



JOB DESCRIPTION
TECHNOLOGIST/SYSTEM SUPPORT SPECIALIST

Position Title: Tech and Systems Support Specialist

Status: Non-Exempt

Reports to: Technical Services Supervisor and Medical Director

POSITION SUMMARY FOR SYSTEMS SUPPORT SPECIALIST

In addition to performing technologist duties approximately 80% of the time, this position will be responsible for working with the Medical Director in evaluating and documenting all systems, including, but not limited to, CERNER, FUJI, AMICAS, SYNAPSE, EPIC, E-FILM, DISK MAKER, and to keep systems current and functional. This position will be a direct link between the Center and referring physician offices regarding access to images and resolution of problems. This position interacts regularly with the Provider Relations Specialist. This position will interface with the PACs managers of Sharp Memorial and Rady Children's Hospitals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage the flow of images from all scanners to Sharp Memorial and Rady Children's Hospitals PACS and to MRI E-FILM system
- Conduct periodic audits (at least quarterly) and accompanying documentation to ensure that the proper sequences/images are sent, and implement corrective procedures
- Manage and correct system/order errors including moving images
- Maintain archiving and image storage systems
- Maintain network computers
- Update and maintain HIPAA Security Manual and related measures
- Maintain CD maker
- Maintain inventory of electronic devices
- Document all policies and procedures of each system including contact for repairs and trouble shooting
- Document and maintain contact sheets for all systems
- Prepare day-to-day procedures instruction manual
- Prepare one-year and three-year strategic plans for systems including documentation of capacity and anticipated replacement for review with CEO
- Train Technical Systems Supervisor and Lead Techs as back ups
- Other duties as assigned

POSITION SUMMARY FOR TECHNOLOGIST

Performs examinations utilizing MR equipment to locate, evaluate and record critical functional, pathological, and anatomical data. Communicates findings to radiologists as appropriate.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Demonstrates skill in the use of sensitive MR equipment to obtain accurate and meaningful results obtaining patient's history and show correlation of the clinical history with the test performed
- Demonstrates skills in the proficient use of PAC's
- Obtains the highest quality images possible, assuring the anatomical area of interest is imaged as completely as possible
- Ensures equipment calibration by performing quality control tests according to established procedures and frequency schedule
- Develops film when necessary
- Assists in training new and student MR Technologist
- Practices sterile and isolation techniques resulting in the prevention of cross-contamination and infection
- Maintains a high quality of patient care
- Communicates in a positive and timely manner with co-workers, physicians, patients, and visitors
- Ensure compliance with State and Federal regulations
- Maintains equipment and orders supplies when needed
- Other duties, as assigned

REQUIREMENT/QUALIFICATIONS/SPECIFICATIONS (TECHNOLOGIST AND SYSTEMS COMPONENTS)

Knowledge/Abilities/Skills

- Must possess excellent organizational and communication skills.
- Ability to work independently and within prescribed exam times.
- Must possess certification in all areas of MR performed while on the job.
- Must possess the understanding of the functionality the MRI Center's operations, desired patient through-put while providing optimal patient care and considerations for patients circumstances.
- Ability to perform the identified essential functions of the position including the operation of any equipment associated with performing the essential functions.
- Ability to perform the essential functions of the position without posing a direct threat to him/herself, others or property.
- Ability to adhere to Sharp and Children's MRI personnel policies and practices including the attendance and punctuality requirements.
- Ability to maintain a calm and courteous demeanor and conduct business in a professional manner.

Education

- High School graduate
- Advanced registration in MRI
- Completion of an accredited MR program
- Must have current license/certification, including CPR and Venapuncture.

Work Experience

- 2-4 years experience directly related to the duties and responsibilities specified
- Experience in medical field, outpatient radiology office preferred

Physical Demands

- Ability to walk to other departments and hospital areas
- Ability to sit for 7 to 8 hours, daily, at desk
- Ability to periodically bend, stoop or reach to file, organize and obtain objects
- Ability to distinguish telephone ring and caller's voice, hear and speak over a telephone and in person
- Ability to speak clearly and be comprehended
- Ability to write and record information legibly
- Visual acuity
- Ability to accurately keyboard
- Ability to position patient