

Mammography Tech

Facility
Job Description

POSITION TITLE: Volunteer
DEPARTMENT: Breast Health

FLSA CATEGORY:
SALARY LEVEL: N/A

OSHA CATEGORY:

JOB CODE:

MISSION STATEMENT:

Each person associated with Facility is a steward of the Hospital's Mission: Mission Statement

JOB SUMMARY: Performs mammography and other procedures at a technical level under the direction of the lead mammography technologist, and radiologists.

FRANCISCAN VALUES AND BEHAVIORS:

1. **RESPECT FOR LIFE** - Each person is treated with such joy, respect, dignity, fairness, and compassion that he or she is consciously aware of being loved.
BEHAVIORS: Performance is acceptable when everyone is promptly greeted in a warm and caring manner/tone of voice using the person's name whenever possible. No matter how I feel, I display a caring attitude.
2. **FIDELITY TO OUR MISSION** - We show loyalty and pride in Facility through joy and respect in ministering to our patients, visitors, and co-workers.
BEHAVIORS: Performance is acceptable when concerns/problems with fellow employees and customers are not discussed with anyone other than the person involved or the supervisor. Customer issues and ideas are listened to and appropriate follow up occurs to create a satisfied customer. I do not make excuses. I do not badmouth other people or departments.
3. **COMPASSIONATE CONCERN** - We provide care and services with openness and concern for the welfare of the individual, especially the aged, poor and the disabled.
BEHAVIORS: Performance is acceptable when openness and acceptance of constructive criticism occurs. Positive communication occurs by complimenting and verbally expressing appreciation to others.
4. **JOYFUL SERVICE** - The presence at facility expresses itself in joyful availability, compassionate, respectful care, and stewardship and loyalty to our Mission.
BEHAVIORS: Performance is acceptable when respectful and caring assistance to others occurs. Questions or complaints are owned until resolved.
5. **CHRISTIAN STEWARDSHIP** - We justify and fairly allocate human, spiritual, physical and financial resources, respectful of the individual, responsive to the needs of society, and consistent with church teachings.
BEHAVIORS: Listening and encouraging others to express ideas and opinions is demonstrated. Use of physical facilities is appropriate and maintained.

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ESSENTIAL FUNCTIONS:

- 1) Operate cash register, obtain correct amounts, and correct change for patrons of Boutique.
- 2) Place prices on stock as needed.
- 3) Stock seasonal items as needed.
- 4) Greet all patrons that enter the Boutique in a friendly manner.
- 5) Be able to offer assistance to those requiring information regarding the Boutique ie. Who _____ was/why the Boutique exists.
- 6) Refer potential breast cancer patients for fittings/ discussions of breast forms/ mastectomy bras to the Breast Health Coordinator.
- 7) Maintain the boutique's supplies such as gift bags, receipts, tissue paper.
- 8) Keep the Boutique tidy after clients have left items in disarray.
- 9) Assist the mammography reception staff by taking patients to the mammography area and showing them the location of; the bathroom, dressing rooms, and explain how to undress for the exams- undress from the waist up entirely. Use a gown, open to the front, covered by the appropriately sized robe (have a sense of which ladies may require the XXXL robes, so as not to embarrass them by offering them the small robe, which will not close).
- 10) Assist the mammo reception staff with the sorting and collection of the mammo admission papers.
- 11) Assist the mammo staff with the making of coffee/ stocking the coffee are for our guests and their families.
- 12) In the inner mammography area, straighten the magazines, offer water and/or cookies to clients while waiting, offer to see why there is a wait (in the event it happens) with the mammo staff, and explain the same to the client.
- 13) In the event that all is quiet in the mammography area, can assist in the treatment side of the building with: the coffee area, tidying magazines, assisting the treatment area reception desk with various chores (as needed).

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to do the following: Walk, stand for a length of time, operate a cash register and a copier machine.

ENVIRONMENTAL INFLUENCES: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Approved by: _____ Date: _____

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Reviewed by HR

Representative: _____ Date: _____

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PERFORMANCE STANDARDS:

Performance is acceptable when:

1. Mammography is delivered safely and accurately as evidenced by no more than a repeat rate of 2.5% or less for any monitoring period.
2. All exam requisitions are and any additional documentation is completed with all required information and patient clinical history.
3. Patient confidentiality is maintained.
4. Telephone is answered within 3 rings utilizing the prepared script.
5. All patients are greeted and given an explanation of exams and wait times upon arrival in the department.
6. All patient procedures are started within 10 minutes of the patient's arrival in the mammography department.
7. Technologist has no documented patient complaints.
8. There is participation in department Performance Improvement and safety activities. Performs all assigned control tests, according to ACR guidelines, orders mammography supplies and assists with collecting ACR/FDA accreditation materials.
9. Teaching by R.N. and physicians is reinforced.
10. Employee demonstrates flexibility in responding to the needs of the department. Rotates by day to accommodate patient scheduling.
11. Obtains a minimum of 8 CEUs annually in mammography. Attends one outside seminar, all mammography in-house meetings, in-services and workshops.
12. Performs screening and diagnostic mammograms, needle localizations, and stereotactic localization procedures, utilizing ACR standard radiographs.
13. Completes self-learning module(s) for age specific patient populations(s) served within assigned work area.

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- 14. Radiation Safety is a priority as evidenced by practice and behavior.
- 15. Compliance with Mammography Department standards is demonstrated.
- 16. Work schedules are developed, assignments are delegated and adjustments in personnel hours are done to maintain efficient operation.
- 17. Employees are educated and directed in proper work performance, including compliance to standards, policies and governmental requirements.
- 18. Maintenance of equipment is observed to assure safe conditions.
- 19. Purchase of supplies and materials is maintained with cost efficiency in mind.
- 20. Departmental in-service and education programs are provided in collaboration with the radiologist(s).
- 21. Ability to problem solve departmental issues is displayed.

I am in receipt of the performance standards for my position.

Employee:_____ **Date:** _____

Manager/Director:_____ **Date:** _____