat appearance and adhering to department dress code policy. Displays hospital ID badge above the waist.
10. Adheres to the patient identification policy. Verifies correct patient identity using a minimum of two identifiers for every patient.

C. Information Management 15%

1. Demonstrates competency in the Radiology Information System.
2. Demonstrates competency with the hospital’s electronic ordering/information system.
3. Demonstrates competency on the related MRI computer systems.
4. Ensures clinical data is correct and relevant for specific procedures being requested and seeks physician assistance when indicated.
5. Demonstrates competency in the selection of the correct visit number.
6. Completes all exams in the radiology computer system following the procedure.
7. Demonstrates competency of downtime procedures for PACS and RIS systems.
8. Utilizes hospital and department computers for hospital business only.
9. No personal use of cellphones in clinical areas.

D. Leadership/Supervision 3%

1. Provides leadership in the absence of the supervisor.
2. Demonstrates the ability to work with minimal supervision.
3. Displays empathy and compassion toward patients and coworkers.
4. Demonstrates forethought and considers outcomes in decision making.
5. Active participation in Lead/Coordinator role. Competency met and maintained.

E. Development 4%

1. Assumes responsibility and accountability for individual 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. Attends professional meetings or seminars to keep current within the field of radiology, and maintains current knowledge on developments in technology and procedures by participating in ongoing learning activities.
5. Complies with the department expectations and standards.

F. Performance Improvement

1. Develop and initiate a patient or MRI safety improvement process/project.
2. Develop and initiate a patient satisfaction improvement process/project.
3. Attends required hospital training and in-services.

G. Budgetary

1. Demonstrates effective use of time. Manages time wisely and efficiently.
2. Remains on task and in assigned department throughout the day.
3. Arrives to work and returns from breaks punctually. Is ready to perform essential job duties at the scheduled shift start time.
4. Is conscientious regarding the use of supplies.
5. Adheres to the productivity monitors for the department.
6. Identifies and notifies management of opportunities for cost containment.

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, including but not limited to patient and specimen transport.
3. Demonstrates ability to work well with others.
4. Mentors junior staff.

SUPERVISION:

1. Supervises: Not Applicable
2. Supervisory Authority: Not Applicable
3. Supervised By: Technologist Supervisor, Chief Technologist, and/or Manager

REQUIRED

Graduate of a formal radiology technology training program in an AMA approved school.
Minimum 7 years’ experience with high field magnetic resonance system.
Flexibility in scheduling, ability to rotate shifts as well as coverage for weekends and holidays.

Flexibility to rotate to other sites when necessary.

**PREFERRED**

Recent work experience in an acute care setting
CRT Licensure

**REQUIRED LICENSES AND CERTIFICATIONS**

ARRT Registered
ARRT approved MRI Certification
BCLS (CPR) Certification
Venipuncture Certification
Certification in Injections

**REQUIRED AGE-SPECIFIC COMPETENCIES**

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, and Geriatric.
**PHYSICAL REQUIREMENTS and WORK ENVIRONMENT**

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.

**Physical Job Requirements**

**Job Title:** Principal Radiologic Technologist  
**Job Code:** 9021  
**Department:** Radiology—CT/MRI

<table>
<thead>
<tr>
<th>Activity</th>
<th>Never</th>
<th>Occasional 1%-33%</th>
<th>Frequent 34%-66%</th>
<th>Continuous 67%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Body Positions</strong></td>
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<tr>
<td>Sitting</td>
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<tr>
<td>Standing</td>
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<td>Walking</td>
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<td>Squatting</td>
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<tr>
<td>Bending</td>
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<tr>
<td>Waist Twisting</td>
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<tr>
<td>Kneeling</td>
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<tr>
<td>Crawling</td>
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<tr>
<td><strong>Climbing</strong></td>
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<tr>
<td>Climbing stairs</td>
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<tr>
<td>Climbing ladders</td>
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<tr>
<td>Other: ________________________</td>
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<tr>
<td><strong>Reaching</strong></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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</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity</th>
<th>Never</th>
<th>Occasional 1%-33%</th>
<th>Frequent 34%-66%</th>
<th>Continuous 67%</th>
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</thead>
<tbody>
<tr>
<td><strong>Pull</strong></td>
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<tr>
<td>Pulling 0-20 lbs.</td>
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<tr>
<td>Pulling 21-30 lbs.</td>
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<tr>
<td>Pulling 31-60 lbs.</td>
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<tr>
<td>Pulling over 60 lbs.</td>
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<tr>
<td><strong>Hand/Arm</strong></td>
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<tr>
<td>Fine finger manipulation</td>
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<tr>
<td>Gross manipulation</td>
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<tr>
<td>Simple grasp</td>
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<tr>
<td>Power grasp</td>
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<tr>
<td>Repetitive hand/arm use</td>
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<tr>
<td><strong>Exposures</strong></td>
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<tr>
<td>Loud noise</td>
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<tr>
<td>Background noise</td>
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<tr>
<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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<tr>
<td>Lifting</td>
<td>Carrying</td>
<td>Push</td>
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<tr>
<td>Lifting 0-20 lbs.</td>
<td>Carrying 0-20 lbs.</td>
<td>Pushing 0-20 lbs.</td>
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<tr>
<td>Lifting 31-60 lbs.</td>
<td>Carrying 31-60 lbs.</td>
<td>Pushing 31-60 lbs.</td>
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<tr>
<td>Lifting over 60 lbs.</td>
<td>Carrying over 60 lbs.</td>
<td>Pushing over 60 lbs.</td>
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<tr>
<td>Lifting up to 5-10 lbs. overhead</td>
<td>Carrying up to 5-10 lbs. overhead</td>
<td>Pushing up to 5-10 lbs. overhead</td>
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<td></td>
</tr>
<tr>
<td>Lifting up to ______ lbs. above waist</td>
<td>Carrying up to ______ lbs. above waist</td>
<td>Pushing up to ______ lbs. above waist</td>
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<tr>
<td>Lifting up to lbs. below waist</td>
<td>Carrying up to lbs. below waist</td>
<td>Pushing up to lbs. below waist</td>
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</tr>
</tbody>
</table>

**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 task.

**Category III:** Tasks involve no exposure to blood, body fluids, or tissues. Category I task are not a condition of employment.
MEDICATION ACCESS AND STORAGE

The “Medication and Auxiliary Staff Competency” must be successfully completed for the 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).

<table>
<thead>
<tr>
<th>Level I: Access Med Storage Areas for Cleaning</th>
<th>Level II: Access &amp; Transport</th>
<th>Level III: Access, Transport and Stocking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Service Personnel</td>
<td>Drivers</td>
<td>Anesthesia Technicians</td>
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<tr>
<td></td>
<td>Patient Support Assistants</td>
<td>Hospital Assistants (depending on specific duties; ask HR if unsure)</td>
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<td></td>
<td>Hospital Unit Service</td>
<td>Material Services Personnel</td>
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<td></td>
<td>Coordinators</td>
<td>Medical Assistants</td>
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<td></td>
<td>Volunteers</td>
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</tbody>
</table>

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 I  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 I.

_____ Level II  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 II.

_____ Level III 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 III.
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
ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION-CT/MRI RAD TECH PRINCIPAL

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

________________________________________  __________________________
Employee Name (PRINT)            Date

________________________________________  __________________________
Employee Signature                 Date

________________________________________  __________________________
Supervisor’s Signature              Date