

General Duties: RT/CT will manage all aspects of the Radiology Department.

Supervision: Reports directly to the Director of Nursing.

Physical Demands: Physically able to lift supplies and assist patients in transfer from wheelchair to exam chair when necessary. Requires prolonged standing, some bending, and stooping.

Working conditions: Fast paced Physician office environment.

Experience: Registered Radiologic Technologist with a 2 year Florida State License.

Summary of Duties:

- Prints all transcription from RPI transcription service each morning and prepares for Physician's review.
- Calibrate radiology equipment daily.
- Correctly greet and position each patient for the appropriate procedure; perform the ordered procedure.
- Print paper or transparency films and place on the patients chart in the Physician's box for review and initialing.
- Burn CT to CD for Landmark and deliver (or ensure delivery) to correct surgery center several days prior to scheduled surgery.
- Management and coordination of Stat testing ordered by Physician's.
- Ensure charts are pulled, authorization is completed, and bubble is printed (by the front staff) for the following day.
- Provides the Director of Nursing a list of supplies needed. Responsible for sending all packing slips and invoices to the Director of Nursing.
- Analyzing, reporting, and assisting in the updating of all procedures and policies to comply with the State of Florida Radiology Department standards of practice while keeping the Director of Nursing informed.
- Maintenance of all radiology equipment according to the State of Florida Radiology and machinery standards.
- Assisting in ensuring an updated state license for all equipment, as well as any new requirements necessary for upkeep and payments of preformed tests.