

JOB DESCRIPTION

This job description is a summary of the typical job duties and requirements that are essential to the evaluation of the job and is not intended to be complete in detail. On occasion, individuals classified on this job may be required to perform functions of a higher or lower skill level not included in this job description.

Job Title: Radiographer I (DSA)		Date: June 4, 2010	
Cost Center #: 224020	Cost Center Name: Digital Sub. Angiogram	Reports to (first level): Clinical Department Administrator	2nd level of Supervision: Chairman

1. JOB SUMMARY & SCOPE:

Assist the senior technologist and radiologist in diagnostic angiographic procedures, complex vascular & non vascular interventional procedures by integrating scientific knowledge and technical skills with effective patient interaction to provide quality patient care and useful diagnostic information.

Support the mission and vision of the American University of Beirut Medical Center (AUBMC) and of the Diagnostic Radiology Department.

2. JOB COMPETENCY PROFILE:

- **Patient assessment:** Assess patient clinical condition
 - Receive patients check their records and documentation and prepare them physically and psychologically for the examination. Includes confirming patient identification, verifying requested procedure, ensuring availability of previous radiological studies, checking pregnancy when appropriate, assessing factors that may contraindicate the procedure and identifying artifact-producing objects in the area to be imaged
- **Communication:** Foster Two-way Communication by listening and responding to people's inquiries and concerns
 - Make sure patient has consented to the procedure and provide accurate explanation and instructions regarding radiopharmaceutical administration. Provide answer to patient's questions about the procedure and the use of radioactive materials
 - In addition, provide information and instruction about the procedure to healthcare providers and students. Providing accurate explanation, instruction, and appropriate information to medical staff, nurses and orderlies involved in the patient care as well
- **Technical Expertise:** Basic knowledgeable in technical area
 - Assist the radiologist and surgeon in performing the angiographic/interventional procedures by positioning the patient accurately to include appropriate immobilization, preparing accessory equipment as needed, selecting appropriate imaging parameters, preparing power injector for delivery of contrast, monitoring ECG, Bp, respiration and level of consciousness of patient throughout the procedure, using principles of sterile technique, applying ALARA principle (As Low As Reasonably Achievable) for radiation protection, documenting images, performing image post processing, recording the technique and cumulative fluoroscopic time used throughout the procedure.
 - Responsibility for updating and maintaining a working knowledge of Diagnostic Radiology services

- **Quality management:** Conform to pre-established quality requirements
 - Perform radiation safety and quality control tests on the imaging equipment
 - Evaluate the results of quality assurance testing for compliance with established guidelines
- **Applied Technology:** Use simple to moderate complex equipment
 - Assess the equipment to determine acceptable performance based on established guidelines
 - Ability to accurately use and maintain equipment
 - Familiarity with a wide variety of equipment and therapeutic techniques
 - Report malfunctions to CDA
- **Resource Management:** Use resources effectively
- **Information & records management:** Coordinate basic inter and intra-departmental information management
 - Archive procedure as hard/soft copy; provide images, data analysis and patient information to the physician for diagnostic interpretation
 - Archive the results of radiation safety and quality assurance tests
- **Team Skills:** Teamwork/Collaboration
 - Cooperate with colleagues willingly, and recognize when compromise is necessary
 - Proactively share information and learning with colleagues and seek opportunities to work on teams
- **Computer Skills:** Use AUBMC computers and related applications to convey and retrieve information
- **Client Focus:** Respond to client requests efficiently and effectively
 - Identify client needs and expectations and respond to requests efficiently and effectively
- **Accountability:** Adhere to basic instructions
 - Work according to well defined x-ray procedures and technical standards.
 - Completed work is spot checked; Keep work area neat and tidy.
 - Perform other related duties such as observing safety rules and regulations
- **Initiative:** Recognize and address current and imminent issues
 - Use professional judgment as directed by senior technologist to adapt imaging procedures to improve diagnostic quality and consult with appropriate medical personnel when determining a modified action plan. Includes determining the need for accessory equipment and selecting appropriate immobilizing devices.
 - Review procedure for completeness and accuracy, determining whether the outcome is within the established criteria, reviewing images with physician for evaluation of possible additional views and assessing patient's status prior to discharge
- **Safety & Health:** Ensure safe and healthy working conditions
 - Monitor work environment and manage radioactive waste by performing area monitoring for possible contamination in the laboratory and imaging areas. Monitor him/her self for possible contamination and placing radioactive waste in the designated stores
- **Organizational Awareness:** Understand Formal Structure of AUBMC and apply internal policies and procedures
 - Understand and accurately apply internal policies and procedures that are related to their job
- **English Comprehension:** Understand written sentences and paragraphs in work related documents

3. KNOWLEDGE:

- Basic radiography knowledge
- Basic Quality Assurance knowledge

4. PRINCIPAL WORKING RELATIONSHIPS:

- Regular contacts with all levels of personnel in the department regarding flow of work.
- Regular contacts with physician regarding x-ray.

5. CONSEQUENCES OF ACTIONS OR DECISIONS:

- Inadequate performance affects the well being of the patient and the work flow of the department

6. SUPERVISORY RESPONSIBILITY:

- None

7. PHYSICAL EFFORT:

- Slight physical effort involving standing and walking 30% of the working time

8. WORKING CONDITIONS:

- Potential danger of exposure to undiagnosed infection of patients
- Ability to work during night shifts, holidays and weekends

9. MINIMUM JOB REQUIREMENTS:

Education:

Minimum Education: Radiography Diploma

Preferred Education: Bachelor's Degree in related field

Field of Expertise: DSA or Angiography

Experience:

Minimum Experience: 3 months' on-the-job training in DSA Radiography.

Languages:

Minimum Languages: Arabic and English (IET score \geq 500)

*Preferred Languages :*French is an asset

Compiled By: HR Generalist	Approved by (Dep Hd, Chairman):
Date: June 7, 2010	Date:

HR Director's Authorization:
Date:

Supersedes Description:	Job Code:
Title:	Job Grade:
Grade:	Date:
Date: August 2007	