

COMPUTED TOMOGRAPHY (CT) 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>
3999	Computed Tomography (CT) Technologist	02	447	6 mo.	08/01/20	New
4000	Computed Tomography (CT) Specialist	02	447	6 mo.	08/01/20	New
4001	Computed Tomography (CT) Manager	03	447	6 mo.	08/01/20	New

Promotional Line: 383

Series Narrative

Employees in positions allocated to this series operate, monitor, and maintain specialized radiographic equipment and supplies under the direction of a physician to produce cross-sectional images of internal organs, bones, soft tissue and blood vessels for diagnosis, treatment, and/or research studies. They perform a variety of technical patient care tasks while adhering to government, industry, or institutional regulatory guidelines.

DESCRIPTION OF LEVELS OF WORK

Level I: Computed Tomography (CT) Technologist 3999

Employees in positions at this level operate, monitor, and maintain specialized radiographic equipment and supplies under the direction of a physician to perform procedures involving the acquisition and processing of Computed Tomography (CT) images. The CT Technologist assists with the preparation of the patient(s). They also monitor patient safety and comfort as well as navigate and maintain patient records. They work under direct supervision of higher-level personnel.

A(n) Computed Tomography (CT) Technologist typically:

1. interprets physicians' orders; screens patient(s) prior to a procedure;
2. assists with patient and procedure room preparation; positions and adjusts equipment according to the specifications of the procedure; performs equipment safety checks prior to testing;
3. explains components of procedures to patient(s); observes and monitors patient(s) throughout procedure(s); advises the physician of any abnormal indicators;
4. performs computed tomography procedures on patient(s) to produce optimal diagnostic images, under supervision; maintains sterile field during procedures;
5. determines the best method of obtaining optimal diagnostic images; selects and modifies technical factors and adjusts technique, as necessary; uses protective devices and

- techniques to minimize radiation exposure;
6. positions and transfers patient(s) on/off the radiographic table; provides immobilization devices or stabilizers to obtain optimum results, as necessary;
 7. administers contrast media and/or medications, under supervision;
 8. assist with post-procedure clean-up; maintains and cleans all equipment;
 9. selects, monitors, and operates various diagnostic radiographic equipment and software; reports equipment and/or software issues;
 10. reviews, labels, formats, and processes diagnostic images after capturing; ensures diagnostic images meet established standards;
 11. utilizes health information systems to navigate patient records; inputs, retrieves, and maintains information in patient records; verifies accurate completion of patient records following procedures; utilizes procedure and supply codes and charges;
 12. adheres to all government, industry, or institutional regulatory guidelines;
 13. attends and participates in staff meetings; maintains continuing education requirements; documents completion of all training and in-services;
 14. performs administrative support duties such as answering phones, assisting with inventory and records management, scanning documents, scheduling, and stocking examination rooms;
 15. performs other related duties as assigned.

Level II: Computed Tomography (CT) Specialist**4000**

Employees in positions at this level operate, monitor and maintain specialized radiographic equipment and supplies under the direction of a physician to perform specialized and complex procedures involving the acquisition, processing, and evaluation of Computed Tomography (CT) images. The CT Specialist regulates patient flow, ensures CT images are accurately processed, and maintains radiographic equipment and software. They work under the general supervision of higher-level personnel.

A(n) Computed Tomography (CT) Specialist typically:

1. performs specialized and complex computed tomography procedures on patient(s) to produce optimal diagnostic images; assists attending physicians, as directed;

2. consults with radiologists to determine contrast media and/or medication applications or variances in established procedures;
3. regulates patient flow; supervises procedures for quality control purposes;
4. evaluates, critiques, and processes diagnostic images; ensures diagnostic images were accurately processed and patient records are accurately updated following procedures;
5. inspects, maintains, and troubleshoots equipment and/or software; performs and documents routine advanced quality assurance and preventive maintenance; records equipment and/or software issues; initiates service calls;
6. verifies and processes physicians' orders and patient record requests; corresponds with providers, patients, and/or departments involving coordinating services, referrals, patient records, etc.;
7. assists with personnel functions such as training, supervising, evaluating performance, and/or developing staff, work schedules, and assignments;
8. assists in the development and implementation of policies, procedures, protocols, standards, and initiatives;
9. generates and compiles data; monitors, generates, and maintains reports;
10. participates in the research of new techniques and technology relevant to the field;
11. performs duties of the lower level;
12. performs other related duties as assigned.

Level III: Computed Tomography (CT) Manager**4001**

Employees in positions at this level coordinate activities and programs within a division of a radiology department. A(n) CT Manager responsibilities include program development, leadership of staff, and serving as a technical and administrative resource. They work under the supervision of a designated administrator(s).

A(n) Computed Tomography (CT) Manager typically:

1. coordinates all activities and programs within the division; maintains records for all activities and programs, as necessary; creates, reviews, and presents reports;
2. coordinates personnel functions such as interviewing, selecting, training, supervising, evaluating performance, and/or developing staff, work schedules, and assignments;

- organizes staff meetings; coordinates continuing education training and in-services for staff;
3. acts as a technical and administrative resource; represents the division on various committees;
 4. ensures the division maintains compliance with government, industry, or institutional regulatory guidelines;
 5. monitors, researches and distributes information regarding changes in regulatory guidelines, policies, protocols, requirements, etc.; maintains and updates protocol manuals;
 6. regulates inventory management; coordinates and oversees purchasing of inventory; serves as main point of contact for suppliers which could include sales representatives and/or service providers;
 7. prepares, reviews, and makes recommendations for bids and contractual services; assists in the preparation of budget estimates for the division;
 8. organizes and oversees research into trends and developments in techniques and technology relevant to the field;
 9. participates in the development and implementation of policies, procedures, protocols, standards, and initiatives;
 10. performs duties of the lower level;
 11. performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Computed Tomography (CT) Technologist

3999

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Current/valid registration and certification in Computed Tomography by the American Registry of Radiologic Technologists (ARRT).
2. Current/valid accreditation as a Radiologic Technologist by the State of Illinois (IEMA).
3. Current/valid Cardiopulmonary Resuscitation (CPR) Certification.
4. **Two (2) years (24 months)** of work experience as a radiologic technologist.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of principles and processes for providing customer service.
2. Knowledge of health care administration procedures and systems including medical terminology, medical software, medical billing codes, and confidentiality laws (HIPAA).
3. Knowledge of a wide variety of diagnostic radiographic equipment and software and the applicable safety requirements.
4. Knowledge of radiology principles and practices including but not limited to techniques and procedures, human anatomy and physiology, occupational hazards, and safety measures.
5. Knowledge of relevant equipment, policies, procedures, and strategies to promote the safety and security of people, data, property, and institutions.
6. Ability to use full range of body motion to lift, push, pull, carry, or handle objects.
7. Ability to identify measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
8. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
9. Ability to exhibit strong organizational skills and maintain detailed, accurate records.
10. Ability to communicate effectively as appropriate for the needs of the audience.
11. Ability to interpret work related documents, policies, and procedures.

Level II: Computed Tomography (CT) Specialist**4000**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Current/valid registration and certification in Computed Tomography by the American Registry of Radiologic Technologists (ARRT).
2. Current/valid accreditation as a Radiologic Technologist by the State of Illinois (IEMA).
3. Current/valid Cardiopulmonary Resuscitation (CPR) Certification.
4. **Two (2) years (24 months)** of work experience as a radiologic technologist in computed tomography (CT).

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
2. Knowledge of principles and processes for providing customer service.
3. Knowledge of health care administration procedures and systems including medical terminology, medical software, medical billing codes, and confidentiality laws (HIPAA).
4. Knowledge of a wide variety of diagnostic radiographic equipment and software and the applicable safety requirements.
5. Knowledge of radiology principles and practices including but not limited to techniques and procedures, human anatomy and physiology, occupational hazards, and safety measures.
6. Knowledge of relevant equipment, policies, procedures, and strategies to promote the safety and security of people, data, property, and institutions.
7. Ability to use full range of body motion to lift, push, pull, carry, or handle objects.
8. Ability to identify measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
9. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
10. Ability to exhibit strong organizational skills and maintain detailed, accurate records.
11. Ability to communicate effectively as appropriate for the needs of the audience.
12. Ability to interpret work related documents, policies, and procedures.

Level III: Computed Tomography (CT) Manager**4001**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Current/valid registration and certification in Computed Tomography by the American Registry of Radiologic Technologists (ARRT).
2. Current/valid accreditation as a Radiologic Technologist by the State of Illinois (IEMA).

3. Current/valid Cardiopulmonary Resuscitation (CPR) Certification.
4. **Five (5) years (60 months)** of work experience as a radiologic technologist in computed tomography.
5. **Two (2) years (24 months)** of supervisory or administrative work experience as a radiologic technologist in computed tomography (CT).

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
2. Knowledge of principles and processes for providing customer service.
3. Knowledge of health care administration procedures and systems including medical terminology, medical software, medical billing codes, and confidentiality laws (HIPAA).
4. Knowledge of a wide variety of diagnostic radiographic equipment and software and the applicable safety requirements.
5. Knowledge of radiology principles and practices including but not limited to techniques and procedures, human anatomy and physiology, occupational hazards, and safety measures.
6. Knowledge of relevant equipment, policies, procedures, and strategies to promote the safety and security of people, data, property, and institutions.
7. Ability to use full range of body motion to lift, push, pull, carry, or handle objects.
8. Ability to identify measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
9. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
10. Ability to exhibit strong organizational skills and maintain detailed, accurate records.
11. Ability to communicate effectively as appropriate for the needs of the audience.
12. Ability to interpret work related documents, policies, and procedures.