



Career Service Authority

Special Procedures Technologist

Page 1 of 4

### GENERAL STATEMENT OF CLASS DUTIES

The Special Procedures Technologist class performs angiographic and other interventional procedures, Computerized Tomography (CT) and Magnetic Resonance Imaging (MRI) procedures for diagnostic purposes, and assists physicians with performing various invasive procedures.

### DISTINGUISHING CHARACTERISTICS

The *Special Procedures Technologist* class performs angiographic and other interventional procedures, Computerized Tomography (CT) and Magnetic Resonance Imaging (MRI) procedures for diagnostic purposes and assists physicians with performing various invasive procedures according to established protocols. 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.

#### ***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 general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

#### ***Interpersonal Communications and Purpose:***

Contacts with persons under stress or emergency situations where an immediate service is rendered according to established procedures or instructions.

***Level of Supervision Exercised:***

None

**ESSENTIAL DUTIES**

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

Verifies the physician order and relevant history in the chart and consults with the Radiologist for directions.

Prepares patients for and performs Computerized Tomography (CT), Magnetic Resonance Imaging (MRI) and/or Infrared (IR) X-ray imaging procedures as assigned.

Prepares and administers contrast media for patient exams according to Radiologist direction.

Assists physicians with invasive procedures.

Appropriately processes, records and prepares radiologic test results for physician's interpretation of the exam and long-term storage.

Ensures department is appropriately stocked, equipped, and maintained in a clean, safe and hazard free manner.

Maintains imaging and processing equipment by performing scheduled cleanings and tests and documenting results.

Uses Radiology computer system to input patient examination data and to place patient orders.

Bills for procedures and supplies used.

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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, Knowledges & 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.

**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.

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

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

### ***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.  
Climbing: ascending or descending objects usually with hands/feet.  
Balancing: maintaining body equilibrium to prevent falling over.  
Stooping: bending the body by bending spine at waist.  
Kneeling: bending legs to come to rest on one or both knees.  
Crouching: bending body downward and forward by bending legs.  
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 in radiographic procedures, including six months experience performing angiographic and/or computerized tomographic procedures 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:*** 09/16/1995

***REVISED DATE:*** 07/01/2004

***REVISED BY:*** Earline Hill

***CLASS HISTORY:***