

POSITION OVERVIEW

Job Title: MRI Clinical Imaging Specialist
Business Title: MRI Imaging Assistant
Job Code: MRICLINIMGSPEC
FLSA Status: Non-Exempt
Department:
Reports to: XXXXX
Location: OIC
Draft Date: 09/10/25
Revision Date: XXXXX
Approved By: XXXXX
Role: Individual Contributor

POSITION SUMMARY

Supports MRI technologists with all aspects of direct patient care to maintain consistent patient safety and workflow. Follows established policies/procedures, responsible for providing quality patient medical care and performing all duties in a safe and professional manner to ensure the safety of all patients, customers, and employees.

POSITION DUTIES AND RESPONSIBILITIES

- Works under the direction of a registered MRI Technologist to safely support the onsite patient care and workflow including, but not limited to:
 - Patient screening for MRI conditions
 - Assisting patients with getting on/off MRI table
 - Monitoring the patient during the exam for any signs of discomfort or distress and provides reassurance.
 - Ensure consistent and clear communication between onsite processes and remote technologists.
 - Maintain visual and verbal lines of communication with remote technologists.
 - Maintain schedule while anticipating interruptions and proactively coordinating schedule to ensure consistent and safe patient care.
- Acts as an MRI specialist for all internal and external customers by being available to assist and answer questions and provide guidance through clinical knowledge and experience.
- Performs and maintains daily check-ups and quality control on MRI scanners required by American College of Radiology (ACR), and any other credentialing organizations as required by law.
- Responsible for maintaining a safe MR environment including proper screening of all persons entering the MRI suite following best practice standards and performance of:
 - Accurate use of ferrous metal detectors for patient and staff screening.
 - Abides by established safety guidelines according to best practices and company policies.
 - Proficient understanding of requirements related to the safe positioning and scanning of MR conditional objects.
 - Provides magnetic field and hearing protection for self, other staff, patient and/or guest according to the prescribed safety standards.
 - Understanding of emergency quench procedures.
- Demonstrates competency and proficiency, following ARA protocols, in the performance of:
 - All MRI examinations and equipment in their assigned work area.
 - Proper positioning of the patient includes selection of appropriate coils, positioning aids, and immobilization devices.

- Patient education and explanation of exam expectations.
- Digital information systems utilized in the performance of assigned work, such as Radiology Information System (RIS), PACS, and remote scanning applications.
- Performs daily quality assurance of the MR schedule to ensure efficient workflow and patient care.
 - Works closely with other support staff to research and obtain proper implant information in a timely manner.
 - Proactively resolves any issues that may delay performing the MRI examination.
- Performs IV insertion when contrast is needed following proper guidelines as established by Occupational Safety and Health Administration (OSHA).
- Identifies each patient and reviews exam paperwork with the patient. Obtains appropriate medical history from the patient.
- Confirms physicians' orders and any special instructions within the exam or appointment notes.
- Records the patient's history, including information about priors.
- Completes all required paperwork in a timely and accurate manner.
- Continuously monitors work, reviews and utilizes modality QA reports to search for ways of improvement.
- Demonstrates courteous, friendly, and professional behavior towards patients, 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 appropriate persons if there is a shortage.
- Travels to any ARA location to support remote scanning as needed.
- 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. Close working relationship with remote technologist required
- 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
- Demonstrates a strong focus on achieving results by delivering accurate, complete, and timely products and services.
- Must be skilled in written and verbal communications, requiring the ability to read and write effectively and efficiently
- Ability to maintain timely patient and department workflow.
- 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 – Certified Texas Medical Assistant, Certified Texas Emergency Medical Technician or Paramedic.

PREFERRED PROFESSIONAL SKILLS AND EXPERIENCE

- A minimum of 1 year experience working in MRI area is preferred.

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