

**JOB SPECIFIC PERFORMANCE PLAN**

**Position:** Technical Assistant

**Job Code:** 8019 UJ

**Division/Department:** Medical Imaging

**Job Summary:** Under the direction of a Technologist or Physician performs procedures necessary for the smooth operation of the designated areas. Duties are performed in a courteous and professional manner. Technical Assistant promotes good will and positive reassuring attitude with all customers. Provides assistance to the technologist(s), the physician(s) and to the patient(s). Technical Assistant educates and screens the patients for safety, prepares patients for procedures, records patient history and assists with maintaining statistical and Performance Improvement data. Carries out all responsibilities in accordance with the organization's core values, applicable policies, procedures, and civil laws, the Corporate Responsibility Program

1. Demonstrates organizational techniques while assisting in coordinating patient workload under the direction of immediate supervisor.
  - a. Priority setting is used when performing job responsibilities.
  - b. Rush periods are handled efficiently, calmly and accurately.
  - c. Job activities are grouped together to save time.
  - d. Answer telephones, assists callers, routes calls, takes and delivers messages appropriately.
  - e. Notifies appropriate personnel of STAT orders immediately upon receiving them.
  - f. Computer system accurately utilized to perform daily functions.
  - g. Performs office responsibilities accurately and efficiently.
  - h. Immediate supervisor informed of patient schedule problems in timely manner.
  - i. Maintains statistical records as directed.
  - j. Collects necessary data for Performance Improvement.
  
2. Contributes to a safe and secure environment for patients, visitors, physicians and co-workers by following established procedures.
  - a. Responds quickly to unusual or emergency situations.
  - b. Uses all equipment correctly and safely.
  - c. Reports breakdowns and malfunctions of equipment in a timely manner.
  - d. Consistently follows standard precautions.
  - e. Operates equipment appropriately to avoid damage.
  - f. Cleans equipment and performs appropriate QC tasks.
  - g. Follows established protocols regarding radiation and equipment safety issues.
  
3. Contributes to departmental operations by performing all assigned tasks, working closely with the technologists and physicians.
  - a. Assists in other areas of the department as directed.
  - b. Transports patients as needed.
  - c. Films cases from Imaging computers (i.e., MRI studies, Special Procedure exams, etc.) Digitizes films and loads on viewer/view boxes in an appropriate manner as directed by Radiologist
  - d. Assists in room set up and clean up for specified procedures.
  - e. Follows established protocols when preparing films for the Radiologists to read.
  - f. Communicates with Radiologists and Technologists in a professional manner.
  - g. Assists outside physicians.

**ST. VINCENT'S**  
**ESSENTIAL FUNCTION REQUIREMENTS**

Job Title: Technical Assistant

Job Code:

Department: Radiology

Entity:  SV  SCLM  SVPC  CPS  SVF

Date of Review: \_\_\_\_\_

Date of Completion: \_\_\_\_\_

THE FOLLOWING MUST BE COMPLETED IN FULL OR THE POSITION CAN NOT BE POSTED

1. Enter the required maximum force to be exerted in material, patient and/or resident handling by placing an  next to the appropriate weight (pounds) requirement below for positions. Please refer to weight resource information below.

POSITION	OCCASIONAL 1-33%	FREQUENT 34-66%	CONSTANT 67-100%
Lifting floor to waist	( ) up to 10 ( ) up to 20 ( ) up to 30 ( ) up to 40 <input checked="" type="checkbox"/> up to 50 ( ) up to 75 ( ) up to 100 ( ) ≥ 100	( ) up to 10 ( ) up to 20 <input checked="" type="checkbox"/> up to 30 ( ) up to 40 ( ) up to 50 ( ) up to 75 ( ) up to 100 ( ) ≥ 100	<input checked="" type="checkbox"/> up to 10 ( ) up to 20 ( ) up to 30 ( ) up to 40 ( ) up to 50 ( ) up to 75 ( ) up to 100 ( ) ≥ 100
Lifting waist to shoulder	( ) up to 10 ( ) up to 20 <input checked="" type="checkbox"/> up to 30 ( ) up to 40 ( ) up to 50 ( ) up to 75 ( ) up to 100 ( ) ≥ 100	<input checked="" type="checkbox"/> up to 10 ( ) up to 20 ( ) up to 30 ( ) up to 40 ( ) up to 50 ( ) up to 75 ( ) up to 100	<input checked="" type="checkbox"/> up to 10 ( ) up to 20 ( ) up to 30 ( ) up to 40 ( ) up to 50 ( ) up to 75 ( ) up to 100
Lifting shoulder to overhead	<input checked="" type="checkbox"/> up to 10 ( ) up to 20 ( ) up to 30 ( ) up to 40 ( ) up to 50 ( ) up to 75 ( ) up to 100	<input checked="" type="checkbox"/> up to 10 ( ) up to 20 ( ) up to 30 ( ) up to 40 ( ) up to 50 ( ) up to 75 ( ) up to 100	<input checked="" type="checkbox"/> up to 10 ( ) up to 20 ( ) up to 30 ( ) up to 40 ( ) up to 50 ( ) up to 75 ( ) up to 100
Carry with both hands	( ) up to 10 ( ) up to 20 ( ) up to 30 ( ) up to 40 <input checked="" type="checkbox"/> up to 50 ( ) up to 75 ( ) up to 100	( ) up to 10 <input checked="" type="checkbox"/> up to 20 ( ) up to 30 ( ) up to 40 ( ) up to 50 ( ) up to 75 ( ) up to 100	<input checked="" type="checkbox"/> up to 10 ( ) up to 20 ( ) up to 30 ( ) up to 40 ( ) up to 50 ( ) up to 75 ( ) up to 100
Carry with right hand	( ) up to 10 <input checked="" type="checkbox"/> up to 20 ( ) up to 30 ( ) up to 40 ( ) up to 50 ( ) up to 75 ( ) up to 100	( ) up to 10 <input checked="" type="checkbox"/> up to 20 ( ) up to 30 ( ) up to 40 ( ) up to 50 ( ) up to 75 ( ) up to 100	( ) up to 10 <input checked="" type="checkbox"/> up to 20 ( ) up to 30 ( ) up to 40 ( ) up to 50 ( ) up to 75 ( ) up to 100
Carry with left hand	( ) up to 10 <input checked="" type="checkbox"/> up to 20 ( ) up to 30 ( ) up to 40 ( ) up to 50 ( ) up to 75 ( ) up to 100	( ) up to 10 <input checked="" type="checkbox"/> up to 20 ( ) up to 30 ( ) up to 40 ( ) up to 50 ( ) up to 75 ( ) up to 100	( ) up to 10 <input checked="" type="checkbox"/> up to 20 ( ) up to 30 ( ) up to 40 ( ) up to 50 ( ) up to 75 ( ) up to 100
Push	( ) up to 10 ( ) up to 20 ( ) up to 30 ( ) up to 40 ( ) up to 50 ( ) up to 75 ( ) up to 100 <input checked="" type="checkbox"/> ≥ 100	( ) up to 10 ( ) up to 20 ( ) up to 30 ( ) up to 40 ( ) up to 50 ( ) up to 75 <input checked="" type="checkbox"/> up to 100 ( ) ≥ 100	( ) up to 10 ( ) up to 20 ( ) up to 30 ( ) up to 40 <input checked="" type="checkbox"/> up to 50 ( ) up to 75 ( ) up to 100 ( ) ≥ 100
Pull	( ) up to 10 ( ) up to 20 ( ) up to 30 ( ) up to 40 ( ) up to 50 ( ) up to 75 ( ) up to 100 <input checked="" type="checkbox"/> ≥ 100	( ) up to 10 ( ) up to 20 ( ) up to 30 ( ) up to 40 ( ) up to 50 ( ) up to 75 <input checked="" type="checkbox"/> up to 100 ( ) ≥ 100	( ) up to 10 ( ) up to 20 ( ) up to 30 ( ) up to 40 <input checked="" type="checkbox"/> up to 50 ( ) up to 75 ( ) up to 100 ( ) ≥ 100

Examples of Common Weights:

**Clinical:**

Stack of 10 Small Charts	5 lbs	IV Pump	17 lbs
O2 Tank (Full)	23 lbs	Transport Monitor	21 lbs
(Empty)	17 lbs	Pulse Oximeter	7 lbs
1 Gallon Jug w/ Liquid	8 lbs	10 Flat Sheets	10 lbs
X-Ray Grid	8 lbs	10 Bath Blankets	10 lbs
1 Lead Apron	9 lbs	5 Thermal Blankets	15.5 lbs
Box of IV Fluids	10 lbs	10 Incontinent Pads	12.5 lbs
Box of Body Bath	30 lbs	10 GYN Sheets	27 lbs

**Office:**

1 Ream of Paper	5 lbs
1 Box of Paper	50 lbs
Computer Monitor	33 lbs
3" Binder (Full)	6 lbs
4" Binder (Full)	8 lbs
Radio (Boombox)	8 lbs

**Service:**

Tool Pouch	9 lbs
Small TV	29 lbs
Patient Tray	5 lbs

**II. Essential Functions of the Position (check the appropriate boxes)**

POSITION	NONE	OCCASIONAL 1-33%	FREQUENT 34-66%	CONSTANT 67-100%
Sitting		X		
Standing			X	
Squatting (filing in bottom files)	X			
Walking			X	
Stair Climbing		X		
Crawling	X			
Bending		X		
Horizontal Reaching			X	
Overhead Reaching			X	
Finger Dexterity (typing, keying, food preparation, sorting, collating)		X		
Gross Manipulation (filing, food serving, cleaning, sorting, collating)		X		
Power Grasping (opening a jar)	X			
Tool Use (hammer, screw driver, chain saw)	X			
Eye/Hand/Foot Control (operation of motorized equipment, mechanical tools)			X	
Repetitive Motions (data entry, food prep lines)			X	

**III. Sensory Requirements**

REQUIREMENTS	YES	NO
Distance Vision	X	
Close Vision	X	
Distinguish Basic Colors	X	
Hearing in Person	X	
Hearing on Phone	X	

**IV. Environmental Factors**

FACTORS OF POTENTIAL EXPOSURE	YES	NO
Excessive Heat		X
Excessive Cold		X
Excessive Noise		X
Toxic or Caustic Chemicals (i.e. Cadmium/Lead)	X	
Dust/Fumes	X	
Blood and Body Fluids	X	
Heights		X
Radiation Exposure	X	

V. Please list any special requirements not addressed above. Example: Department of Transportation (DOT) physical, a respiratory physical, a free from apparent communicable disease statement as required by HRS, other explain below.

\_\_\_\_\_

\_\_\_\_\_

Person Completing Form: \_\_\_\_\_

Print name

Signature

Date

I have read and understand the essential requirements of the position. I hereby affirm that I am able to perform the job without limitations and have not knowingly withheld any information relating to my ability to perform the essential functions required of the position. I understand that I should use appropriate devices and/or personnel assistance per departmental guidelines when involved in varying physical demand situations.

Applicant: \_\_\_\_\_

Print name

Signature

Date



**Job Title:** Technical Assistant

**Job Code #:** 8019

**Department:** Breast Health Services

**Entity:**  SV X  SCLM  CPS  SVPC  SVF

**General Job Summary:** Under the direction of a Technologist or Physician performs procedures necessary for the smooth operation of the designated areas. Duties are performed in a courteous and professional manner. Technical Assistant promotes good will and positive reassuring attitude with all customers. Provides assistance to the technologist(s), the physician(s) and to the patient(s). Technical Assistant educates and screens the patients for safety, prepares patients for procedures, records patient history and assists with maintaining statistical and Performance Improvement data. Carries out all responsibilities in accordance with the organization's core values, applicable policies, procedures, and civil laws, the Corporate Responsibility Program and adhering to the teachings of the Catholic Church.

**MINIMUM REQUIREMENTS:**

**I. EDUCATION (Minimum level accepted)**

Read/Write Only	_____	<u>College Degree</u>	
Read/Write, Math	_____	Associate	_____
GED	X	Bachelor	_____
High School Diploma	X	Master	_____
Vocational Training	_____	Ph.D.	_____

Other: Previous experience in the medical office or hospital department preferred.

Specific courses *required*: \_\_\_\_\_

Specific courses *preferred*: \_\_\_\_\_

**II. CERTIFICATION/LICENSURE/REGISTRATION (List type and agency, e.g., Radiologic Technologist - National Registry)**

**III. EXPERIENCE (Minimum experience required for someone meeting minimum educational requirements)**

<b>Amount of Experience:</b>		<b>Type of Experience:</b>	
Less than 1 year	X	Related to or within the medical field	
1 - 2 years	_____	_____	_____
3 - 5 years	_____	_____	_____
Over 5 years	_____	_____	_____

**IV. NECESSARY SKILLS (EXAMPLE: Secretary - Typing 65 wpm, WordPerfect; Supervisor - communication, decision making, budgeting skills). Attach a skills checklist if already developed.**

- Medical Terminology
- Decision Making Skills
- Communication Skills

