

## MAMMOGRAPHY 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	Mammography Technologist	02	446	6 mo.	00/00/00	New
0000	Mammography Specialist	02	446	6 mo.	00/00/00	New
0000	Mammography Supervisor	03	446	6 mo.	00/00/00	New

**Promotional Line: 000**

### Series Narrative

Employees in this series perform a variety of technical and patient care tasks in the Mammography department utilizing medical images of the human body for diagnosis and treatment. They may develop, direct, and coordinate mammography services and departmental activities in a health care facility. They may also initiate and conduct research studies involving MRI services. Performs both routine and advanced mammographic procedures as ordered by physician.

### DESCRIPTION OF LEVELS OF WORK

#### **Level I: Mammography Technologist** **0000**

Employees in positions at this level acquire mammography images that are used in medical diagnoses. These images are interpreted by a radiologist board-certified in Mammography to identify breast abnormalities. The employees work under direct supervision of higher level personnel.

### DESCRIPTION OF LEVELS OF WORK:

A Mammography Technologist typically:

1. assists patients in preparing for the examination; explains procedures and observes patients to reduce anxieties and obtain cooperation.
2. schedules patients for procedures and assists with some clerical functions, maintains accurate patient records for all procedures performed.
3. operates a mammography unit to produce images of the breasts for diagnostic purposes.
4. obtains detailed history from patient and educates patient on breast self-exams.
5. ensures proper identification on all images and mammography paperwork.
6. uses radiation safety measures and protection devices to comply with government regulations and to ensure safety of patients and staff; follows all ACR and MQSA guidelines.
7. performs all quality control functions related to mammography, printers, and monitors.
8. prepares and sets up medical supplies using sterile techniques and takes patient vitals.

9. charges mammographic procedures and supplies.
10. maintains and cleans all equipment and breast imaging rooms in accordance with decontamination procedures of JCAHO, IDPH, and Infection Control; maintains orderliness and cleanliness in assigned area; reports any malfunctioning equipment to the supervisor; reports shortage of supplies and/or equipment; stocks supplies.
11. performs all other related duties as assigned.

**Level II: Mammography Specialist****0000**

Employees at this level may be responsible for a delegated area of authority such as a section within a medical department and/or perform complex or specialized procedures involving the taking, processing, and examining of mammography images. They may supervise and direct the activities of staff, students, and auxiliary personnel of various sections. They work under general direction of higher level personnel.

A Mammography Specialist typically:

1. in the absence of supervisor, performs and monitors all QC records and tests.
2. assists medical personnel in conducting research into new techniques and technology.
3. monitors the operation and calibration of mammography units; calls for service if needed.
4. provides orientation to new mammographers; assists with the education and training of new radiologists (interns, residents, fellows).
5. participates in research initiatives and development of research protocols.
6. assists in maintenance and compilation of statistical data.
7. achieves quality assurance measures and requirements; performs quality control functions related to mammography.
8. demonstrates proficiency in performing all breast imaging procedures to include breast interventional procedures.
9. supervises and trains staff in established procedures; this may include:
  - assigns directs, schedules, checks, and evaluates the work of staff; selects employees in conjunction with supervising staff.
  - trains staff in established procedures or new procedures being implemented in the laboratory; advises them on individual examinations as needed.

- orientates, supervises, and evaluates the performance of students or residents in breast imaging.
10. performs duties at lower-level of this series, as required.
  11. performs all other duties as assigned.

**Level III: Mammography Supervisor****0000**

Employees in positions allocated to this level of the series supervise the breast imaging program and departmental activities in a health care facility. They direct, coordinate, and evaluate the work of breast imaging staff. They may also initiate or assist in the collection of breast imaging data.

A Mammography Supervisor typically:

1. plans the scope, emphasis, and objectives of breast imaging technical programs in compliance with ACR and MQSA guidelines.
  - a. confers with administrators and medical staff to ascertain their needs and recommends methods to meet those needs.
  - b. coordinates the department's technical operations with those of other departments to ensure prompt, efficient, and complete patient care.
  - c. establishes procedures to incorporate hospital regulations and professional standards; directs the technical activities of departmental staff and students to ensure compliance with established procedures; ensures that technical personnel are aware of current policies and procedures regarding patient exposure and protective regulations.
  - d. researches and studies trends and developments in breast imaging practices and techniques; develops operational manuals such as developing emergency procedures; and provides manpower in disaster situations; develops and enforces policies and procedures related to the electronic medical records relating to new employee training, employee errors, employee termination, etc.
  - e. assists with specific research projects and assigns specific projects to staff members.
2. participates in personnel actions such as hiring, transfers, promotions, and training.
  - a. assumes responsibility for performance evaluation of all breast imaging staff.
  - b. resolves problems and outlines policies, procedure, and methods for resolving departmental problems.
  - c. designs in-service training programs and keeps abreast of new procedures and equipment; assists with the coordination of continuing education to meet the requirements set forth by IEMA, JCAHO, ARRT, ACR, and MQSA.

- d. schedules, organizes, coordinates and supervises breast imaging staff.
3. serves as technical consultant and advisor to the department head in regards to budget and equipment.
  - a. assists in the preparation of budget estimates of personnel, supplies and equipment, contractual services, and upgrading of facilities; prepares bid specifications for technical items; reviews bids; prepares statistical reports of activities and expenditures.
  - b. initiates and participates in testing of new types of equipment; evaluates test results and makes recommendations for the purchase of new equipment; interviews sales and technical representatives from x-ray and pharmaceutical companies.
  - c. regulates supplies and equipment, making adjustments with ordering and budgets, and testing new products; removes and salvages x-rays according to state regulations for record retention and EPA guidelines for discarding waste.
4. performs administrative duties including developing and updating breast imaging department policy, procedures and protocols (such as quality control); maintains and updates protocol manuals.
5. responsible for quality control of breast images for the department; designs and conducts quality improvement studies for department; prepares and maintains documentation necessary to meet state annual inspection criteria for equipment and personnel as well as accreditation.
6. customizes the clinical content of the electronic medical records, designing and entering all set-up information (e.g., BI-RAD letters, history sheets, result letters, etc.).
7. provides support to staff and students with problems that occur throughout the daily operations of the Health service.
8. develops workflows to encompass current procedures and establish electronic medical records based on these workflows and current reporting standards.
9. monitors and troubleshoots all breast imaging equipment.
10. establishes, performs, and completes breast imaging procedures according to the current professional standards and electronic medical records guidelines.
11. monitors dosimetry reports.
12. performs duties at lower-level of this series, as required.
13. Performs all other duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**Level I: Mammography Technologist****0000**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduate or equivalent.
2. Accreditation in medical radiography by the American Registry of Radiologic Technologists.
3. Current/Valid licensure in medical radiography by the State of Illinois.
4. Modality specific certification by the American Registry of Radiologic Technologists (Mammography) and an advanced licensure as a mammography technologist.

## KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of the operations and mechanics of all mammography equipment.
2. Knowledge of health care facilities' computer systems.
3. Skill in conducting patient education in breast self-exams.
4. Skill in proper documentation.
5. Skill in utilizing computers and associated specialized application software for diagnostic examination and evaluation.
6. Skill in the effective, efficient and safe use of equipment.
7. Skill in preparing clear and concise reports, charts and other written material.
8. Ability to perform all phases of breast imaging exams.
9. Ability to evaluate and determine priorities of patients' care.
10. Ability to quickly respond to patients' needs in an emergency situation.
11. Ability to organize, direct, and evaluate the activities of students and departmental staff members.
12. Ability to adapt and implement continual changes made to protocols and department operations.
13. Ability to adapt to changing operational work environment including main breast imaging department and all off-site locations.
14. Ability to prepare technical reports.

**Level II: Mammography Specialist****0000**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduate or equivalent.
2. Accreditation in medical radiography by the American Registry of Radiologic Technologists.
3. Current/Valid licensure in medical radiography by the State of Illinois.
4. Modality specific certification by the American Registry of Radiologic Technologists (Mammography) and an advanced licensure as a mammography technologist.
5. Two (2) years (24 months) of progressively more responsible work experience in mammography comparable to the next lower level of this series.

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

## KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. In absence of supervisor, coordinate workflow and operations of department, including performing and documenting QC in accordance with MQSA guidelines.
2. Knowledge of the operations and mechanics of all mammography equipment.
3. Effective in logical reasoning, decision making, and coordination and ability to portray these skills in absence of supervisor.
4. Ability to assist other staff with complex patients and specialized exams.
5. Knowledge of the operations and mechanics of all mammography equipment.
6. Knowledge of health care facilities' computer systems.
7. Skill in conducting patient education in breast self-exams.
8. Skill in proper documentation.
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. Ability to perform all phases of breast imaging exams.

13. Ability to evaluate and determine priorities of patients' care.
14. Ability to quickly respond to patients' needs in an emergency situation.
15. Ability to organize, direct, and evaluate the activities of students and departmental staff members.
16. Ability to adapt and implement continual changes made to protocols and department operation.
17. Ability to adapt to changing operational work environment including main breast imaging department and all off-site locations.
18. Ability to prepare technical reports.

**Level III: Mammography Supervisor****0000**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduate or equivalent.
2. Accreditation in medical radiography by the American Registry of Radiologic Technologists.
3. Current/Valid licensure in medical radiography by the State of Illinois.
4. Modality specific certification by the American Registry of Radiologic Technologists (Mammography) and an advanced licensure as a mammography technologist.
5. One (1) year (12 months) of progressively more responsible work experience in mammography comparable to the next lower level of this series.

**\*Note:** A Bachelor's Degree in medical radiology or closely related health care 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 breast imaging equipment.
2. Knowledge of health care facilities' computer systems.
3. Skill in conducting patient education.
4. Skill in proper documentation.
5. Skill in utilizing computers and associated specialized application software for diagnostic examination and evaluation.
6. Skill in the effective, efficient and safe use of equipment.
7. Skill in preparing clear and concise reports, charts and other written material.

8. Ability to perform administrative duties.
9. Ability to evaluate and determine priorities of patients' care.
10. Ability to quickly respond to patients' needs in an emergency situation.
11. Ability to organize, direct, and evaluate the activities of students and departmental staff members.
12. Ability to conduct cost analysis and studies on breast imaging equipment.
13. Ability to act as consultant to medical personnel.
14. Ability to conduct research studies and devise new methods for medical radiographic examinations.
15. Ability to prepare date reports.
16. Ability to empathize and provide support to patients.
17. Ability to interact with inspector, as well as participate in various marketing and outreach activities.
18. Ability to effectively communicate with staff and physicians.
19. Ability to educate other medical practitioners on breast imaging protocols.
20. Extensive knowledge of federal guidelines.