

Job Title:	Radiology Technologist
Position Code:	WBM-RAD-00300, 00301, 00302, 00303, 00304, 00305
Reports To:	Chief Technologist, Radiologist, Head of Diagnostic Imaging
Department/Division:	Medical Department – Diagnostic Imaging Division

Primary Purpose of the Job:

The Radiology Technologist is responsible for handling all (operation matters) for the day-to-day business within the radiology division.

The radiographer is responsible for conducting all needed process as per radiology department policy under the direct supervision of the Chief Technologist. He/she is completely aware of the WBM internal policies & procedures, especially related to the radiology policy. He/she would be handling all the responsibilities and duties of this position with all due integrity and professionalism.

In case of the absence of Radiology Technologist the other Technologist are also responsible for the supervision and organisation of all duties and activities within the (Radiology division).

Principal Accountabilities & Responsibilities:

1. Co-operation with all related departments.
2. Operating radiology machines and checking for any faults.
3. Performing good quality imaging with great patient care and guiding patient to do other exams if needed.
4. Postpone the examination if things were not appropriate.
5. Organizing and giving appointments for different exams during shift.
6. Participate in education internal and external.
7. Participate in quality assurance program.
8. Radiology technicians and technologists are generally responsible for preparing and safely positioning patients in order to get the most accurate images
9. assisting a radiologist with advanced preparation and testing to administrative tasks, such as organizing work schedules and maintaining patient records.
10. The radiographer may perform or specialize in mammography, lithotripsy, fluoroscopy, Digital X-ray, Endoscopy C-ARM in operation rooms and Bed side X-Rays. Depending on the institution, radiographer may require on-call, evening, or weekend availability.
11. Radiology Technologist also assist physicians with data images designed to identify issues with internal organs using non-invasive sound waves.
12. Establishes any reports according to requirements. (This point to be kept only for offices works and administrative function not for patient service line, in addition to those who have the administration duties in addition to the Operation duties at Medical Department).
13. Follows established radiation safety guidelines 'ALARA' (as low as reasonably acceptable) in reference to time, distance and shielding
14. Utilizes proper body mechanics to ensure patient safety upon moving and/or transferring patients
15. Prepares patient for exam, i.e. identifying oneself, explaining procedures, confirming patient ID and checking correctness of the order.
16. Prepares room and equipment. Troubleshoots equipment failures and reports problems to the appropriate individual.
17. Monitor patient's wellbeing during exams; recognizes patient discomfort or medical problems and takes appropriate action.
18. Guide patients through this sometimes-difficult process by kindly talking them through the steps and answering their questions and concerns regarding exam procedures and process.

19. Respond to physician questions and needs regarding patients.
20. Prepares/operates radiology equipment for the correct size, depth and detail of a requested exposure area, based on physicians' orders and in adherence to department protocols.
21. Delivers patient care for all age groups while performing radiological exams/procedures and/or special procedures.

Decision Making Authority:

- ❖ Apply professional judgement to determine the validity of the machine testing.

Qualifications, Knowledge, Skills & Experience:

A. Education

- ❖ Bachelor Science Degree or equivalent in Radiology Sciences. (Essential)

B. Experience

- ❖ Five (5) year of progressively responsible and directly related work experience License/Certifications. (Essential)
- ❖ QCHP License and/or Certified in Diagnostic Radiology (CRT). (Preferred)

C. Required Certification/Licensure/Registration:

- ❖ License Radiology Technologist registered with Qatar Council for Healthcare Practitioners or to obtain within 6 months. (Essential).
- ❖ Basic Life Support (BLS) CPR certification.

D. Skills & Other Special Features

- ❖ **These are the observable and measurable attributes and skills required to perform successfully the essential functions of the job and are generally demonstrated through qualifying experience, education, or licensure/certification.**

- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective relationships with widely diverse groups, including individuals at all levels both within and outside the organization and gain their cooperation.
- Ability to follow written and oral instructions.
- Ability to perform complex diagnostic imaging procedures.
- Ability to perform general and specialized radiographic and fluoroscopic procedures which meet the division standard of quality.
- Ability to plan, prioritize and meet deadlines.
- Ability to troubleshoot, document and communicate equipment problems.
- Ability to work effectively as a team player.
- Knowledge of anatomy, physiology and congenital/acquired pathology.
- Knowledge of computer systems and software used in functional area.
- Knowledge of Imaging processes and fluoroscopic techniques, methods and equipment.
- Knowledge of methods of positioning patients.
- Knowledge of principles of image processing and development applicable to diagnostic imaging.
- Knowledge of radiation production, positioning and radiation safety.
- Very good critical thinking skills, having the ability to problem solve, identify issues and work toward resolution.
- Practices I-CARE at all times.

- ❖ **Problem Solving:** Should be able to apply analytical skills and logical in making assumptions form a wide range of information i.e. apply theoretical background of all tests in order to recognize false-positive or false-negative results. Should be able to recognize whether an analyser results matches with patient history or not and inform the Chief Tech. and/or Radiologist to take the final decision.

❖ License as Radiology Technologist to be maintained. (Essential)
❖ Fluency in spoken and written English & Arabic. (Essential)
❖ Able to identify different colours. (Essential)
❖ Occasional exposure to the risk of contracting contagious conditions, communicable diseases, blood, body fluids, etc.
❖ Must maintain patient confidentiality. (Essential)
❖ Can be required to work shift and in various locations.

AGREEMENT (FOR INDIVIDUAL JOB DESCRIPTION)

<input type="checkbox"/>	I, the undersigned, hereby acknowledge that I have read my job description and understand its content. I agree to demonstrate the application of this job description in my day-to-day activities and in accordance with the Mission, Vision, and Values of West Bay Medicare.
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CHECKED AND VERIFIED BY

(Write-in BLOCK Letters)	Staff No.	Date	Signature
Reviewed by Job Holder:			
Endorse by First Supervisory Level:			
Endorsed by QSM:			
Checked & Verified by HRM:			