Position Title:	**Imaging Department Technical Support**
Department:	Chiropractic Center
Reports To:	Imaging Department Manager
Classifications/ FSLA Status:	Level II (Non-Exempt)
Primary Function:	Performs diagnostic imaging examinations of patients and assists with the daily operations and functions of the imaging department, including training, overseeing and collaborating with students/ interns within the department.

Primary Responsibilities/Duties:

1. Perform imaging procedures as ordered by the doctor of chiropractic
2. Supervise imaging procedures performed by student interns
3. Operate and position imaging equipment, control exposure settings, abide by imaging examination specifications, and ensure for high-quality imaging and patient safety throughout the process
4. Practice radiation safety measures and use protection devices in considering the safety of patients and team members
5. Prepare patients for radiological procedures, escort patients to imaging rooms, provide verbal and/or written instructions, and assist patients in the correct positioning of body regions to be imaged
6. Perform administrative duties in the department related to imaging exams while maintaining accurate departmental records such as technique charts, logbooks, equipment service records and student records
7. Operate within local and federal laws, compliance standards and regulations (HIPAA, FERPA, DHEC and OSHA) related to PHI, equipment operation, and patient safety protocols

8. Consult with the imaging department manager, student interns and case doctors as needed regarding patient imaging

9. Communicate any violations of chiropractic center policies/procedures to the imaging department manager and/or director

10. Ensure all radiological equipment remains in working order and report any equipment malfunctions to the imaging department manager

11. Ensure for clean, safe and comfortable imaging department conditions for student interns and patients.

Secondary Responsibilities/Duties:

1. Retrieve and import imaging orders and images into electronic health record (EHR) systems

2. Demonstrate professionalism, compassionate, caring and ethical behavior toward students, interns, patients and employees

3. Oversee X-ray Interns (XRIs) in their departmental duties within the department

4. Conduct and/or assist with practical evaluations of students/interns' imaging skills

5. Communicate with the imaging department manager about any deficiencies in student/ intern performance

6. Reinforce didactic imaging course content with students/interns while in the department

7. Assist in administration and facilitation of quarterly clinical entrance and exit examinations

8. Assist in Module II (Departmental Policies/Procedures) of quarterly ACR course trainings

9. Attend chiropractic center staff meetings and committee meetings as necessary

10. Attend quarterly chiropractic center intern pinning ceremony

11. Lend enthusiastic support to college policies and assist in the annual Lyceum program

12. Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, or participating in professional societies

13. Assume other duties assigned by the imaging department manager, imaging department director, or dean of clinics

Basic Knowledge, Skills, and Experience:

1. Valid degree from an accredited school of Radiologic Technology
2. Current registration/certification with the ARRT if the applicant is an RT(R), or valid South Carolina chiropractic license
3. Current Red Cross certification
4. At least two years of clinical radiological experience
5. Knowledge of radiological standards, requirements and regulations (i.e., equipment uses and maintenance, safety, cleanliness and infection control policies
6. Ability to execute tasks independently, or with minimal supervision, accurately and thoroughly
7. Ability to exhibit a professional image and communication style that enhances the doctor-patient and doctor-intern relationship
8. Ability to maintain a positive and approachable demeanor
9. Ability to maintain an understanding, appreciation and respect for the philosophy, science and art of chiropractic
10. Professional verbal and written communication skills
11. Computer skills: Experience in MS Office, Digital Radiography software, and Electronic Health Record (EHR) systems.

Preferred Knowledge, Skills, and Experience:

1. Experience, knowledge or credentials in area of chiropractic radiography
2. Experience with CBCT or computed tomography
3. At least two years of management, supervisory or teaching experience

Physical Demands and Work Environment:

Physical Demands: While performing the duties of this job the employee is required to walk, stand, stoop, pull, push, lift and/or carry up to 30lbs, sit, squat or kneel, use hands and fingers to grip, handle, grasp or feel objects or controls, reach with hands and arms, talk, hear, and work in a range of lighting conditions from full to dimmed light, to complete darkness when required. Specific vision requirements of the job include close vision, distance vision, and the ability to adjust focus.

Work Environment: While performing the duties of this job the employee works in a controlled work environment and the noise level in the environment is usually minimal.

Exposures: The employee may be exposed to minimal scatter radiation, chemicals, fumes or odors while performing job duties.

Access to Protected Health Information (PHI) Related to the Group Health Benefit Plan

The above responsibilities require that this position have access to PHI. Training on what PHI is and how to handle it in a confidential manner is required.

General sign-off: The employee is expected to adhere to all company policies and act as a role model in adherence to policies.

I have read and understand this explanation and job description:

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Signature: Date: