

### **POSITION OVERVIEW**

Job Title: MRI Tech I  
Business Title: MRI Tech I, MRI Tech I Flex, MRI Tech I, Float, MRI/CT Tech I Flex, MRI-Interventional Tech I  
Job Code: MRITECHI  
FLSA Status: Non-Exempt  
Department: OIC  
Reports to: XXXXX  
Location: OIC  
Draft Date: 09/24/25  
Revision Date: XXXXX  
Approved By: XXXXX  
Role: Individual Contributor

### **POSITION SUMMARY**

Performs magnetic resonance imaging (MRI) examinations to demonstrate anatomy for interpretation and/or intervention by, or at the request of a licensed practitioner. Ensures patient safety and comfort during care, and reviews images to provide quality diagnostic imaging. The MRI Technologist is responsible for training and assisting new MRI Technologists.

### **POSITION DUTIES AND RESPONSIBILITIES**

- Responsible for maintaining protocols as directed by the MRI Coordinator/Lead(s).
- Assists with protocol development for both clinical and research as directed by the MRI Coordinator/Lead(s).
- Performs and maintains daily check-ups and quality control on MRI scanners required by American College of Radiology (ACR), and the state Department of State Health Services 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 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.
- Performs daily quality assurance of the MR schedule to ensure efficient workflow and patient care.
  - Researches and obtains proper implant information in a timely manner.
  - Proactively resolves any issues that may delay performing the MRI examination.
- Demonstrates competency and proficiency, following protocols, in the performance of:
  - All MRI examinations and equipment in their assigned work area.
  - Proper positioning of the patient.
  - Selection of the appropriate protocol while maintaining acceptable technical adjustments.
  - Proper post processing of MRI examinations.
  - Proper identification of cross-sectional anatomy.
  - Digital information systems utilized in the performance of assigned work, such as Radiology Information System (RIS) and PACS.
- 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, as required by the American College of Radiology (ACR).
- Performs accurate MR procedures and applies educated judgment during the examination to ensure appropriate anatomical, pathological, and clinical conditions are accurately imaged with proper identification on all series.
- Provides excellent care and service to patients. Explains exams, contrast, positioning, etc to patients. Exhibits proficient intravenous (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 emergency situation, assesses patient's condition and assist radiologist as needed (i.e. with medicine or supplies).
- 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.
- Participates in various department duties and meetings necessary for patient-centered service.
- Confirms that all images are sent to PACS per policy and procedures and verifies tech notes and required documents have successfully transmitted to PACS.
- Completes all required paperwork in a timely and accurate manner.
- Reports incomplete or incorrect examination to ensure proper patient charge and continuity of patient care.
- 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.
- Stocks supplies; maintains cleanliness of scan rooms and dressing rooms. Performs record keeping and data entry.
- 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; can 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.
- Certification by the American Registry of Radiologic Technologists (ARRT) or the American Registry of Magnetic Resonance Imaging Technologists (ARMRIT).
- MRI Certification required.
- Requires current BLS.
- AED certification required at some OICs.
- 2+ years of experience in high field MRI required.
- Must demonstrate ability to perform intravenous injections with proficiency.
- Must possess excellent communication and patient care skills.
- Must possess computer experience.

### **PREFERRED PROFESSIONAL SKILLS AND EXPERIENCE**

- Utilize MRI equipment to produce images
- Ability to work independently
- Ability to exercise judgement and make decisions
- Excellent communication skills to communicate with patients, physicians, clients, coworkers, and management staff
- Ability to perform in a high productivity, fast-paced environment
- Ability to document accurately and concisely
- Excellent phone and computer skills
- Ability to maintain sensitive information in confidence
- HIPAA and OSHA knowledge

### **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