

MAGNETIC RESONANCE IMAGING (MRI) SERIES

| <u>Code No.</u> | <u>Class Title</u> | <u>Occ. Area</u> | <u>Work Area</u> | <u>Prob. Period</u> | <u>Effective Date</u> | <u>Last Action</u> |
|-----------------|-----------------------------------------|------------------|------------------|---------------------|-----------------------|--------------------|
| 0000 | Magnetic Resonance Imaging Technologist | 02 | 446 | 6 mo. | 00/00/00 | New |
| 0000 | Magnetic Resonance Imaging Specialist | 02 | 446 | 6 mo. | 00/00/00 | New |
| 0000 | Magnetic Resonance Imaging Supervisor | 03 | 446 | 6 mo. | 00/00/00 | New |

Promotional Line: 000

Series Narrative

Employees perform magnetic resonance imaging (MRI) duties based on specific experience and formal certification. Employees in this series perform a variety of technical and patient care tasks in the MRI department utilizing magnetic resonance energy and radio-frequency waves to produce medical images of the human body for diagnosis and treatment. They may develop, direct, and coordinate MRI services and departmental activities in a health care facility. They may also initiate and conduct research studies involving MRI services.

DESCRIPTION OF LEVELS OF WORK

Level I: Magnetic Resonance Imaging (MRI) Technologist **0000**

Employees at this level perform a variety of technical and patient care tasks in the MRI department utilizing magnetic resonance energy and radio-frequency waves to produce medical images of the human body for diagnosis and treatment. The MRI Technologist also performs other clinical tasks such as administering contrast under the direction of a Radiologist, and always secures the safety of patients when preparing and positioning patients for their MRI exams. The MRI Technologist also ensures that patients and visitors are screened for MRI safety prior to performing MRI exams and reconciles related orders, electronic images, and documentation.

A Magnetic Resonance Imaging (MRI) Technologist typically:

1. performs magnetic resonance procedures with minimal assistance which requires knowledge of anatomical positioning and physiology so that independent selection or modification of technical factors and protocols will produce optimum results.
2. positions and transfer of patients on/off scan table, utilize immobilization devices as necessary.
3. assures that MRI exams follow are performed as defined by protocol with required information and quality imaging.
4. maintains cleanliness and orderliness within the department adhering to Joint Commission, IDPH and Infection Control.
5. able to perform veni-puncture and administer contrast media per contrast Policy and Procedures.
6. provides On-Call coverage as needed.

7. able to proficiently navigate RIS, PACS and Power Chart.
8. verifies all performed exams on PACS.
9. captures pertinent documentation for each patient as required by the department.
10. responsible for reporting equipment failure, shortage of supplies to supervisor and making the initial call for service.
11. adheres to all HIPPA regulations with respect to patient privacy.
12. screens patients according to departmental policies and current safety standard.
13. assists with students and other MRI staff as needed.
14. calibrates and perform QI on equipment or seek assistance as needed.
15. maintains awareness of safety hazards for patients and staff including staff that follows the patients from the hospital.
16. performs other related duties as assigned.

Level II: Magnetic Resonance Imaging (MRI) Specialist**0000**

The MRI Specialist performs advanced and highly technical images in the MRI Department utilizing magnetic resonance energy and radio-frequency waves to produce medical images of the human body for diagnosis and treatment. The MRI Specialist organizes workflows, performs as a charge technologist and assists in supervisory responsibilities as needed. The MRI Specialist may also train and supervise students and staff.

A Magnetic Resonance Imaging (MRI) Specialist typically:

1. performs magnetic resonance procedures with minimal/no assistance which requires knowledge of anatomical positioning and physiology so that independent selection or modification of technical factors will produce optimum results.
2. assures that MRI exams are performed as defined by protocol with required information and quality imaging.
3. verifies all performed exams on PACS.
4. performs and assists with advanced or highly technical MRI imaging.
5. trains staff members in scanning MRI exams and techniques; explains principles of magnetic resonance imaging to students and staff.
6. provides technical assistance to researchers who are conducting MRI studies.

7. instructs MRI technologists, performs competencies, develops protocols, and assists with ACR Accreditation.
8. organizes and coordinate overall patient flow (out patients as well as scheduling the in-patients for the day).
9. responds to patient and staff service issues.
10. performs as a supervisor when the supervisor is absent. Is able to supervise and provide technical assistance as needed and operational assistance as needed such as ordering of supplies.
11. function as a liaison between techs and the radiologist.
12. performs duties consistent with the next lower level(s) of this series.
13. performs other related duties as assigned.

Level III: Magnetic Resonance Imaging (MRI) Supervisor**0000**

The MRI Coordinator performs advanced and highly technical images in the MRI Department utilizing magnetic resonance energy and radio-frequency waves to produce medical images of the human body for diagnosis and treatment. The MRI Coordinator also ensures that that patients and visitors are screened for MRI safety prior to performing MRI exams and reconciles related orders, electronic images, and documentation. The MRI Coordinator supervises the operations of the MRI department; this includes the MRI ACR accreditation process and MRI Policies and Procedures.

A Magnetic Resonance Imaging (MRI) Supervisor typically:

1. performs magnetic resonance procedures with complex and advanced functional images which require knowledge of anatomical positioning and physiology so that independent selection or modification of technical factors will produce optimum results.
2. schedules and conducts departmental staff meetings.
3. adheres to all HIPPA regulations with respect to patient privacy.
4. performs QA procedures for all scanners.
5. ensures weekly QA procedures for all scanners are performed.
6. supervise and act as liaison between MRI department, Assistant Director, Administrative Director, and Radiology Chairman.
7. assists in the evaluation of equipment, reporting service issues, training staff and works to assure that the MRI department is staffed with people who are trained and qualified to work on all MRI equipment.
8. participates in personnel actions such as hiring, transfers, promotions and training of MRI staff. Assumes responsibility for performance of MRI staff.

9. coordinates the department's technical operations with those of other departments to ensure prompt, efficient, and complete patient care.
10. maintains an orderly work area to ensure maximum efficiency.
11. develops Policies and Procedures for MRI department.
12. prepares and manages ACR accreditation process.
13. serves as UIC Clinical Instructor for MRI department.
14. performs duties consistent with the next lower level(s) of this series.
15. performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Magnetic Resonance Imaging (MRI) Technologist

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CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduate or equivalent.
2. Registered by either the American Registry of Radiologic Technologists (ARRT) or American Registry of Magnetic Resonance Imaging Technologists (ARMRIT).

OR

Graduate from an accredited Magnetic Resonance Imaging (MRI) program.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of and ability to operate all MRI equipment.
2. Knowledge of health care facilities' computer systems.
3. Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
4. Knowledge of ancillary/emergency equipment that supports the department.
5. Knowledge of departmental policies, procedures and goals.
6. Knowledge of MRI principles and practices including patient and radiation safety procedures.
7. Skill in conducting patient education.
8. Skill in proper documentation results.

9. Skill in utilizing computers and associated specialized application software for diagnostic examination and evaluation.
10. Skill in the effective, efficient and safe use of equipment.
11. Skill in preparing clear and concise reports, charts and other written material.
12. Controlling operations of equipment or systems.
13. Effective verbal and written communication skills.
14. Ability to use computer systems to manage patient information.

Level II: Magnetic Resonance Imaging (MRI) Specialist**0000**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduate or equivalent.
2. Registered by either the American Registry of Radiologic Technologists (ARRT) or American Registry of Magnetic Resonance Imaging Technologists (ARMRIT).

OR

Graduate from an accredited Magnetic Resonance Imaging (MRI) program.

3. Two (2) years (24 months) of progressively more responsible work experience as a MRI technologist comparable to the next lower level of this series.

**Note: A Bachelor's Degree in health care, general science or closely related field may be substituted for one (1) year (12 months) of experience.*

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of and ability to operate all MRI equipment.
2. Knowledge of health care facilities' computer systems.
3. Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
4. Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
5. Knowledge of ancillary/emergency equipment that supports the department.
6. Knowledge of departmental policies, procedures and goals.

7. Knowledge of MRI principles and practices including patient and radiation safety procedures.
8. Skill in conducting patient education.
9. Skill in proper documentation results.
10. Skill in utilizing computers and associated specialized application software for diagnostic examination and evaluation.
11. Skill in the effective, efficient and safe use of equipment.
12. Skill in preparing clear and concise reports, charts and other written material.
13. Controlling operations of equipment or systems.
14. Demonstrate proficiency in all study protocols at health facility.
15. Effective verbal and written communication skills.
16. Ability to use computer systems to manage patient information.
17. Ability to instruct technicians/technologists and students in the absence of a supervisor.
18. Ability to produce specialized MRI images.

Level III: Magnetic Resonance Imaging (MRI) Supervisor**0000**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduate or equivalent.
2. Registered by either the American Registry of Radiologic Technologists (ARRT) or American Registry of Magnetic Resonance Imaging Technologists (ARMRIT).

OR

Graduate from an accredited Magnetic Resonance Imaging (MRI) program.

3. One (1) year (12 months) of progressively more responsible work experience as a MRI technologist comparable to the next lower level of this series.

***Note:** *A Bachelor's Degree in health care, general science or closely related field may be substituted for one (1) year (12 months) of experience.*

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of the operations and mechanics of all MRI equipment.
2. Knowledge of health care facilities' computer systems.
3. Knowledge of MRI machine and related equipment such as pulse oximeter.
4. Knowledge of MRI equipment such as visual stimulus presentation systems.
5. Skill in conducting patient education.
6. Skill in proper documentation results.
7. Skill in utilizing computers and associated specialized application software for diagnostic examination and evaluation.
8. Skill in the effective, efficient and safe use of equipment.
9. Skill in preparing clear and concise reports, charts and other written material.
10. Ability to plan the objectives of MRI program.
11. Ability to perform all phases of MRI.
12. Ability to examine and evaluate technical aspects of medical radiographic images.
13. Ability to develop MRI operation manuals.
14. Ability to perform administrative duties including mediating employee relation problems.
15. Ability to evaluate and determine priorities of patients' care.
16. Ability to quickly respond to patients' needs in an emergency situation.
17. Ability to organize, direct, and evaluate the activities of students and departmental staff members.
18. Ability to conduct cost analysis and studies on MRI equipment.
19. Ability to act as consultant to medical personnel.
20. Ability to conduct research studies and devise new methods for MRI examinations.
21. Ability to adapt and implement continual changes made to protocols and research paradigms.
22. Ability to prepare technical reports.