

POSITION OVERVIEW

Job Title: Nuc Med Tech I
Business Title: Nuc Med Tech I, Nuc Med Tech I Float
Job Code: NMTECHI
FLSA Status: Non-Exempt
Department: Nuc Med
Reports to: XXXXX
Location: OIC
Draft Date: 07/29/25
Revision Date: XXXXX
Approved By: XXXXX
Role: Individual Contributor

POSITION SUMMARY

Provides healthcare services, utilizing Nuclear Medicine technology 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

- Demonstrates competency and proficiency, following established protocols, in the performance of:
 - All nuclear medicine and radiographic examinations and equipment in their assigned work area.
 - Proper positioning of the patient and equipment.
 - Proficient in venipuncture.
 - Selection of the appropriate nuclear medicine and radiographic techniques.
 - Process and display NM data on multiple workstation platforms.
 - Work closely with radiologists to stay on cutting edge of this technology.
 - Digital information systems utilized in the performance of assigned work, such as Radiology Information System (RIS) and PACS.
 - Daily quality assurance of NM schedule in order to address potential conflicts and obtain necessary results for lab work and prior studies.
 - Maintain personal professional education to stay at the forefront of this field.
 - Consciousness of the principles and practices of ALARA.
 - Flexibility to work at multiple sites when required.
- Identifies each patient, using two identifiers, and reviews each patient's requisition for consistencies to concur with the examination ordered.
- Provides excellent care and service to patients. Explains exams, medications, radiation safety, positioning, etc. to patients. Exhibits proficient IV skills and placement of EKG leads. Explains procedures to patients to reduce anxiety and obtains cooperation. Tracks patients from exam start to discharge.
- Applies appropriate patient care and recognizes patient conditions essential for successful completion of the nuclear medicine 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 Nuclear Medicine procedures, according to the Department Procedure Manual.
- Assists in the participation of research/trial studies – acquisition/processing set-up, transfer of images, completing and archiving proper study documentation.
- 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.
- Participates in training new staff.
- 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.
- Performs other related duties incidental to the work described herein.
- Ensures a professional attitude and appearance at all times. Consistently demonstrates flexibility and good judgment. Consults with co-workers and supervisor as necessary.

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, e-mail, 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.
- HIPAA and OSHA knowledge.
- Ability to maintain sensitive information in

REQUIRED QUALIFICATIONS

- Education – Graduated from accredited Nuclear Medicine program.
- Certification ARRT (N) or NMTCB (CNMT), CPR, BLS, MRT, CEU credits maintained.
- Must be proficient in venipuncture proficiency.
- Must demonstrate knowledge of cardiac EKG set-up, QA procedures regarding maintenance of hot lab and imaging devices and the function and use of ADAC/Phillips equipment.

- Prior work-related experience.
- Computer experience.

PREFERRED PROFESSIONAL SKILLS AND EXPERIENCE

- ACLS 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