

POSITION OVERVIEW

Job Title: Tech Aide
Business Title: Technical Assistant, Tech Aide Float, Tech Aide-IR, Tech Aide-MRI, Patient Care Tech
Job Code: TECHAID
FLSA Status: Non-Exempt
Department: XXXXXX
Reports to: XXXXX
Location: XXXXX
Draft Date: XXXXX
Revision Date: XXXXX
Approved By: XXXXX
Role: Individual Contributor

POSITION SUMMARY

Provides healthcare support services that include, escorting patients, assisting Technologists and other duties that relate to patient care, treatment and radiologic procedures. The tech aide provides clerical and limited clinical support related to imaging procedures as appropriate.

POSITION DUTIES AND RESPONSIBILITIES

TECHNICAL ASSISTANT (ARA)

- Identifies each patient and reviews each patient's requisition for consistencies to concur with the examination ordered.
- Escorts patients to dressing rooms and assists with their needs in preparation for procedures.
- Interviews and records patient's history.
- Assesses the patient's condition; assures patient safety through proper restraining and support devices.
- Assist with setting up the room for each patient which includes setting up the table and loading the injector.
- Prepares the exam table for the exam to be performed (including coil selection); ensures the appropriate exam supplies are available (e.g., contrast agents, medications, etc.); assists the technologist with patient positioning.
- Performs a variety of office and clerical duties as required.
- Provides patient assistance as necessary. Applies appropriate patient care and recognizes patient conditions essential for successful completion of the procedure.
- Demonstrates competency and proficiency with the digital information systems utilized in the performance of assigned work
- Maintains and rotates inventory.
- Assist the technologist with QAing the schedule to proactively prevent scheduling conflicts and order clarification.
- Requesting prior medicals records in a timely manner, as far ahead of patient appointments as possible.
- Checks and restocks linens and empties dirty linen daily.
- Performs other related duties incidental to the work described herein.
- Performs all duties in a timely fashion to facilitate smooth departmental workflow.
- Under technologist/radiologist supervision, assists with IV placement, administration of contrast agents, and may assist the RN and/or radiologist with the administration of sedation and or other medications as needed.
- **Proficient in MI, assist with rescheduling/editing and other MI procedures as needed** (State and Practice specific)

TECHNICAL ASSISTANT - MRI (ARA)

- Understands and practices MRI safety on a daily basis. Screens patients and visitors for compliance with MRI safety policy.
- Assists in confirming implanted items are MR compatibility which will include researching through MRISafety.com and manufacturer websites.

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
- Demonstrates strong communication skills to both internal and external customers.
- 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
- Ability to maintain confidentiality of patient record information

REQUIRED QUALIFICATIONS

- Requires current CPR certification (current or to obtain in 90 days – DR Specific)

PREFERRED PROFESSIONAL SKILLS AND EXPERIENCE

- Minimum one year medical office experience in a healthcare environment
- High School Diploma or GED;

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