



Career Service Authority

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Senior Special Procedures Technologist

GENERAL STATEMENT OF CLASS DUTIES

The Senior Special Procedures Technologist class performs as a lead worker over other Radiologic Technologists to assist the Radiology Supervisor with coordinating workload with radiologists, other Radiology sections and other hospital departments.

DISTINGUISHING CHARACTERISTICS

The *Senior Special Procedures Technologist* class performs Computerized Tomography (CT) scanning procedures for diagnostic purposes; assigns, coordinates and monitors other Radiologic Technologists in the daily completion of ordered procedures. The *Special Procedures Technologist* class performs angiographic and other interventional procedures, CT and Magnetic Resonance Imaging (MRI) procedures for diagnostic purposes and assists physicians with performing various invasive procedures.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy and conformance to policy.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged defended, gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

Exercises lead work over Radiologic Technologists and support staff.

ESSENTIAL DUTIES

Provides personal assistance, medical attention, emotional support or other personal care to others such as patients, visitors, and other employees.

Performs assigned Computerized Tomography (CT)/Magnetic Resonance Imaging (MRI) scanning procedures, following established protocols and radiologist direction.

Coordinates CT/MRI workload with other Radiology and hospital departments, using personnel effectively and minimizing duplicate efforts or repeat studies.

Assists supervisor with job performance of CT/MRI staff on shift, including ongoing evaluation of quality, quantity and effectiveness by comparison with established standards, goals and objectives.

Prepares and administers contrast media for patient exam, established protocols and radiologist direction.

Trains staff in the use of new equipment and specialized procedures.

Inspects CT/MRI work areas to ensure standards of access, cleanliness and safety are maintained, adequate supplies are on-hand, and follows up to assure problems are corrected promptly.

Ensures radiology equipment is properly maintained, service records are fully documented, and maintains departmental inventory by organizing and ordering all medical supplies used for CT/MRI procedures.

Ensures staff schedules are in place for adequate coverage at all times and ensures that budget standards stay within approved variances.

Ensures individual patient examination data is input correctly and attends and participates in meetings and in-services.

Develops or modifies work plans, methods and procedures; determines work priorities and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult and/or unusual assignments. Assigns and distributes work, reviews work for accuracy and completeness and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines appropriate solutions.

Contributes to the development of the performance enhancement plan, documents performance, provides performance feedback and furnishes information for the formal performance evaluation.

Responds orally to informal grievances and relays information to the supervisor.

Documents situations which may be cause for disciplinary action and provides this information to the supervisor.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledge & Skills:

Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Physics - Knowledge and prediction of physical principles, laws, their interrelationships, and applications to understanding fluid, material, and atmospheric dynamics, and mechanical, electrical, atomic and sub-atomic structures and processes.

Medicine and Dentistry - Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

Psychology - Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Integrity/Honesty - Displays a high standard of ethical conduct and understands the impact of violating these standards on an organization, self and others; chooses an ethical course of action; is trustworthy.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, concern; develops and maintains relationships; may deal with people who are difficult, hostile, or distressed; relates well to people from varied backgrounds and situations; is sensitive to individual differences.

Teamwork - Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Self-Management - Sets well defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

Oral Communication - Expresses ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others and facilitates an open exchange of ideas.

Problem Solving - Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.

Written Communication - Expresses facts and ideas in writing in a succinct and organized manner.

Reading - Understands and interprets written material, including technical information, rules, regulations, instructions, reports, charts, graphs or tables; applies what is learned from written materials to specific situations.

Leadership - Interacts with others to influence, motivate, and challenge them; adapts leadership styles to a variety of situations.

Technical Competence - Uses knowledge that is acquired through formal training and/or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Decision Making - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks and evaluates and chooses the best alternative in order to make a determination, draw conclusions or solve a problem.

Reasoning - Identifies rules, principles or relationships that explain facts, data or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Flexibility - Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with pressure and ambiguity.

Leading a Diverse Workforce - Implements diversity policies for subordinate staff; supports opportunities to develop and retain a diverse workforce; promotes teamwork, acceptance and productivity among diverse persons.

Managing Human Resources - Plans, distributes, coordinates, and monitors work assignments; evaluates work performance, provides feedback on performance; ensures staff are appropriately utilized and developed, and are treated in a fair and equitable manner.

Knowledge of radiologic principles and practices sufficient to be able to perform a wide range of duties relative to the work assignment.

Knowledge of supervisory principles and practices sufficient to be able to contribute to the development of an employee performance plan and document employee performance.

Skill in examining radiographic film for clarity, quality and diagnostic value.

Skill in applying existing guidelines or recommending new approaches to the development and modification of work plans, methods and procedures for the work unit or function.

Skill in reviewing work for accuracy and completeness.

Physical Demands:

Reaching: extending the hand(s) and arm(s) in any direction.

Repetitive motions: making frequent movements with a part of the body.

Talking: expressing or exchanging ideas by means of spoken words.

Standing: remaining on one's feet in an upright position.

Sitting: remaining in a normal seated position.

Walking: moving about on foot.

Manual dexterity: fine motor control.

Handling: seizing, holding, grasping or otherwise working with hand(s).

Fingering: picking, pinching or otherwise working with fingers.

Hearing: perceiving the nature of sounds by the ear.

Near Acuity: ability to see clearly at 20 inches or less.

Accommodation: ability to adjust vision to bring objects into focus.

Working Environment:

Exposed to bio-hazardous radioactive substances.
Exposed to explosive chemicals, gases and low-level radiation.
Exposed to odorous chemicals and specimens.
Contact with patients under a wide variety of circumstances.
Exposed to unpleasant elements (accidents, injuries and illness).
Subject to electrical and radiant energy hazards.

Education Requirement:

Completion of a two year program approved by the American Registry of Radiologic Technologists in Radiologic Technology.

Experience Requirement:

Two years of experience as a CT/MRI technologist or an equivalent combination of education and experience.

Licensure and/or Certification:

Current certification as a registered Radiologic Technologist (RT) with the American Registry of Radiologic Technologists (ARRT) at the time of application. Completion of a Career Service Authority supervisory training course prior to completion of the probationary period.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 08/31/2004

REVISED DATE:

REVISED BY: Earline Hill

CLASS HISTORY: New Classification