Clinical Engineering
Management Committee

Job Description

Job Title	**Radiology/Imaging Specialist**
Reports To	**Manager**
FLSA Status	**Non-Exempt**
Date	

Job Summary

Under minimal supervision, provide repairs, calibration, testing, and maintenance of diagnostic imaging equipment and systems to ensure safe and appropriate operations. Execute scheduled preventive maintenance. Maintain documentation of all service events, tests, and corrective maintenance performed on a wide range of imaging technologies.

Job Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions. Other duties may be assigned to meet business needs.

Duties include:

- Repair, install, maintain, calibrate, and inspect diagnostic imaging systems.
- Perform preventive maintenance and electrical safety testing of diagnostic imaging technologies. Review outcome of preventive maintenance actions and make recommendations concerning changes to preventive maintenance schedules, procedures, or documentation.
- Provide inventory control, assessments, and audits.
- Maintain documentation of all actions and test results according to department policy.
- Periodically travel to other facilities to assist with service activities.
- Order items and determine restocking needs for medical equipment service.
- Perform rounds in assigned areas and participate in on-call rotation.
- Serve as resource to user departments by providing assistance and instruction on proper use of equipment.
- Collaborate with Information Systems to ensure Health Insurance Portability and Accountability Act (HIPAA) compliance and connectivity of radiological systems.

Supervision Received

Individual will report directly to the Clinical Engineering Department supervisor/manager.

Working Relationships

Individual will maintain good personal relationships with fellow workers. Will support customer service reporting to clinical and non-clinical managers and supervisors, as well as staff and other hospital employees. Will be expected to participate in meetings, seminars, training, workshops and conferences as required. Will maintain a clean and safe work place. May supervise junior-level technicians.

Minimum Qualifications

To perform this job successfully, an individual should possess the knowledge, skills, and abilities listed and meet the amount of education, training, and/or work experience required.

Knowledge, Skills and Abilities

- Knowledge of electronic theory, technology, and test equipment.
- Knowledge of radiologic theory and technology.
- Knowledge of safety precautions when servicing high voltages and working with ionizing radiation.
- Knowledge of mechanical systems and tools.
- Knowledge of basic networking theory.
- Knowledge of departmental policies, procedures, and standards.
- Ability to analyze electronic, electromechanical, and mechanical equipment.
- Ability to isolate, test, and replace defective parts.
- Ability to perform preventive maintenance inspections.
- Ability to maintain accurate records of repairs, calibration, and tests.
- Ability to run diagnostic programs.
- Skill in testing electronic, radiologic, and mechanical equipment.
- Skill in manual dexterity, hand-to-eye coordination, and color vision.

Education/Experience

Associate's degree in biomedical equipment technology or electronics is highly desirable, as well as a minimum of four years' related experience in the repair and maintenance of medical equipment. An equivalent combination of education and experience may be substituted.

Working Conditions

Generally good working conditions. Possible hazards include exposure to electrical shock, electrical ionizing and radiation, blood borne pathogens, bodily fluids, airborne contaminants, and various other hazards associated with biomedical engineering work. Protective clothing and safe work practices are required, as is the ability to work in a stressful environment under minimal timeframes. Some off-shift work necessary to maintain and inspect equipment.

This job description should not be construed to imply that these requirements are the only standards for the position. Incumbents will follow any other instructions and perform any other related duties as may be required. (Name of Company) has the right to revise this job description at any time. (Name of Company) is an "at will" employer and as such, neither this job description nor your signature constitutes any form of contractual arrangement between you and (Name of Company).