

POSITION OVERVIEW

Job Title: Interventional Tech I
Business Title: Interventional Tech I, Interventional/Mammo/X-Ray Tech I
Job Code: TECHINVT
FLSA Status: Non-Exempt
Department: Interventional
Reports to: XXXXX
Location: OIC
/Draft Date: 07/29/25
Revision Date: XXXXX
Approved By: XXXXX
Role: Individual Contributor

POSITION SUMMARY

Performs interventional exams and related procedures to demonstrate anatomy for interpretation and/or intervention by, or at the request of a licensed practitioner. Provides healthcare services, applying x-ray energy to assist in the diagnosis or treatment of patients. Performs medical imaging techniques and related procedures to demonstrate anatomy for interpretation and/or intervention by, or at the request of a licensed practitioner.

POSITION DUTIES AND RESPONSIBILITIES

- Performs a variety of interventional procedures.
- Assists Interventional Radiologist during procedures.
- Requests authorizations from insurance companies for specific Endovenous Laser Treatment (EVLT).
- Coordinates patients and IR radiologist's schedules for EVLT Procedures
- Follows established procedures for patient care and safety and treating each patient with courtesy and respect.
- Competent in sterile technique, vascular and non-vascular surgical procedures and assists the Radiologist in the production and analysis of images used by physicians for patient diagnosis and treatment.
- Identifies each patient and reviews each patient's requisition for consistencies to concur with the procedure ordered.
- Applies appropriate patient care and recognizes patient conditions essential for successful completion of the IR procedure.
- Assesses the patient's condition; assures patient safety through proper restraining and support devices.
- Checks to see that all images are sent to PACS per policy and procedures and verifies that all images, tech notes and required documents have successfully transmitted to PACS.
- Completes all required paperwork in a timely and accurate manner.
- Verifies that all procedures performed match the procedures listed in the RIS and are listed and coded properly.
- Continuously monitors work, reviews and utilizes modality QA reports to search for ways of improvement.
- QA schedules 1 to 2 weeks in advance to check for procedures that might need to be done at the hospital, notifies manager of any potential overbookings which may require room closures, see if patient has followed prep instructions and ensure patient meets equipment limitations.
- Reports incomplete or incorrect examination to ensure proper patient charge and continuity of patient care.

- Performs all interventional procedures, according to the Department Procedure Manual. Provides radiation protection to staff, patient and self according to the prescribed safety standards.
- Demonstrates courteous, friendly and professional behavior to patient, referring physicians and co-workers at all times.
- Keeps the work area neat and orderly.
- Maintains and rotates inventory of supplies and orders needed supplies through I.O.S.
- May be required to rotate through/assist with routine radiography department.
- Performs other related duties incidental to the work described herein.

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.
- 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.

REQUIRED QUALIFICATIONS

- Education – Graduate of recognized, approved AMA council of Education program in radiologic technology.
- Certification by the American Registry of Radiologic Technologist (ARRT); Medical Radiological Technologist (MRT) by the State Medical Board; CPR and AED certification; BLS certification
- Experience – Three or more years experience in routine and special procedures; experience with radiology information systems.
- Knowledge of sterile techniques and special procedures.

PREFERRED PROFESSIONAL SKILLS AND EXPERIENCE

- Bachelor's degree in science-related field, preferred.
- Willingness to participate in professional organization (Society of Interventional Radiology).

Physical Activities

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

☐ Never ☒ Occasionally ☐ Constantly

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