

Radiology Technical Assistant Duties

Purpose: To define the routine duties of the Radiology Technical Assistant in the CT and MRI sections of Radiology

Policy: The following steps must be performed with proficiency to demonstrate ability to perform required duties.

Daily Duties

1. Assemble and remove all peripheral accessories of the scan unit.
 - a. head holder
 - b. body extension
 - c. IV pole
 - d. monitor stand
 - e. pediatric positioning aid
2. Assist patients on and off the CT scan table
3. Position patients for exams
4. Landmark position
5. Assist patient with questionnaire
6. Mix and administer oral contrast
7. Fold and store clean laundry
8. Remove dirty laundry and replace bag
9. Keep all supplies stocked
10. Verify lab results in Invision
11. Retrieve CT orders from printer on 2nd floor
12. Load and unload IV contrast injector
13. Pick up supplies in CMS and the Warehouse
14. Thoroughly clean exam rooms
15. Pick up charts from medical records
16. Take request for protocol
17. Any related duties
18. Crash cart check
19. Remove IV's

Weekly Duties

1. Clean refrigerator
2. Clean contrast warmer
3. Relieve at the reception desk as needed.

Written: 05/05
Reviewed: 12/06; 01/2009