HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Radiologic Technologist

Job Code: W0809
Pay Grade: WK
Pay Scale: $23.52-$35.97 Hourly; $48,921.60-$74,817.60 Annually
Exempt: No

OVERVIEW

Perform duties related to diagnostic imaging examinations (e.g., x-rays) for the Sheriff's Office Occupational Health and Wellness Center (OHWC).

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Accurately perform diagnostic imaging (e.g., x-rays) as ordered by the provider.
- Prepare patients for procedures including taking a medical history and answering questions about the procedure.
- Position patients and equipment for imaging; and protect patients by shielding exposed areas that do not need to be imaged and practicing radiation safety precautions (e.g., As Low as Reasonably Achievable (ALARA)).
- Take diagnostic images, review, and evaluate developed images to determine if they are satisfactory for diagnostic purposes; and work with providers to evaluate images and determine whether additional images need to be taken.
- Prepare and transmit images to the Radiologist for over-read and report over-read results to providers.
- Retrieve and archive Radiographic Reports; create/burn CD's in compliance with Health Insurance Portability and Accountability Act (HIPAA) regulations.
- Perform quantity and quality control checks to ensure radiographic equipment meets standards required by laws, rules, and center policies.
- Clean, adjust, and maintain radiographic equipment including managing scheduled maintenance and equipment repairs; maintain radiographic supplies and order as necessary.
- Maintain proper, concise, and complete required Electronic Medical Records (EMR) and/or paper based records (e.g., patient records, daily log books, monthly reports) for all assessments and procedures while maintaining HIPAA compliance at all times.
- Triage patients to include taking and recording vital signs and patient history.
- Perform electrocardiogram (EKG), audiometry, spirometry, and respirator fit testing and medication dispensing.
- Accurately perform occupational health testing (e.g., urine drug screens, alcohol breath testing, physicals); and assist patients as needed with walking, transfer, specimen collection, exam prep, etc.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Working knowledge of healthcare and medical procedures and terminology.
- Working knowledge of computed/digital radiography.
- Working knowledge of Picture Archiving and Communication System (PACS.)
- Working knowledge of quality assurance processes, radiation safety measures, common

safety hazards, and precautions to establish a safe work environment.
- Working knowledge of applicable radiology state rules and regulations.
- Knowledge of federal, state, and local laws and regulations including Occupational Safety and Health Administration (OSHA) and HIPAA requirements.
- Ability to accurately perform diagnostic images (e.g., x-rays).
- Ability to accurately perform standard medical office procedures.
- Ability to work effectively independently and as part of a team.
- Ability to be attentive to details.
- Ability to collect, organize, and evaluate data and to develop logical conclusions and/or solutions.
- Ability to prioritize responsibilities.
- Ability to handle confidential information.
- Ability to document information in an EMR System.
- Ability to use a computer and related software.
- Ability to prepare and maintain work related records and reports.
- Ability to communicate effectively, both orally and in writing.
- Ability to stand or sit for extended periods of time, push, pull, squat, twist, turn, lift, bend, stoop, and reach overhead.

SKILLS

- Electrocardiography (EKG)
- Medical Imaging
- Patient Care Services
- Radiology
- Clinical Technology
- X-Rays
- Diagnostic Imaging

WORKING CONDITIONS

- Work in a medical facility within a law enforcement agency.
- May have occasional exposure to bloodborne or airborne pathogens, bodily fluids, chemical or biological toxins, and contagious diseases.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in moderate physical exertion (e.g., lifting, carrying, pushing and/or pulling objects and materials up to 25 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- A post-graduate certificate in radiologic technology or a related field from an accredited program.
- Current ARRT certification.
- A valid Florida Radiographer license.
- Four years of experience in a clinical setting.

OR

- An associate's degree or higher from an accredited institution of higher education.
- Graduation from an accredited program of Radiologic Technology or a related field.
- Current ARRT certification.
- A valid Florida Radiographer license.

- Two years of experience in a clinical setting.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.