

POSITION OVERVIEW

Job Title: Lead Diagnostic Mammo Tech
Business Title: Lead Diagnostic Mammo Tech, Lead Diagnostic Mammo/X-Ray Tech
Job Code: LDDGMAMMOTECH
FLSA Status: Non-Exempt
Department: Mammo
Reports to: XXXXX
Location: OIC
Draft Date: 07/13/25
Revision Date: XXXXX
Approved By: XXXXX
Role: Individual Contributor

POSITION SUMMARY

Provides healthcare services, applying x-ray energy procedures to assist in the diagnosis or treatment of patients. May perform medical imaging techniques for mammography or routine patients and related procedures to demonstrate anatomy for interpretation and/or intervention by, or at the request of a licensed practitioner. Serves in a lead function to provide training, assistance, and direction to junior co-workers.

POSITION DUTIES AND RESPONSIBILITIES

May perform one or more functions including Mammo or Mammo/X-Ray.

Lead Diagnostic Mammo Tech, Lead Diagnostic Mammo/X-ray Tech:

- Assists with providing training for newly hired and cross-training technologists.
- Performs final check off for all newly trained mammography or routine technologists and cross-training technologists before being released to perform exams.
- Provides additional training for current technologists as needed.
- Willing to travel to all ARA locations for training purposes.
- Performs diagnostic mammograms and callback mammograms proficiently
 - Ability to understand a variety of protocols determined by Radiologists and decide on correct views to perform
 - Obtains spot compression views or magnification views on area of concern
 - Position patients properly and images area of concern
 - Obtains detailed information on patient's breast history and current symptoms
 - Directly interacts with Radiologist to present images and discuss patients' history
 - Explain additional procedures and discuss findings with patients
- Performs technical quality review of MG exams as part of the monthly tech QA program.
- Responsible for Tech QC management for routine or mammography to include reaching out to the technologists and managers with issues submitted by the radiologists in order to provide improvement feedback.
- Responsible for continuous QA review of studies for all mammography technologists or routine technologists.
- Assists with radiologist's protocol revisions, development, and improvements.
- Responsible for modality protocols, including any technologists' questions and concerns at all sites.
- Manages quality control for modality equipment.
- Assists with MQSA and ACR accreditation of ARA sites and well as ARA ASP clients.

- Assists ARA sites and ASP clients with troubleshooting any equipment, IT, or technical related concerns.
- Assists with requests for modality research studies.
- Demonstrates competency and proficiency, following established protocols, in the performance of:
 1. All radiographic examinations and equipment in their assigned work area, including bone density.
 2. Proper positioning of the patient and equipment.
 3. Selection of the appropriate image receptor and radiographic techniques.
 4. Digital information systems utilized in the performance of assigned work, Radiology Information System (RIS) and Synapse.
- Identifies each patient and reviews each patient's requisition for consistencies to concur with the examination ordered.
- Applies appropriate patient care and recognizes patient conditions essential for successful completion of the radiologic procedure.
- Reviews patient chart for exam referral/orders with attention to any special instructions within the exam notes, appointment notes or referral request.
- Records the patient's history, including information about priors, as required by established policies and procedures and the American College of Radiology (ACR).
- Performs and maintains all quality assurance records/controls required by ACR, the Texas Department of State Health Services (TDSHS) and any other credentialing organizations as required by law.
- Assesses the patient's condition; assures patient safety through proper restraining and support devices.
- Identifies proper anatomical orientation on all required images and assures proper identification on all images.
- 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.
- Reports incomplete or incorrect examination to ensure proper patient charge and continuity of patient care.
- Performs all mammographic and routine procedures, according to the Department Procedure Manual.
- Provides radiation protection to staff, patient, and self, according to the prescribed safety standards.
- Adjusts technical factors in proportion to patient and body part being examined.
- 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 in exam rooms and notifies supervisor if there is a shortage.
- Demonstrates good working knowledge of all mammography and routine equipment within the clinic.
- 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, detail oriented and possesses 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.



- Adheres to all Radiology Partners policies and procedures, including compliance, HIPAA, OSHA, licensing, and accreditation guidelines.
- 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 Technologists (A.R.R.T.).
- State certification as Medical Radiological Technologist (M.R.T.).
- Requires Mammography Certification and current CPR and AED certification.
- Experience – Two years of experience in general diagnostic radiology desired.

PREFERRED PROFESSIONAL SKILLS AND EXPERIENCE

- Experience – Two years of experience preferably in mammography.

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

