

POSITION OVERVIEW

Job Title: CT Tech I
Business Title: CT Tech I, CT Tech I Flex, CT Tech I Float, Ct/X-Ray/Fluoro Tech I, CT/X-Ray/MR/Fluoro Tech I, CT-3D Tech I, CT-3D Tech I Float, CT-Interventional Tech I
Job Code: CTTECHI
FLSA Status: Non-Exempt
Department: OIC
Reports to: XXXXX
Location: OIC
Draft Date: 09/18/25
Revision Date: XXXXX
Approved By: XXXXX
Role: Individual Contributor

POSITION SUMMARY

Performs computerized tomography to demonstrate anatomy for interpretation and/or intervention at the request of a licensed practitioner. The successful CAT Scan Technologist demonstrates best practices in CAT scanning and patient care. Depending upon location, the CAT Scan Technologist may be required to perform advanced exams, such as CAT Angio, CAT Cardiac and/or CAT Colonography exams.

POSITION DUTIES AND RESPONSIBILITIES

- Performs and maintains daily check-ups and quality control on CT scanners as required by credentialing organizations.
- Performs daily quality assurance of the CT schedule in order to address potential conflicts.
- Responsible for the non-technical component of the protocol process, including: ensuring that the patient is properly prepped for exams, including blood work, allergies, contraindications, etc., monitoring missing requisitions, faxing transmissions to referring MD offices to obtain missing requisitions, ensuring that the requisition is completely filled out i.e. exam, clinical and signature authorization numbers match the exam ordered and codes are correctly entered, evaluating requisitions to ensure exam requested matches the exam ordered, verify that exams have been scheduled at the proper site, time slot and day and contacting the Customer Care Center for assistance with scheduling changes as needed.
- Reviews requisitions to determine proper study; interviews patients for medical history; prepares patients for exams; administers oral and IV contrast; utilizes knowledge of Creatinine meter; explains benefits and risks of contrast to patient; positions patient appropriately; selects scan parameters and exposure factors; monitors patient while scanning; reviews images for quality and abnormalities; adheres to OSHA guidelines; adheres to guidelines regarding radiation protection and recordkeeping; completes documentation and file notations; performs QC and patient tests according to protocol; performs weekly Emergency Crash Cart QC; works cooperatively with radiologist.
- Provides excellent care and service to patients. Explains exams, contrast, positioning, etc. to patients. Demonstrates proficient IV skills. Explains procedures to patients to reduce anxiety and obtain cooperation. Tracks patients from exam start to discharge, ensuring that stat exams are processed appropriately and expeditiously. In an emergency situation, assesses the patient's condition and assists radiologist as needed (i.e. with medicine or supplies.)
- Performs IV insertion as needed following proper guidelines as established by Occupational Safety and Health Administration (OSHA).
- Demonstrates competency and proficiency, following protocols, in the performance of:

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- All computerized tomography examinations
- Proper positioning of the patient
- Selection of the appropriate protocol
- Proper post processing of CT examinations
- Digital information systems utilized in the performance of assigned work, such as Radiology Information System (RIS) and PACS
- Identifying anatomy and assure proper identification on images
- Identifies each patient and reviews referring's orders and any special instructions.
- Records the patient's history and any pertinent information regarding their examination.
- Verifies that all procedures performed match the procedures listed in the RIS and are listed and coded properly.
- Verifies that all images, tech notes and required documents have successfully transmitted to PACS in a timely and accurate manner.
- Continuously monitor work and utilize reviews and monthly modality QA to identify opportunities for improvement.
- Reports incomplete or incorrect examination to ensure proper patient charge and continuity of patient care.
- Provides radiation protection to teammates, patient and self, according to the policies and procedures set forth by the radiation safety program.
- Adjusts technical factors in proportion to patient and body part being examined utilizing ALARA.
- Assists with orientation, training, inservicing and competency evaluation of technologists and facilitators.
- Demonstrates courteous, friendly and professional behavior to patient, referring physicians and co-workers at all times.
- Keeps the work area neat and orderly.
- Stocks supplies; maintain cleanliness of scan rooms and dressing rooms. Performs record keeping and data entry. Protocols requisitions for scheduled exams. Performs end of day surveys, prepare imaging room(s) for next day's service, and organize workload for following day including appropriate requisition and authorization. Maintains knowledge of ancillary/emergency equipment that supports the practice.
- Participates in various department duties and meetings necessary for patient-centered service. Collaborates and cooperates with others in and out of the department in support of organization goals. Trains and assists new employees and staff-in-training when necessary. Provides coverage to other offices as needed. Maintain professional certification. Assumes responsibility for self-development needs, obtains necessary CEU's and maintains current license and certification.
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- Performs other related duties incidental to the work described herein.
- Successful incumbent possesses high energy, drive and positive attitude; is committed to customer service and teamwork; has the ability to multi-task; and, is focused on achieving results.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to deal efficiently and courteously with all clinical personnel and patients, and to establish effective working relationships.
- Ability to act independently upon information and make decisions that achieve optimal results.
- Ability to assess and identify needs and develop creative strategies.
- Highly motivated with great organizational skills.
- Demonstrates appropriate customer service attitudes and services in a variety of work settings.
- Proficient in word processing, spreadsheets, Internet and presentation software.
- Demonstrates a results orientation for delivering appropriate products and services in an accurate, complete and timely fashion.



- Must be skilled in written and verbal communications, requiring the ability to read and write effectively and efficiently.

REQUIRED QUALIFICATIONS

- Graduate of recognized, approved AMA council of Education program in radiological technology.
- State Radiologic License.
- Certification by the American Registry of Radiologic Technologists (ARRT).
- Certification as Medical Radiological Technologist (MRT) by the state Medical Board.
- Requires current CPR and AED certification.
- CT registry through the ARRT will be required within six months of hire date.
- 2+ years of CT scanning required by some OICs.
- 3 years of radiology experience required for CT 3D Technologist.
- Advanced venipuncture proficiency required.
- Must possess excellent communication and patient care skills.
- Must demonstrate knowledge of all exams with consistency and proficiency.

PREFERRED PROFESSIONAL SKILLS AND EXPERIENCE

- 3 years of CT experience preferred for CT 3D Technologist.
 - Certification as Medical Radiological Technologist (MRT) by the state Medical Board for CT 3D Technologist.
 - Knowledge of relevant equipment preferred.
 - Computer experience preferred.
 - Knowledge of quality care and radiation safety standards for CT (ALARA)
 - Knowledge applicable to CT scanning technology with specific reference to cross-sectional anatomy, medical and surgical disease and scientific principles as applied to CT scanning
 - Knowledge to perform radiation therapy planning scans, working with radiation therapist to properly position the patient
 - Skill and knowledge to identify disease abnormalities and physiological processes while performing the CT scans, with initiative to obtain additional scans, views or extremely technical factors as required to provide maximum information for the radiologist to make an accurate diagnosis
 - Knowledge and work experience necessary to independently conduct routine and specialized CT procedures, to assist physicians with special techniques or procedures, and to become familiar with physician and department work methods and facility policies and procedures
 - Knowledge of and experience in using office equipment including telephone, fax, computer and photocopier
 - Knowledge of and experience in using radiology-related computer systems (RIS/P ACS)
 - Interpersonal skills necessary in order to effectively interact with physicians, other facility staff, patients and families when providing instructions or responding to questions or exchanging patient-related information
- Ability to start and maintain an IV

Physical Activities

Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like.

- Never Occasionally Constantly

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Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.

- Never Occasionally Constantly

Remaining in a stationary position, often standing or sitting for prolonged periods.

- Never Occasionally Constantly

Moving about to accomplish tasks or moving from one worksite to another.

- Never Occasionally Constantly

Adjusting or moving objects up to 15 pounds in all directions.

- Never Occasionally Constantly

Communicating with others to exchange information.

- Never Occasionally Constantly

Repeating motions that may include the wrists, hands and/or fingers.

- Never Occasionally Constantly

Operating machinery and/or power tools.

- Never Occasionally Constantly

Operating motor vehicles or heavy equipment.

- Never Occasionally Constantly

Assessing the accuracy, neatness and thoroughness of the work assigned.

- Never Occasionally Constantly

Environmental Conditions

Low temperatures.

- Never Occasionally Constantly

High temperatures.

- Never Occasionally Constantly

Outdoor elements such as precipitation and wind.

- Never Occasionally Constantly

Noisy environments.

- Never Occasionally Constantly

Hazardous conditions.

- Never Occasionally Constantly

Poor ventilation.

- Never Occasionally Constantly

Small and/or enclosed spaces.

- Never Occasionally Constantly

No adverse environmental conditions expected.

- Never Occasionally Constantly

Physical Demands

Sedentary work that primarily involves sitting/standing.

- Never Occasionally Constantly

Light work that includes moving objects up to 20 pounds.

- Never Occasionally Constantly

Medium work that includes moving objects up to 50 pounds.

- Never Occasionally Constantly

Heavy work that includes moving objects up to 100 pounds or more.

- Never Occasionally Constantly



I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my manager or a member of the Human Resources team.

I acknowledge that the job has been explained to me both verbally and in written format.

Support Teammate's Signature

Date