



Continuous Quality Improvement Manual

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Introduction

The purpose of this manual is to provide assistance with the development of our quality improvement processes. We believe improvement of the system should be continuous, patient and customer-centered, data driven, and offer a scientific approach to improvement based on quantitative methods, evidence-based practices, and organizational development principles.

CQI is the complete process of identifying, describing, and analyzing strengths and problems and then testing, implementing, learning from, and revising solutions. It relies on an organizational culture that is proactive and supports continuous learning. Most importantly, it is dependent upon the active inclusion and participation of staff at all levels throughout the process. A continuous quality improvement approach will allow us to measure the quality of services provided by determining the impact those services have on patient care, and to measure the functioning and the effectiveness of processes and systems currently in operation.

Green Light Imaging CQI Manual brings extensive data on our technologists' competency and job descriptions, the means used to constantly evaluate them, as well as continuing education sessions. It also contains monitoring tools already in place, such as the Monthly Response Time Report and the Quality Indicator Quarterly Report. Lastly, we present a Quality Improvement Plan to be incorporated as a natural part of the Company's philosophy.

Mission Statement

Green Light Imaging was founded in 2015 as a mobile diagnostic imaging company seeking to service surrounding Southern California Hospitals. Our commitment and goals are to assist our customers in providing quality care to their patients through health education and comprehensive diagnostic imaging services. This commitment requires being a leader in the healthcare industry by continually growing to meet the ever-changing needs of the patients in the Healthcare facilities Green Light Imaging services.

Green Light Imaging and its Staff are continually striving for excellence in the services we provide by:

- *Caring for the patient as a whole person, assuring the highest competence in professional, technical and support staff.*
- *Continued maintenance of modern efficient state-of-the-art equipment consistent with the needs of whom we serve.*
- *Engaging in excellence for quality care*

Scope of Care

Computerized Axial Tomography, Magnetic Resonance Imaging, Diagnostic Ultrasound, Non-Invasive Vascular and Echocardiograms are offered by Green Light Imaging to medical facilities. **EMERGENCY SERVICE IS AVAILABLE 24 HOURS A DAY.**

All modalities are committed to provide a continuum of care to patients in a safe and caring environment promoting proper diagnosis and treatment of patients.

GREEN LIGHT IMAGING is located in Southern California, serving a vast range from Los Angeles County to San Bernardino County. Office hours for general inquiries are from 7:00 am to 5:00 pm weekdays and 24-hour emergency services available 7 days a week.

For additional information please contact us at:

8438 Rosemead Blvd. Pico Rivera, CA 90660

Phone: (562) 222-1321 Fax: (562) 457-3734

CQI Monitoring Tools

Green Light Imaging uses two different quality monitoring tools to evaluate its performance: Monthly Response Time Report and a Quality Indicator Report.

The Monthly Response Time Report is designed to evaluate the average time that it takes to meet our deadlines based upon contractual obligations.

This report allows us to organize data and identify areas to target for CQI. After the report is complete, we are able to identify specific strengths and weaknesses about our services and identify which areas to focus on as part of quality improvement efforts.

The Quality Indicators (QIs) are measures of health care quality that make use of readily available hospital patient administrative data. They are statistical measures that give an indication of output quality. It is a living document and needs to be revisited regularly to determine the progress of each objective.

Orientation for GLI Employees

HUMAN RESOURCES:

_____ Green Light Imaging's Mission

_____ Employee Handbook

PERFORMANCE IMPROVEMENT:

_____ Performance Improvement Plan

_____ Confidentiality

_____ Risk Management

BENEFIT EXPLANATION:

_____ Employee Benefits

_____ Medical Insurance

PAYROLL:

_____ Pay Period

_____ Overtime

_____ Time Keeping

_____ Name Badge

SAFETY/COMMUNICATIONS

_____ Security, Parking, Building Access

_____ Materials Safety Data Sheet

_____ Disaster Plan

_____ Fire

_____ Code BLUE

_____ Vehicle Safety

INFECTION CONTROL:

_____ Standard Precautions

_____ Hepatitis B/Aids

EMPLOYEE HEALTH:

_____ Health Questionnaire

_____ Hepatitis B Vaccine/Waiver

_____ Incident Report

_____ Employee Physical

_____ PPD/X-ray

_____ Drug Policy

SOCIAL SERVICES:

_____ Services Available

_____ Requesting Services

_____ Advance Directives

_____ Abuse Policies

PHYSICAL SAFETY:

_____ Back Safety

_____ Body Mechanics

I understand the information above as explained to me and understand that I am responsible for reading my job description and the company policies and procedures located at the company office.

EMPLOYEE (Print name)

HUMAN RESOURCES

EMPLOYEE SIGNATURE

DATE

Training Seminars

INSERVICE FOCUS

Continuing education programs are educational opportunities offered to Green Light Imaging employees throughout their career. These programs cover a range of experiences including seminars, conferences, and certificate programs.

Green Light Imaging dedicates a yearly budget for each employee to perform continuing education classes upon Management approval. In addition, quarterly comprehensive in-service classes are held for ALL employees of Green Light Imaging Medical Mobile Diagnostics.

The topics covered on the seminars are identified according to the Clients Hospital's needs, latest developments in healthcare, to comply with laws, new technologies or Joint Commission requirements. These seminars allow the technologist and everyone involved in patient care to learn and discover viable ways to improve the quality of the services they deliver.

This year's topics are:

- First Quarter: Radiation Safety in Adult and Pediatric Medical Imaging
- Second Quarter: Sexual Harassment
- Third Quarter: Discrimination Within Healthcare
- Fourth Quarter: Empathy – The Human Connection with Patient Care

Technologists Competency

All Green Light Imaging personnel responsible for patient care are to undergo competency testing. Certain functions that are considered to be common tasks or routine are monitored on an annual basis.

In addition to routine tasks, patient care personnel are tested upon age specific competency to ensure that patients who require additional attention due to their age will enjoy the same level of care as others.

These are the competency evaluations used:

- Annual Competency Evaluation
- Age Specific Competency Checklist
- Individual Education / Professional Competency Record

Annual Competency Evaluation

Name: _____

Date: _____

Title: _____

Evaluation Period Ending: _____

Point Values: 5 = Excellent 4 = Above Average

3 = Average

2 = Below Average

1 = Poor

1) Knowledge of CT:

a) Head

b) Abdomen / Pelvic

c) Chest

d) Spine

e) Extremities

2) Knowledge of MRI:

a) Head

b) Abdomen / Pelvic

c) Chest

d) Spine

e) Extremities

3) Knowledge of US:

a) General

b) Non-Invasive Vascular

c) Arterial Studies

d) Echocardiography

4) Patient handling Techniques:

--

5) Imaging Techniques / Skills:

--

6) Age Appropriate Skills:

--

7) Use of two (2) Patient Identifiers:

--

8) Maintains Continuing Education:

--

9) Maintains Current Certifications:

--

Comments: _____

Evaluator: Robert Benson, M.D. _____

Age Specific Competency Evaluation

Age Appropriate Care	Does Not Meet Standard	Meets Standard
PRE-NATAL PEDIATRIC		
Assesses patient's physical condition to determine if patient is able to tolerate the study ordered by physician.	_____	_____
Takes follow-up action if patient is unable to receive treatment.	_____	_____
B. Determines if patient is able to understand instructions. Performs tests using alternative methods if necessary.	_____	_____
C. Assesses the need for additional safety measures and takes appropriate actions.	_____	_____
D. Prepares and uses age appropriate equipment and supplies, i.e., transducers, isotope dosages, etc.	_____	_____
ADULT		
Determines if patient is able to understand instructions. Performs tests using alternative methods if necessary.	_____	_____
B. Prepares and uses age appropriate equipment and supplies, i.e., transducers, isotope dosage, etc.	_____	_____
GERIATRIC		
Determines if patient is able to understand instructions. Performs tests using alternative methods if necessary.	_____	_____
B. Assesses patient's physical condition to determine if patient is able to tolerate the study ordered by physician.	_____	_____
Takes follow-up action if patient is unable to receive treatment.	_____	_____
C. Assesses the need for additional safety measures and takes appropriate action.	_____	_____
D. Prepares and uses age appropriate equipment and supplies, i.e., transducers, isotope dosages, etc.	_____	_____

Individual Education / Professional Competency Record

SECTION I

Name: _____

Position: _____

Professional Status: _____

GENERAL INFORMATION

Department: _____

Education: _____

SECTION II

Organization Orientation

ORIENTATION

Completion Date: _____

SECTION III

Fire: _____

Safety: _____

Infection Control: _____

Patient Satisfaction: _____

JCAHO REQUIREMENTS

Completion Date: _____

SECTION IV

Verification of Current Licensing: _____

Job Description: _____

CPR Certification: _____

CERTIFICATION/VERIFICATION

Completion Date: _____

Expiration Date: _____

SECTION V

PROGRAMS / CLASSES/ SEMINARS

Completion Date: _____

Supervisor Sign Off: _____

Ultrasound Job Description & Evaluation Form

I. JOB OBJECTIVE

Performs a variety of diagnostic ultrasonic recordings of internal organs for use by physician in diagnosis of disease and study of malfunction of organs. Demonstrates sound knowledge of human cross-sectional and sagittal anatomy to obtain high quality images for accurate diagnosis, under the direction of the Radiologist.

II. ESSENTIAL JOB FUNCTIONS

Job Knowledge

Demonstrates competency in the performance of ultrasound procedures, knowledge of internal organs, and understanding of related policies and procedures.

Demonstrates the ability to function as a member of the health care team and to provide continuity in coordination of Ultrasound activities.

Demonstrates flexibility in adjusting to new situations and displays a positive attitude toward co-workers.

Customer Relations

Consistently interacts with patients, families, guests, medical staff in a professional, understanding and caring manner. Reports complains to Department Supervisor.

Handles confidential data professionally, according to hospital policy and procedure. Does not discuss patient information in improper places or with persons uninvolved in patient's case.

Patient Intervention

Performs abdomen, OB-GYN, small parts and endo-cavity ultrasound procedures independently.

Checks images for diagnostic quality and submits to Radiologist for interpretation.

Completes patient history worksheet accurately.

Lifts, moves and transports patients

Departmental Interventions

Loads and unloads equipment in and out of vehicle. Pushes equipment from vehicle into facility.

Complete billing invoice leaving a copy at facility.

Maintains and performs daily inspection of equipment for damage and cleanliness.

Utilizes appropriate communication methods. Follows proper chain of communication, and remains current on new or revised policies, procedures and systems through in-services.

Attends a minimum of fifty percent (50%) of departmental meetings, annually. Attends all mandatory yearly in-services and meetings.

Attends in-services and participates in continuing education programs.

Consistently reports to work "on time". Provides proper notification for absence or tardiness.

Accepts assignments to medical centers as appropriate.

Assists with orientation of staff. Willingly accepts assignments to work with new technologists.

Demonstrates the ability to maintain equipment and supplies in proper working condition; notifies Department Supervisor of inoperable equipment.

Participates in emergency; fire and disaster drills; is knowledgeable of personal role. Demonstrates understanding of emergency procedures, fire safety, evacuation plan and internal/external disaster plans and procedures.

Is knowledgeable of personal safety policies and practices; utilizes proper body mechanics.

Demonstrates and practices prevention of the transmission of infections with knowledge in Standard Precautions and exposure control plans.

Identifies, documents and notifies Department Director of patient/staff quality improvement/risk management issues.

Explain and demonstrate difficult/new techniques to staff technologists.

Identifies personal learning needs and seeks opportunities for self-growth and career advancement.

Functions actively as a unit member, readily accepts assignments, and is familiar with duties and procedures, and technical skills while performing them accurately.

Maintains working relationship with colleagues and medical staff. Approaches interpersonal relationships in a manner which will avoid antagonism, reduce conflict and prevent undue patient anxiety.

Observes hospital policies concerning smoking regulations, dress code and other related rules governing conduct while on duty.

Actively supports GREEN LIGHT IMAGING's mission, philosophies, and goals.

Maintains sense of personal satisfaction by meeting personal goals in relation to job performance.

Accepts and utilizes constructive feedback to improve performance.

Completes assignments in a timely manner.

Assumes additional responsibilities and performs other duties as assigned (according to employee proficiency).

Participates in quality management activities which includes but is not limited to the improvement of organizational performance, infection control, fire/safety, and hospital orientation.

Patient Population Served

Patients served are prenatal-fetal and neonatal patients, pediatric, adolescents, adults with or without prenatal consideration and geriatric patients.

Age-Specific Criteria

Pre-Natal/Fetus

Proper positioning of the mother: To optimize visualization of the anatomical structures and maintain mothers comfort and modesty.

Proper imaging procedure addressing Fetal Anatomy: Stomach, spine, M-Mode, kidneys, abdomen, thorax, abdomen circumference bi-parietal diameter, head circumference, femur length, Placenta localization, amniotic fluid volume, cross section of umbilical cord, fetal presentation. Collection of appropriate clinical information and communicating it to the Radiologist.

Patient/family education: Explain procedure to the mother and other family members when appropriate and the preparation for the procedure.

Neonatal Patient

Properly position the patient: The patient may be placed in several different positions (i.e., prone, supine and decubitus) to provide the views needed. Maintaining modesty for the patient at all times.

Imaging procedures: Address the area of interest. Care taken for sterile technique when appropriate, transducer size and organ transposition. Collection of appropriate clinical information and communicate to Radiologist.

Patient/family education: See the procedure has been explained to family members and they are comfortable with the procedure. Assist the nursing staff in preparing the patient for the procedure.

Medicated for procedure: Do procedure in the appropriate time frame.

Pediatric/Adolescent Patient

Proper positioning of patient: The patient may be placed in several different positions (i.e., prone, supine and decubitus) to provide the views needed. Maintaining modesty for the patient at all times.

Proper imaging procedure: Address the area of interest. Collection of appropriate clinical information and communication to Radiologist.

Patient/family education: See that the procedure has been explained to the patient using word and devices the patient can understand. Explain the procedure to the family members and see that they are comfortable with the procedure. Assist the nursing staff in preparing the patient for the procedure.

Medicated for procedure: If the physician has determined the patient is to be sedated, and after medication has been administered, do the procedure in the appropriate time frame.

Adult

Proper positioning of patient: The patient may be placed in several different positions (i.e., prone, supine and decubitus) to provide the views needed. Maintaining modesty for the patient at all times.

Proper imaging procedure: Address the area of interest. Collection of appropriate clinical information and communication to Radiologist.

Patient/family education: See that the procedure has been explained to the patient and other family members when appropriate and see the patient is properly prepared for study.

Medicated for procedure: If the physician has determined the patient is to be sedated, and after medication has been administered, do the procedure in the appropriate time frame.

Geriatric Patient

Proper positioning of patient: The patient may be placed in several different positions (i.e., prone, supine and decubitus) to provide the views needed. Maintaining modesty for the patient at all times.

Proper imaging procedure: Address the area of interest. Collection of appropriate clinical information and communication to the Radiologist.

Patient/family education: Explain the procedure to the patient and family members when appropriate. Assess the patient for mental alertness and explain procedure accordingly. See that the patient is prepared properly.

Medication: If the physician has determined the patient is to be sedated, and after the medication has been administered, do procedure in the appropriate time frame.

Procedures

Upper Abdomen

Longitudinal scans are done until the aorta and inferior venacava are well visualized. Scans further lateral to the left and right may proceed to demonstrate structures of the upper abdomen.

Transverse scans are done from the dome of liver to the umbilicus.

Anatomy to be routinely visualized in the upper abdomen examination include the liver, spleen, aorta, inferior vena cava, gallbladder, pancreas, the high retro-peritoneum, and limited demonstration of both kidneys.

The upper abdomen exam is meant to be a survey study of the abdomen with special attention paid to no area unless an area of interest is stated on the request. In this situation the standard survey is conducted and the area of interest is concentrated on in addition to the survey.

Pathologic process extending below the umbilicus should be completely evaluated.

Liver

Sagittal scans from right lateral margin to the left lateral margin of liver (6 images). Transverse scans from inferior margin of liver to the dome of the diaphragm. Scans to include both lobes of the liver. **ANY ABNORMAL AREA IS CONCENTRATED ON IN ADDITION TO THE ROUTINE SURVEY.** Scans may be done in supine, upright or decubitus positions.

Aorta

The patient is scanned in supine position. Sagittal scans are done to demonstrate the entire length of the aorta from the diaphragm to the iliac bifurcation. Visible portions of the iliac vessels must be imaged. Measurements are taken at several levels with measurements from diaphragm to the iliac bifurcation. All images will be anatomical labeled.

Gallbladder

Longitudinal scans from right lateral margin to the left lateral margin of the gallbladder (4-5 images). Transverse scans from fundus to the neck of the gallbladder (4-5 images). **GALLBLADDER MUST BE EXAMINED IN AT LEAST TWO (2) DIFFERENT POSITIONS.** Scans may be done in supine, right and left decubitus or upright positions.

Pancreas

Longitudinal scans from right lateral margins to the left lateral margin of the pancreas (R4-L6). Transverse scans from superior margin to inferior margin of pancreas (xiphoid down).

Spleen

With patient in right lateral decubitus, coronal and transverse scans are done through the ribs to demonstrate the spleen.

Renal

Sagittal scans are done from medial to the lateral margins of the kidneys. Transverse scans are done from the inferior margin to the superior margin of the kidney. Anterior posterior, longitudinal and transverse measurements are taken. Patient may be scanned in supine, decubitus or prone positions.

Adrenal

Sagittal and transverse scans are done as for kidney exams. The adrenal glands are located at the supra-medial margin of the kidneys.

Pelvis

Starting with midline scan, 1cm interval scans are done to the right and left of midline to visualize the entire uterus. Transverse scans are done from symphysis pubis to superior margin of the bladder. In both positions, angled views may be done to visualize the adnexa. Sagittal, transverse and anterior-posterior measurements are taken of the uterus and both adnexa.

Testicular

Longitudinal scans from lateral to medial margin of each testes are done. Transverse scans from inferior to superior margin are done. In longitudinal images, the epididymis must be visualized.

Thyroid

Longitudinal cuts through each thyroid lobe are done. Starting laterally at carotid artery to isthmus of thyroid. Transverse scans are done on each lobe separately, from the level of the suprasternal notch to the superior margin of each lobe. Midline transverse scans are done to demonstrate the isthmus.

Miscellaneous Examinations

For enlarged lymph nodes, fluid collections (i.e., abscess, ascites, hematoma, pleural effusion, etc.), response of known tumors to radiation or chemotherapy, masses within the superficial tissues of the body, neck, breast, popliteal area, etc. may be scanned and nature identified. Differentiation between benign and malignant masses cannot be made with ultrasound.

III. NON-ESSENTIAL JOB FUNCTIONS

Maintains supplies.

Maintains order and cleanliness for contamination-free environment.

Performs other job-related duties as assigned.

IV. EQUIPMENT USED TO PERFORM JOB

- GE Logiq E T12
- GE Logiq V2
- GE Vivid I
- Mindray M7

V. SIGNIFICANT WORK-SITE MEASUREMENTS

Room sizes varies depending on facility.

VI. POSSIBLE JOB MODIFICATIONS/ACCOMMODATIONS

May sit while scanning if standing is a limitation.

VII. QUALIFICATION STANDARDS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

A. Work Experience

One (1) to two (2) years of previous scanning experience. Must be proficient in abdominal and small parts scanning techniques.

B. Education

High school diploma or general education degree (GED); or one (1) to three (3) months related experience and/or training; or equivalent combination of education and experience.

C. License, Certification or Registration Required

Certification or eligibility from the American Registry of Diagnostic Medical Sonographers (RDMS), preferred. Must have current California Driver's License and clear DMV record.

D. Language Skills

Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations. Ability to write reports. Ability to effectively present information and respond to questions from patients, physicians, supervisors, employees, and the general public.

E. Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

F. Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

G. 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 regularly required to stand and talk or hear. The employee frequently is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

H. Work Environment

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.

While performing the duties of this job, the employee regularly works near moving mechanical parts. The employee is frequently exposed to toxic or caustic chemicals. The employee is occasionally exposed to risk of electrical shock and risk of radiation.

The noise level in the work environment is usually moderate.

PERFORMANCE EVALUATION - ULTRASOUND DEPARTMENT

Employee Name: _____
 Job Title: Ultrasound Technologist
 Department: Ultrasound

Evaluator: _____
 Evaluation: ___ 3-Month ___ Annual ___ Other
 Review Period: _____

GENERIC PORTION OF EVALUATION FORM

<u>TASK</u>	<u>PERFORMANCE</u>	<u>WEIGHT</u>	<u>PERFORMANCE GRADE</u>	<u>SCORE</u>
Works cooperatively and effectively with others.	0 Written documentation of uncooperative and/or ineffective work habits	25.00 X	_____ =	_____
	1 Verbal counseling regarding uncooperative and/or ineffective work habits.			
	2 Verbal confrontations with co-workers and others are avoided. Problem solving is a cooperative effort.			
	3 Verbal commendation and/or acknowledgment of above standard performance.			
	4 Written commendation and/or acknowledgment of above standard performance.			
_____	_____	_____	_____	_____
Clocks in and out per policy and procedure	0 Written documentation regarding non-compliance.	2.50 X	_____ =	_____
	2 Clocks in and out per policy and procedure.			
_____	_____	_____	_____	_____
Attends work as scheduled	0 5 or more unscheduled occurrences of absence and/or written counseling regarding attendance	23.75 X	_____ =	_____
	2 2 to 4 unscheduled occurrences of absence in a year			
	4 0 to 1 unscheduled occurrences of absence in a year			

_____	_____	_____	_____	_____
Participates in the fire / safety programs and CPR for the appropriate departments	0 Does not participate in annual fire/safety programs and/or CPR	25.00 X	_____ =	_____

_____	_____	_____	_____	_____

2 Attends annual fire/safety and CPR for appropriate departments.
 4 Documented participation and follow through in fire/safety programs and CPR for appropriate department.

Participates/attends unit meetings/in-service	0 Attends/participates in less than 75% of the scheduled meetings in-services. 2 Attends/participates in 75-89% of the scheduled meetings/in-services. 4 Attends/participates in 90% or more of the scheduled meetings/in-services.	23.75 X	_____ =	_____
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Practices grooming standards per dress code	0 Written counseling regarding not following established dress code. 2 Dresses per established dress code.	2.50 X	_____ =	_____
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Generic Total _____

JOB SPECIFIC REPONSABILITES FOR ULTRASOUND TECHNOLOGIST

Ratings from 0 to 4*

<u>TASK</u>	<u>PERFORMANCE</u>	<u>WEIGHT</u>	<u>PERFORMANCE GRADE</u>	<u>SCORE</u>
Job Knowledge	Demonstrates competency in the performance of ultrasound procedures, knowledge of internal organs and understanding of related policies and procedures.	1.50 X	_____ =	_____
	Demonstrates the ability to function as a member of the health care team and to provide	1.50 X	_____ =	_____

	continuity in coordination of ultrasound activities.			
	Demonstrates flexibility in adjusting to new situations and displays a positive attitude towards co-workers	1.50 X	_____ =	_____
<hr/>				
<hr/>				
Customer Relations	Consistently interacts with patients, families, guests and medical staff in a professional, understanding and caring manner. Reports complaints to Department Director.	1.50 X	_____ =	_____
	Handles confidential data professionally, according to hospital policy and procedure. Does not discuss patient information in improper places or with people uninvolved in patient's case.	1.50 X	_____ =	_____
<hr/>				
<hr/>				
Patient Interventions	Performs abdomen, OB-GYN, small parts and endo-cavity ultrasound procedures independently.	3.20 X	_____ =	_____
	Processes Images	1.60 X	_____ =	_____
	Checks images for diagnostic quality and submits to Radiologist for interpretation.	1.50 X	_____ =	_____
	Completes patient history worksheet securely	1.50 X	_____ =	_____
	Lifts, moves and transports patients	0.90	_____ =	_____
<hr/>				
<hr/>				
	Assists Supervisor with day-to-day operation of the department.	1.50 X	_____ =	_____
	Explain and demonstrate difficult/new techniques to staff technologists.	1.50 X	_____ =	_____

	Complete billing invoice leaving white copy at facility.	1.50 X	_____ =	_____
	Maintains and performs daily inspection of scanning room, equipment and vehicle for damage and cleanliness.	1.50 X	_____ =	_____
	Loads and unloads equipment in and out of vehicle using automated lift gate. Carries equipment from vehicle into facility.	1.50 X	_____ =	_____
Departmental Interventions	Drives company vehicle in a safe manner.	1.50 X	_____ =	_____
	Utilizes appropriate communication methods. Follows proper chain of communication, and remains current on new or raised policies, procedures and systems through in-services and Department Communication Book.	1.50 X	_____ =	_____
	Attends a minimum of fifty percent (50%) of departmental meetings annually. Attends all mandatory yearly in-services and meetings.	1.50 X	_____ =	_____
	Attends in-services and participates in continuing education programs.	1.50 X	_____ =	_____
	Consistently reports to work "on time". Provides proper notification for absence or tardiness.	1.50 X	_____ =	_____
	Accepts assignments to medical centers as appropriate.	1.50 X	_____ =	_____
	Assists with orientation of staff. Willingly accepts assignments to work with new technicians.	1.50 X	_____ =	_____
	Demonstrates the ability to maintain equipment and supplies in proper working condition: notifies Department Director of inoperable equipment.	1.50 X	_____ =	_____
	Participates in emergency; fire and disaster drills; is	1.50 X	_____ =	_____

knowledgeable of personal role. Demonstrates understanding of emergency procedures, fire safety, evacuation plan and internal/external disaster plan and procedures.				
Is knowledgeable of personal safety policies and practices; utilizes proper body mechanics.	1.50 X	_____	=	_____
Demonstrates and practices prevention of the transmission of infections with knowledge in Universal Precautions and exposure control plans.	1.50 X	_____	=	_____
Identifies, documents and notifies Department Director of patient/staff quality improvement/risk management issues.	1.50 X	_____	=	_____
Identifies personal learning needs and seeks opportunities for self-growth and career advancement.	1.50 X	_____	=	_____
Functions actively as a unit member, readily accepts assignments, and is familiar with duties and procedures, and technical skills while performing them accurately.	1.50 X	_____	=	_____
Maintains working relationship with colleagues and medical staff. Approaches interpersonal relationships in a manner which will avoid antagonism, reduce conflict and prevent undue patient anxiety.	1.50 X	_____	=	_____
Observes hospital policies concerning smoking regulations, dress code and other related rules governing conduct while on duty.	0.80 X	_____	=	_____
Actively supports GREEN LIGHT IMAGING's mission, philosophies and goals.	0.80 X	_____	=	_____
Maintains sense of personal satisfaction by meeting personal goals in relation to job performance.	0.80 X	_____	=	_____

Accepts and utilizes constructive feedback to improve performance.	0.80 X	_____ =	_____
Completes assignments in a timely manner.	0.80 X	_____ =	_____
Assumes additional responsibilities and performs other duties as assigned (according to employee proficiency).	0.80 X	_____ =	_____
Participates in quality management activities which includes but it limited to the improvement of organizational performance, infection control, fire/safety and hospital orientation.	0.80 X	_____ =	_____

Age-Specific Criteria

Pre-Natal/Fetus

Patient Population Served: Patients served are prenatal-fetal and neonatal patients, pediatric, adolescents, adults with or without prenatal consideration and geriatric patients.	Proper positioning of the mother: to optimize visualization of the anatomical structures and maintain mothers conform and modesty.	2.30 X	_____ =	_____
	Proper imaging procedure addressing Fetal Anatomy: stomach, spine, M-mode, kidneys, abdomen-thorax, abdomen circumference, femur length. Placenta localizations, amniotic fluid volume, cross section of umbilical cord, fetal presentation. Collection of appropriate clinical information and communication to Radiologist.	3.20 X	_____ =	_____
	Patient/family education: Explain procedure to the mother and other family members when appropriate and the preparation for the procedure.	2.30 X	_____ =	_____
	If patient needs sedation: perform scan within appropriate time frame.	1.50 X	_____ =	_____

Neonatal Patient

Properly position the patient: the patient may be placed in several different positions (i.e., prone, supine and decubitus) to provide the views needed. Maintaining modesty for the patient at all times.	2.30 X	_____ =	_____
Imaging Procedures: address the area of interest. Care taken for sterile technique when appropriate, transducer size and organ transposition. Collection of appropriate clinical information and communicate to Radiologist.	3.20 X	_____ =	_____
Patient/family education: see if the procedure has been explained to family members and they are comfortable with the procedure. Assist the nursing	2.30 X	_____ =	_____

staff in preparing the patient for the procedure.

Medicated for procedure: do procedure in the appropriate time frame. 1.50 X _____ = _____

Pediatric Patient

Proper positioning of patient: The patient may be placed in several different positions (i.e. prone, supine and decubitus) to provide the views needed. Maintaining modesty for the patient at all times. 2.30 X _____ = _____

Proper imaging procedure: address the area of interest. Collection of appropriate clinical information and communication to Radiologist. 3.20 X _____ = _____

Patient/family education: see if the procedure has been explained to family members and they are comfortable with the procedure. Assist the nursing staff in preparing the patient for the procedure. 2.30 X _____ = _____

Medicated for procedure: if the physician has determined the patient is to be sedated, and after medication has been administered, do procedure in the appropriate time frame. 1.50 X _____ = _____

Adult

Proper positioning of patient: The patient may be placed in several different positions (i.e. prone, supine and decubitus) to provide the views needed. Maintaining modesty for the patient at all times. 2.30 X _____ = _____

Proper imaging procedure: address the area of interest. Collection of appropriate clinical information and communication to Radiologist. 3.20 X _____ = _____

Patient/family education: see if the procedure has been explained to the patient and 2.30 X _____ = _____

other family members when appropriate and see if the patient is properly prepared for the study.

Medicated for procedure: if the physician has determined the patient is to be sedated, and after medication has been administered, do procedure in the appropriate time frame. 1.50 X _____ = _____

Geriatric Patient

Proper positioning of patient: The patient may be placed in several different positions (i.e. prone, supine and decubitus) to provide the views needed. Maintaining modesty for the patient at all times. 2.30 X _____ = _____

Proper imaging procedure: address the area of interest. Collection of appropriate clinical information and communication to Radiologist. 3.20 X _____ = _____

Patient/family education: explain the procedure to the patient and family members when appropriate. Assess the patient for mental alertness and explain procedure accordingly. See if the patient is prepared properly. 2.30 X _____ = _____

Medicated for procedure: if the physician has determined the patient is to be sedated, and after medication has been administered, do procedure in the appropriate time frame. 1.50 X _____ = _____

Miscellaneous Duties Answer telephone in the office 0.80 X _____ = _____

Job Specific Total _____

Generic Total _____ X .25 = _____

Job Specific Total _____ X .75 = _____

Grand Total = _____

OVERALL PERFORMANCE RATING*

* Definitions of Overall Performance Rating:

- 0 – Substandard performance accompanied by written documentation or communication.
- 1 – Substandard performance acknowledged only verbally (no written documentation).
- 2 – Standard performance.
- 3 – Above average performance acknowledged verbally (no written documentation or commendation).
- 4 – Above average performance accompanied by written documentation or commendation.

GENERAL COMMENTS:

DEVELOPMENTAL NEEDS/PLANS OF ACTIONS: (This section must be completed by any area rated less than "2").

EMPLOYEE'S COMMENTS:

APPROVALS:

Supervisor: _____

Date: _____

Department Manager: _____

Date: _____

Employee*: _____

Date: _____

* The employee's signature on this form indicates that he/she has reviewed the completed form. It does not necessarily indicate agreement.

Echo Cardio - Vascular Job Description & Evaluation Form

I. JOB OBJECTIVE

Produces two dimensional ultrasonic recordings of the heart for use by physician in diagnosis of disease and study of malfunction of the heart by performing the following duties:

II. ESSENTIAL JOB FUNCTIONS

Job Knowledge

Demonstrates competency in the performance of cardiac ultrasound and Non-invasive Vascular procedures, knowledge of cardiac and vascular anatomy, and understanding of related policies and procedures.

Demonstrates the ability to function as a member of the health care team and to provide continuity in coordination of echo cardiology activities.

Demonstrates flexibility in adjusting to new situations and displays a positive attitude toward co-workers.

Customer Relations

Consistently interacts with patients, families, guests, medical staff and staff in a professional, understanding and caring manner. Reports concerns to Supervisor.

Handles confidential data professionally, according to hospital policy and procedure. Does not discuss patient information in improper places or with persons uninvolved in patient's case.

Patient Intervention

Perform 2D, M-Mode, Doppler and Color Flow studies independently.

Complete patient history worksheets accurately.

Transport patient to and from scanning room.

Departmental Interventions

Completes billing invoice leaving white copy at facility.

Maintains and perform daily inspection of equipment for damage and cleanliness.

Loads and unloads equipment in and out of vehicle. Carries equipment from vehicle into facility.

Utilizes appropriate communication methods. Follows proper chain of communication, and remains current on new or revised policies, procedures and systems through in-services and Corporate Communications.

Attends a minimum of seventy-five (75%) of Company meetings. Attends all mandatory yearly in-services and meetings.

Attends in-services and participates in continuing education programs.

Consistently reports to work "on time". Provides proper notification for absence or tardiness.

Accepts assignments to medical centers as appropriate.

Assists with orientation of staff. Willingly accepts assignments to work with new technicians.

Demonstrates the ability to maintain equipment and supplies in proper working condition; notifies General Manager of inoperable equipment.

Participates in emergency, fire and disaster drills; is knowledgeable of personal role. Demonstrates understanding of emergency procedures, fire safety, evacuation plan and internal/external disaster plans and procedures.

Is knowledgeable of personal safety policies and practices; utilizes proper body mechanics.

Demonstrates and practices prevention of the transmission of infections with knowledge in Universal Precautions and exposure control plans.

Identifies, documents and notifies General Manager of patient/staff quality improvement/risk management issues.

Identifies personal learning needs and seeks opportunities for self-growth and career advancement.

Functions actively as a unit member, readily accepts assignments, and is familiar with duties and procedures, and technical skills while performing them accurately.

Maintains working relationship with colleagues and medical staff. Approaches interpersonal relationships in a manner which will avoid antagonism, reduce conflict and prevent undue patient anxiety.

Observes hospital policies concerning smoking regulations, dress code and other related rules governing conduct while on duty.

Actively supports GREEN LIGHT IMAGING's mission, philosophies, and goals.

Maintains sense of personal satisfaction by meeting personal goals in relation to job performance.

Accepts and utilizes constructive feedback to improve performance.

Completes assignments in a timely manner.

Assumes additional responsibilities and performs other duties as assigned (according to employee proficiency).

Participates in quality management activities which includes but is not limited to the improvement of organizational performance, infection control, fire/safety, and hospital orientation.

Patient Population Served

Patient population served are neonatal, pediatric/adolescent, adults and geriatrics.

Age-Specific Criteria

Neonatal Patient

1. Properly position the patient: The patient may be placed in several different positions (i.e., prone, supine and decubitus) normally on his left side to provide the needed views. Maintain modesty of the patient at all times.
2. Imaging procedures: Transducer size and care taken for sterile technique when appropriate. Collection of appropriate clinical information and communicate to Radiologist/Cardiologist.

3. **Patient/family education:** See that procedure has been explained to family members so they are comfortable with the procedure. Assist the nursing staff in preparing the patient for the procedure.

4. **Medicated for procedure:** Make sure procedure is completed in the appropriate time frame.

Pediatric/Adolescent Patient

1. **Proper positioning of patient:** The patient may be placed in several different positions to provide views needed to complete study. Maintaining modesty for the patient at all times.

2. **Imaging Procedure:** Address the area of interest. Collection of appropriate clinical information and communication to Radiologist/Cardiologist.

3. **Patient/family education:** See the procedure has been explained to family members and they are comfortable with the procedure. Assist the nursing staff in preparing the patient for the procedure.

4. **Medicated for procedure:** Make sure procedure is completed in the appropriate time frame.

Adult Patient

1. **Proper positioning of patient:** The patient may be placed in several different positions (i.e., prone, supine and decubitus) normally on his left side to provide the views needed. Maintain modesty of patient at all times.

2. **Proper Imaging procedure:** Addressing the area of interest. Collection of appropriate clinical information and communication to Radiologist/Cardiologist.

3. **Patient/family education:** Explain the procedure to the patient and family members when appropriate. Assess the patient for mental alertness and explain procedure accordingly. See that the patient is prepared properly.

4. **Medication:** If the physician has determined the patient is to be sedated, and after the medication has been administered, do procedure in the appropriate time frame.

Geriatric Patient

1. Proper positioning of patient: The patient may be placed in several different positions (i.e., prone, supine and decubitus) to provide the views necessary to complete study. Maintain modesty of patient at all times.
2. Proper Imaging procedure: Address the area of interest. Collection of appropriate clinical information and communication to the Radiologist.
3. Patient/family education: Explain the procedure to the patient and family members when appropriate. Assess the patient for mental alertness and explain procedure accordingly. See that the patient is prepared properly.
4. Medication: If the physician has determined the patient is to be sedated, and after the medication has been administered, do procedure in the appropriate time frame.

Procedures

Cardiac

Place transducer on patient's chest, usually at the fourth (4th) intercostal space along the parasternal border. The parasternal long axis, short axis, m-mode and measurements are obtained. The transducer is then placed at the apex of the heart and the apical 4 chamber, 2 chamber views; PW, CW and color flow Doppler sample volumes are obtained. The last view is obtained from a sub-costal window just below the xiphoid process. When completed the hardcopy print out and video tape is to be left for review by Radiologist/Cardiologist.

Carotid Duplex

Use all three imaging planes to ensure you adequately interrogate the carotid arteries. Since plaque is not always circumferential, one view may reveal a 50% diameter reduction, while the same plaque, viewed from a different plane, may look entirely different:

Sagittal View

- A. Low CCA
- B. Mid CCA
- C. Bulb with bifurcation
- D. ICA (2 images to show as distal as possible)
- E. ECA (show branch)
- F. Vertebral Artery

Transverse View

- A. Mid-low CCA

- B. Bulb
- C. Bifurcation into ICA and ECA

If plaque is seen, measure and try to get crisp edges to show morphology. Do gray scale and color images to show vessel lumen and clots. Color will obscure vital information.

Doppler

- A. Mid CCA
- B. Distal CCA (just proximal to bulb)
- C. Proximal ICA
- D. Distal ICA
- E. ECA anywhere possible
- F. Vertebral

If stenosis with jet is seen, do Doppler analysis at stenosis and distal to the stenosis to show that flow is turbulent or returned to normal.

Venous Lower Extremity

- A. Sites to be evaluated bilaterally
 - Common femoral vein.
 - Superficial femoral vein.
 - Popliteal vein.
 - Posterior tibial vein.
 - Saphenous vein (greater).

(Note: Above sites are evaluated with patient in a supine position, upper torso elevated approximately 20 degrees with knees and feet with slight external rotation).

Venous Upper Extremity/ Doppler Venous Exam

- A. Sites to be evaluated bilaterally.
 - Jugular veins
 - Subclavian veins
 - Axillary veins
 - Brachial veins
 - Ulnar veins
 - Radial veins
 - Superficial veins (Cephalic and Basilica)

- B. Audible Doppler signal to be evaluated for the following at each site.
 - Spontaneous flow
 - Direction.
 - Phasicity
 - Respiratory phasic
 - Pulsatile (cardiac phasic)

- Continuous
- Absent flow signal
- Augmentation responses
 - Continuous
 - Absent flow signal
- Augmentation responses
- Compression responses

Arterial Lower Extremity

1. Doppler arterial exam.

Sites to be evaluated in the following order of arteries:

- Posterior and anterior tibial and peroneal bilaterally
- Superficial femoral bilaterally
- Common femoral bilaterally
- External iliac bilaterally

(**Note**) Above sites are evaluated with the patient placed in a supine position, knees and ankles with a slight external rotation and with an approximate 15-20-degree elevation of the head.

- Popliteal bilaterally.

(**Note**) Evaluate popliteal with patient in a prone position with an approximate 30-degree elevation of the ankle to the knees.

- Digital arteries (by Doppler or photo pulse plethysmography)

The audible Doppler signal obtained from each site noted above will be evaluated for the following:

- Spontaneous flow
- Periodicity
- Direction of flow
- Phasicity
 - triphasic
 - biphasic
 - absence of detectable Doppler signal
- Pitch (velocity) changes
- Turbulence

2. Pressure evaluation

Sites to be evaluated:

- Proximal to each ankle
- Arms proximal to elbows, record right and left A/B ratio
- High thigh
- Distal to each knee, determine highest segmental pressure

3. Waveform recording

Locate maximum signal (kHz deflection) at each arterial site:

- Adjust signal gain at 5mm/sec speed for an approximate 25-35mm signal deflection then switch to 25mm/sec speed.

Record 4-6 representative waveforms from each side:

- Mount waves on appropriate forms
- Leave waveforms with exam worksheet for interpretation.

Arterial Upper Exam

Audible doppler signals are to be evaluated and recorded for the following at each site:

- Spontaneous flow
- Periodicity
- Direction
- Phasicity (Tri, Bi, Mono, or None)
- Turbulence

Grade the arterial signal from each site:

- Normal
- Abnormal
- Absent

(Note) Technologist will describe any abnormality found by written comment on exam sheet.

Record all data on worksheet:

- Review data
- After review, technologist to sign appropriate space on exam worksheet.

1. Pressure Evaluation

Place pressure cuffs just proximal to each elbow and record both the doppler and stethoscope pressures.

- Doppler: Inflate cuff 20-30 mmHg above systolic then release until signal resumes.
- Stethoscope: Inflate cuff above systolic pressure 20-24mmHg and release pressure as described above and record Korotkoff sounds as heard.

2. Waveform recording

Adjust signal gain at 5mm/sec speed for an approximate 25-35mm signal deflection then switch to 25mm/sec speed.

Record 4-6 representative waveforms from each side.

- Mount waves on appropriate forms
- Leave waveforms with exam worksheet for interpretation

3. Medicated for procedure: Make sure procedure is completed in the appropriate time frame.

- **Doppler Arterial Exam**

All sites to be evaluated:

- Digital arteries
- Palmar arch
- Radial
- Ulnar
- Brachial
- Axillary
- Subclavian

III. NON-ESSENTIAL JOB FUNCTIONS

Maintains supplies.

Maintains order and cleanliness for contamination-free environment.

Performs other job-related duties as assigned.

IV. EQUIPMENT USED TO PERFORM JOB

- GE Logiq E
- GE Logiq V2
- Mindray M7
- Printer

V. SIGNIFICANT WORKSITE MEASUREMENTS

Room size varies from hospital to hospital depending on facility.

VI. POSSIBLE JOB MODIFICATIONS/ACCOMMODATIONS

May sit while scanning if standing is a limitation.

VII. QUALIFICATION STANDARDS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

A. Work Experience

One (1) to two (2) years of previous scanning experience with a combination of 2D, M-mode, doppler, color flow and/or stress echo.

B. Education

High school diploma or general education degree (GED); or one (1) to three (3) months related experience and/or training; or equivalent combination of education and experience.

C. License, Certification or Registration Required

Certification from the American Registry of Diagnostic Medical Sonographers (RDCS), preferred. Must have current California Driver's License and clear DMV record.

D. Language Skills

Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations. Ability to write reports. Ability to effectively present information and respond to questions from patients, physicians, supervisors, employees, and the general public.

E. Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

F. Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

G. 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 regularly required to stand and talk or hear. The employee frequently is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

H. Work Environment

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.

While performing the duties of this job, the employee regularly works near moving mechanical parts. The employee is frequently exposed to toxic or caustic chemicals. The employee is occasionally exposed to risk of electrical shock and risk of radiation.

The noise level in the work environment is usually moderate.

PERFORMANCE EVALUATION
ECHOCARDIO - VASCULAR DEPARTMENT

Employee Name: _____
Job Title: Echocardio -Vascular Technologist
Department: Echocardio-Vascular

Evaluator: _____
Evaluation: ___3-Month ___ Annual ___ Other
Review Period: _____

GENERIC PORTION OF EVALUATION FORM

<u>TASK</u>	<u>PERFORMANCE</u>	<u>WEIGHT</u>	<u>PERFORMANCE GRADE</u>	<u>SCORE</u>
Works cooperatively and effectively with others.	0 Written documentation of uncooperative and/or ineffective work habits 1 Verbal counseling regarding uncooperative and/or ineffective work habits. 2 Verbal confrontations with co-workers and others are avoided. Problem solving is a cooperative effort. 3 Verbal commendation and/or acknowledgment of above standard performance. 4 Written commendation and/or acknowledgment of above standard performance.	23.75 X	_____ =	_____
_____	_____	_____	_____ =	_____
_____	_____	_____	_____ =	_____
Clocks in and out per policy and procedure	0 Written documentation regarding non-compliance. 2 Clocks in and out per policy and procedure.	2.50 X	_____ =	_____
_____	_____	_____	_____ =	_____
_____	_____	_____	_____ =	_____
Attends work as scheduled	0 5 or more unscheduled occurrences of absence and/or written counseling regarding attendance 2 2 to 4 unscheduled occurrences of absence in a year 4 0 to 1 unscheduled occurrences of absence in a year	23.75 X	_____ =	_____
_____	_____	_____	_____ =	_____
_____	_____	_____	_____ =	_____

Participates in the fire / safety programs and CPR for the appropriate departments	0 Does not participate in annual fire/safety programs and/or CPR 2 Attends annual fire/safety and CPR for appropriate departments. 4 Documented participation and follow through in fire/safety programs and CPR for appropriate department.	23.75 X	_____ = _____
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Participates/attends unit meetings/in-service	0 Attends/participates in less than 75% of the scheduled meetings in-services. 2 Attends/participates in 75-89% of the scheduled meetings/in-services. 4 Attends/participates in 90% or more of the scheduled meetings/in-services.	23.75 X	_____ = _____
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Practices grooming standards per dress code	0 Written counseling regarding not following established dress code. 2 Dresses per established dress code.	2.50 X	_____ = _____
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Generic Total _____

JOB SPECIFIC REONSABILITES FOR ECHOCARDIOLOGY TECHNOLOGIST

Ratings from 0 to 4*

<u>TASK</u>	<u>PERFORMANCE</u>	<u>WEIGHT</u>	<u>PERFORMANCE GRADE</u>	<u>SCORE</u>
Job Knowledge	Demonstrates competency in the performance of Cardio-Vascular procedures, knowledge of anatomy, and understanding of related policies and procedures.	1.80 X	_____ =	_____
	Demonstrates the ability to function as a member of the health care team and to provide continuity in coordination of Cardio-Vascular activities.	1.80 X	_____ =	_____
	Demonstrates flexibility in adjusting to new situations and displays a positive attitude towards co-workers	1.80 X	_____ =	_____
<hr/> <hr/> <hr/>				
Customer Relations	Consistently interacts with patients, families, guests and medical staff in a professional, understanding and caring manner. Reports complaints to Department Director.	2.80 X	_____ =	_____
	Handles confidential data professionally, according to hospital policy and procedure. Does not discuss patient information in improper places or with people uninvolved in patient's case.	1.80 X	_____ =	_____
<hr/> <hr/> <hr/>				
Patient Interventions	Performs 2D, M-Mode, Doppler and Color Flow studies independently.	3.70 X	_____ =	_____
	Checks images for diagnostic quality and submits to Cardiologist/Radiologist for interpretation.	2.80 X	_____ =	_____
	Completes patient history worksheet securely	1.80 X	_____ =	_____

	Transport Patient to and from scanning room.	1.10 X	_____ =	_____
<hr/>				
<hr/>				
	Complete billing invoice leaving white copy at facility.	1.80 X	_____ =	_____
	Maintains and performs daily inspection of scanning room, equipment and vehicle for damage and cleanliness.	1.80 X	_____ =	_____
	Loads and unloads equipment in and out of vehicle using automated lift gate. Carries equipment from vehicle into facility.	1.10 X	_____ =	_____
	Drives company vehicle in a safe manner.	1.10 X	_____ =	_____
Departmental Interventions	Utilizes appropriate communication methods. Follows proper chain of communication, and remains current on new or raised policies, procedures and systems through in-services and Department Communication Book.	1.80 X	_____ =	_____
	Attends a minimum of fifty percent (50%) of departmental meetings annually. Attends all mandatory yearly in-services and meetings.	1.80 X	_____ =	_____
	Attends in-services and participates in continuing education programs.	1.80 X	_____ =	_____
	Consistently reports to work "on time". Provides proper notification for absence or tardiness.	1.80 X	_____ =	_____
	Accepts assignments to medical centers as appropriate.	1.10 X	_____ =	_____
	Assists with orientation of staff. Willingly accepts assignments to work with new technicians.	1.80 X	_____ =	_____

Demonstrates the ability to maintain equipment and supplies in proper working condition; notifies Department Director of inoperable equipment.	1.80 X	_____ =	_____
Participates in emergency; fire and disaster drills; is knowledgeable of personal role. Demonstrates understanding of emergency procedures, fire safety, evacuation plan and internal/external disaster plan and procedures.	1.80 X	_____ =	_____
Is knowledgeable of personal safety policies and practices; utilizes proper body mechanics.	1.80 X	_____ =	_____
Demonstrates and practices prevention of the transmission of infections with knowledge in Universal Precautions and exposure control plans.	1.80 X	_____ =	_____
Identifies, documents and notifies Department Director of patient/staff quality improvement/risk management issues.	1.80 X	_____ =	_____
Identifies personal learning needs and seeks opportunities for self-growth and career advancement.	1.80 X	_____ =	_____
Functions actively as a unit member, readily accepts assignments, and is familiar with duties and procedures, and technical skills while performing them accurately.	1.80 X	_____ =	_____
Maintains working relationship with colleagues and medical staff. Approaches interpersonal relationships in a manner which will avoid antagonism, reduce conflict and prevent undue patient anxiety.	1.80 X	_____ =	_____
Observes hospital policies concerning smoking regulations, dress code and other related rules governing conduct while on duty.	1.10 X	_____ =	_____

Actively supports GREEN LIGHT IMAGING's mission, philosophies and goals.	1.10 X	_____ =	_____
Maintains sense of personal satisfaction by meeting personal goals in relation to job performance.	1.10 X	_____ =	_____
Accepts and utilizes constructive feedback to improve performance.	1.10 X	_____ =	_____
Completes assignments in a timely manner.	1.10 X	_____ =	_____
Assumes additional responsibilities and performs other duties as assigned (according to employee proficiency).	1.10 X	_____ =	_____
Participates in quality management activities which includes but it limited to the improvement of organizational performance, infection control, fire/safety and hospital orientation.	2.80 X	_____ =	_____

Age-Specific Criteria

Neonatal Patient

Patient Population Served: Patients served are neonatal patients, pediatric, adolescents, adults and geriatric patients.	Properly position the patient: the patient may be placed in several different positions (i.e., prone, supine and decubitus) to provide the views needed. Maintaining modesty for the patient at all times.	2.80 X	_____ =	_____
	Imaging Procedures: Transducer size and care taken for sterile technique when appropriate. Collection of appropriate clinical information and communicate to Radiologist/Cardiologist.	3.70 X	_____ =	_____
	Patient/family education: see if the procedure has been explained to family members so they are comfortable with the procedure. Assist the nursing staff in preparing the patient for the procedure.	2.80 X	_____ =	_____
	Medicated for procedure: do procedure to take place in the appropriate time frame.	1.80 X	_____ =	_____

Pediatric / Adolescent Patient

	Proper positioning of patient: The patient may be placed in several different positions to provide the views needed to complete study. Maintaining modesty for the patient at all times.	2.80 X	_____ =	_____
	Proper imaging procedure: address the area of interest. Collection of appropriate clinical information and communication to Radiologist/Cardiologist.	3.70 X	_____ =	_____
	Patient/family education: see if the procedure has been explained to family members and they are comfortable with the procedure. Assist the nursing staff in preparing the patient for the procedure.	2.80 X	_____ =	_____
		1.80 X	_____ =	_____

Medicated for procedure: make sure procedure is completed in the appropriate time frame.

Adult Patient

Proper positioning of patient: 2.80 X _____ = _____
The patient may be placed in several different positions (i.e. prone, supine and decubitus) to provide the views needed.
Maintaining modesty for the patient at all times.

Proper imaging procedure: 3.70 X _____ = _____
addressing the area of interest.
Collection of appropriate clinical information and communication to Radiologist/Cardiologist.

Geriatric Patient

Proper positioning of patient: 2.80 X _____ = _____
The patient may be placed in several different positions (i.e. prone, supine and decubitus) to provide the views needed.
Maintaining modesty for the patient at all times.

Proper imaging procedure: 3.70 X _____ = _____
address the area of interest.
Collection of appropriate clinical information and communication to Radiologist/Cardiologist.

Patient/family education: explain 2.80 X _____ = _____
the procedure to the patient and family members when appropriate. Assess the patient for mental alertness and explain procedure accordingly. See if the patient is prepared properly.

Medicated for procedure: if the 1.80 X _____ = _____
physician has determined the patient is to be sedated, and after medication has been administered, do procedure in the appropriate time frame.

Miscellaneous Duties Answer office telephone. 1.10 X _____ = _____

Job Specific Total _____

Generic Total _____ X .25 = _____

Job Specific Total _____ X .75 = _____

Grand Total = _____

OVERALL PERFORMANCE RATING

* Definitions of Overall Performance Rating:

- 0 – Substandard performance accompanied by written documentation or communication.
- 1 – Substandard performance acknowledged only verbally (no written documentation).
- 2 – Standard performance.
- 3 – Above average performance acknowledged verbally (no written documentation or commendation).
- 4 – Above average performance accompanied by written documentation or commendation.

GENERAL COMMENTS:

DEVELOPMENTAL NEEDS/PLANS OF ACTIONS: (This section must be completed by any area rated less than "2").

EMPLOYEE'S COMMENTS:

APPROVALS:

Supervisor: _____ Date: _____

Department Manager: _____ Date: _____

Employee*: _____ Date: _____

* The employee's signature on this form indicates that he/she has reviewed the completed form. It does not necessarily indicate agreement.

C.T. Job Description & Evaluation Form

I. JOB OBJECTIVE

To provide safe and courteous patient care and accurately and efficiently provide diagnostic computed tomographic scans for each facility under the direction of the supervising Radiologist.

II. ESSENTIAL JOB FUNCTIONS

Job Knowledge

Demonstrates competency in the performance of computerized axial tomography and understanding of related policies and procedures and anatomy.

Demonstrates the ability to function as a member of the health care team and to provide continuity in coordination of computerized axial tomography activities.

Demonstrates flexibility in adjusting to new situations and displays a positive attitude toward co-workers.

Customer Relations

Consistently interacts with patients, families, guests, medical staff and staff in a professional, understanding and caring manner. Reports complaints to Department Supervisor.

Handles confidential data professionally, according to hospital policy and procedure. Does not discuss patient information in improper places or with persons uninvolved in patient's case.

Patient Intervention

Reads and understands written orders and responds to computer queries.

Writes to enter keyboard responses, relates simple patient histories and logs patient information.

Cares for patients in emergency situations such as providing cardiopulmonary resuscitation (CPR).

Moves and positions patients of various sizes and weights via Gurney and wheelchair.

Departmental Interventions

Lifts and moves objects of various sizes and weights pertaining to mobile equipment set up.

Transports and processes images.

Utilizes appropriate communication methods. Follows proper chain of communication, and remains current on new or revised policies, procedures and systems through in-services.

Attends a minimum of fifty percent (50%) of departmental meetings, annually. Attends all mandatory yearly in-services and meetings.

Attends in-services and participates in continuing education programs.

Consistently reports to work "on time". Provides proper notification for absence or tardiness.

Accepts assignments to medical centers as appropriate.

Assists with orientation of staff. Willingly accepts assignments to work with new technicians.

Demonstrates the ability to maintain equipment and supplies in proper working condition; notifies Department Supervisor of inoperable equipment.

Participates in emergency; fire and disaster drills; is knowledgeable of personal role. Demonstrates understanding of emergency procedures, fire safety, evacuation plan and internal/external disaster plans and procedures.

Is knowledgeable of personal safety policies and practices; utilizes proper body mechanics.

Demonstrates and practices prevention of the transmission of infections with knowledge in Universal Precautions and exposure control plans.

Identifies, documents and notifies Department Supervisor of patient/staff quality improvement/risk management issues.

Identifies personal learning needs and seeks opportunities for self-growth and career advancement.

Functions actively as a unit member, readily accepts assignments, and is familiar with duties and procedures, and technical skills while performing them accurately. Maintains working relationship with colleagues and medical staff. Approaches interpersonal relationships in a manner which will avoid antagonism, reduce conflict and prevent undue patient anxiety.

Observes hospital policies concerning smoking regulations, dress code and other related rules governing conduct while on duty.

Actively supports GREEN LIGHT IMAGING's mission, philosophies, and goals.

Maintains sense of personal satisfaction by meeting personal goals in relation to job performance.

Accepts and utilizes constructive feedback to improve performance.

Completes assignments in a timely manner.

Assumes additional responsibilities and performs other duties as assigned (according to employee proficiency).

Participates in quality management activities which includes but is not limited to the improvement of organizational performance, infection control, fire/safety, and hospital orientation.

Patient Population Served

Patients served are pediatric/adolescents, adults and geriatric patients.

Age-Specific Criteria

Pediatric/Adolescent Patient

1. **Proper positioning of the patient:** The patient may be placed in several different positions to provide the views needed. Maintaining modesty for the patient at all times.
2. **Proper imaging procedure:** Addressing the area of interest. Collection of appropriate clinical information and communication to Radiologist.
3. **Patient/family education:** Explain the procedure to the child in such a way that they understand what is going to happen to them using visual aids when appropriate. Enlist the aid of family members if necessary in explaining the procedure. See the patient is properly prepared for the procedure.

4. **Medication:** If the physician has determined the patient is to be sedated, and after medication has been administered, do the procedure in the appropriate time frame.

Adult Patient

1. **Proper position of patient in the scanner:** Appropriate to the procedure ordered.

2. **Proper Imaging procedure:** When I.V. contrast study ordered, the type of contrast is determined by the Radiologist. A consent form will be obtained by the Radiology Department. If the patient is not competent to sign for themselves, the nursing floor is responsible for obtaining the proper consent and signatures if applicable.

3. **Patient/family education:** Explain the procedure to the patient and family members when appropriate. Assist the medical staff in preparing the patient for the procedure.

4. **Medication:** The physician is to determine if sedation is to be administered. Start the procedure in the appropriate time frame.

Geriatric Patient

1. **Proper positioning of patient:** The patient may be placed in several different positions to provide the views needed. Maintaining modesty for the patient at all times.

2. **Proper imaging procedure:** Addressing the area of interest. Collection of appropriate clinical information and communication to the Radiologist.

3. **Patient/family education:** Explain the procedure to the patient and family members when appropriate. Assess the patient for mental alertness and explain procedure accordingly. See that the patient is prepared properly.

4. **Medication:** If the physician has determined the patient is to be sedated, and after the medication has been administered, do procedure in the appropriate time frame.

Procedures

Abdomen

Range: Diaphragm to Iliac crest.

Slice: 5mm

Feed: 5mm

Administer oral contrast prior to exam. Contrast follow Radiologist instructions

Soft tissues Abdomen/Lung windows

Do coronal reformation images.

Pelvis Only

Range: from just superior of the Iliac crest through the pubic symphysis.

Slice: 5mm

Feed: 5mm

Administer oral contrast prior to exam. Contrast follow Radiologist instructions

Soft tissue Windows (Bone windows if indication is for a bony concern)

Do coronal reformation images

Do sagittal reformation images if for fracture

Pancreas

Range: Diaphragm to Iliac crest.

Slice: 5mm

Feed: 5mm

Through the pancreas on the post contrast exam.

Chest and Mediastinum

Range: from apex through Adrenal glands.

Slice: 5mm

Feed: 5mm

Done with or without IV contrast

Soft tissue and lung windows

Do coronal reformation images

If Radiologist wants a different resolution then it would be scanned at that resolution.

Neck (Soft tissue) - Thyroid

Range: as prescribed by Radiologist

Slice: 5mm

Feed: 5mm

Reformation 5mm

Soft tissue windows
Do sagittal and coronal reformation images
Done with IV contrast.

Head

Range: base of skull through vertex
Slice: 5mm
Feed: 5mm
Contrast follows Radiologist instructions
Repeat above after IV contrast
Brain and Bone windows

Petrous Ridges

Range: Through the petrous ridges
Slice: 2mm
Feed: 2mm

Sella Turcica

Slice, Feed and Range are determined by the Radiologist.

Paranasal Sinuses

Range: Frontal through Sphenoid Sinuses.
Slice: 5mm
Feed: 5mm
Coronal scans are considered routine unless otherwise specified.
Bone and soft tissue windows

Cervical Spine

Range: From base of skull though T1
Slice: 5mm
Feed: 5mm
Bone and soft tissues windows
Do Sagittal and Coronal reformation images

Lumbar Spine

Range: From Mid T-12 through Mid S1 are considered routine unless otherwise specified.

Slice: 5mm

Feed: 4mm

Bone and soft tissues windows

Do Sagittal and Coronal reformation images

III. NON-ESSENTIAL JOB FUNCTIONS

Maintains supplies.

Maintains order and cleanliness for contamination-free environment.

Assist in administration of intravenous and oral contrast.

Performs other job-related duties as assigned.

IV. EQUIPMENT USED TO PERFORM JOB

G.E. LightSpeed (4 Slices) Scanner

G.E. Bright Speed (16 Slices) Scanner

Hydraulic Patient Lift

On-board generator

Telephone

V. SIGNIFICANT WORKSITE MEASUREMENTS

Varies from patient room to inside of the CT scanner.

VI. POSSIBLE JOB MODIFICATIONS/ACCOMMODATIONS

May sit while scanning if standing is a limitation.

Nursing or radiology personnel can assist with patient transportation.

VII. QUALIFICATION STANDARDS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

A. Work Experience

One (1) to three (3) years or more experience working in a medical environment.

B. Education

High school diploma or equivalent. AA degree from accredited school of radiology technology.

C. License, Certification or Registration Required

Certified for Cardiopulmonary Resuscitation (CPR)
California Registered Technologist (CRT)
American Registry of Radiologic Technology (ARRT) preferred.

D. Language Skills

Ability to read, analyze, and interpret, professional journals, technical procedures, or governmental regulations. Ability to write reports. Ability to effectively present information and respond to questions from patients, physicians, supervisors, employees, and the general public.

E. Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

F. Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

G. 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 regularly required to stand and talk or hear. The employee frequently is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

H. Work Environment

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.

While performing the duties of this job, the employee regularly works near moving mechanical parts. The employee is frequently exposed to toxic or caustic chemicals. The employee is occasionally exposed to risk of electrical shock and risk of radiation.

The noise level in the work environment is usually moderate.

PERFORMANCE EVALUATION
COMPUTERIZED TOMOGRAPHY (CT) DEPARTMENT

Employee Name: _____
Job Title: CT Technologist
Department: Computerized Axial Tomography

Evaluator: _____
Evaluation: ___3-Month ___ Annual ___ Other
Review Period: _____

GENERIC PORTION OF EVALUATION FORM

<u>TASK</u>	<u>PERFORMANCE</u>	<u>WEIGHT</u>	<u>PERFORMANCE GRADE</u>	<u>SCORE</u>
Works cooperatively and effectively with others.	0 Written documentation of uncooperative and/or ineffective work habits 1 Verbal counseling regarding uncooperative and/or ineffective work habits. 2 Verbal confrontations with co-workers and others are avoided. Problem solving is a cooperative effort. 3 Verbal commendation and/or acknowledgment of above standard performance. 4 Written commendation and/or acknowledgment of above standard performance.	23.75 X	_____ =	_____
_____	_____	_____	_____ =	_____
_____	_____	_____	_____ =	_____
Clocks in and out per policy and procedure	0 Written documentation regarding non-compliance. 2 Clocks in and out per policy and procedure.	2.50 X	_____ =	_____
_____	_____	_____	_____ =	_____
_____	_____	_____	_____ =	_____
Attends work as scheduled	0 5 or more unscheduled occurrences of absence and/or written counseling regarding attendance 2 2 to 4 unscheduled occurrences of absence in a year 4 0 to 1 unscheduled occurrences of absence in a year	23.75 X	_____ =	_____
_____	_____	_____	_____ =	_____
_____	_____	_____	_____ =	_____

Participates in the fire / safety programs and CPR for the appropriate departments	0 Does not participate in annual fire/safety programs and/or CPR 2 Attends annual fire/safety and CPR for appropriate departments. 4 Documented participation and follow through in fire/safety programs and CPR for appropriate department.	23.75 X	_____ = _____
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Participates/attends unit meetings/in-service	0 Attends/participates in less than 75% of the scheduled meetings in-services. 2 Attends/participates in 75-89% of the scheduled meetings/in-services. 4 Attends/participates in 90% or more of the scheduled meetings/in-services.	23.75 X	_____ = _____
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Practices grooming standards per dress code	0 Written counseling regarding not following established dress code. 2 Dresses per established dress code.	2.50 X	_____ = _____
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Generic Total _____

JOB SPECIFIC REONSABILITES FOR COMPUTERIZED TOMOGRAPHY TECHNOLOGIST

Ratings from 0 to 4*

<u>TASK</u>	<u>PERFORMANCE</u>	<u>WEIGHT</u>	<u>PERFORMANCE GRADE</u>	<u>SCORE</u>
Job Knowledge	Demonstrates competency in the performance of computerized axial tomography, and understanding of related policies and procedures.	1.80 X	_____ =	_____
	Demonstrates the ability to function as a member of the health care team and to provide continuity in computerized axial tomography activities.	1.50 X	_____ =	_____
	Demonstrates flexibility in adjusting to new situations and displays a positive attitude towards co-workers	1.50 X	_____ =	_____
<hr/> <hr/> <hr/>				
Customer Relations	Consistently interacts with patients, families, guests and medical staff in a professional, understanding and caring manner. Reports complaints to Department Director.	3.30 X	_____ =	_____
	Handles confidential data professionally, according to hospital policy and procedure. Does not discuss patient information in improper places or with people uninvolved in patient's case.	1.50 X	_____ =	_____
<hr/> <hr/> <hr/>				
Patient Interventions	Reads and understands written orders and responds to computer queries.	1.50 X	_____ =	_____
	Writes to enter keyboard responses, relates simple patient histories and logs patient information.	3.30 X	_____ =	_____
	Cares for patients in emergency situations such as providing	7.20 X	_____ =	_____

cardiopulmonary resuscitation (CPR)

Moves and positions patients of various sizes and weights via gurney or wheelchair.

1.50 X

_____ = _____

Lifts and moves objects of various sizes and weights pertaining to mobile equipment set up.

1.50 X

_____ = _____

Transports and processes images.

1.50 X

_____ = _____

Utilizes appropriate communication methods. Follows proper chain of communication, and remains current on new or raised policies, procedures and systems through in-services and Department Communication Book.

1.50 X

_____ = _____

Departmental Interventions

Attends a minimum of fifty percent (50%) of departmental meetings annually. Attends all mandatory yearly in-services and meetings.

1.50 X

_____ = _____

Attends in-services and participates in continuing education programs.

1.50 X

_____ = _____

Consistently reports to work "on time". Provides proper notification for absence or tardiness.

1.50 X

_____ = _____

Accepts assignments to medical centers as appropriate.

0.50 X

_____ = _____

Assists with orientation of staff. Willingly accepts assignments to work with new technicians.

1.50 X

_____ = _____

Demonstrates the ability to maintain equipment and supplies in proper working condition: notifies Department Director of inoperable equipment.

1.50 X

_____ = _____

Participates in emergency; fire and disaster drills; is knowledgeable of personal role. Demonstrates understanding of emergency procedures, fire safety, evacuation plan and internal/external disaster plan and procedures.	1.50 X	_____ =	_____
Is knowledgeable of personal safety policies and practices; utilizes proper body mechanics.	1.50 X	_____ =	_____
Demonstrates and practices prevention of the transmission of infections with knowledge in Universal Precautions and exposure control plans.	1.50 X	_____ =	_____
Identifies, documents and notifies Department Director of patient/staff quality improvement/risk management issues.	1.50 X	_____ =	_____
Identifies personal learning needs and seeks opportunities for self-growth and career advancement.	1.50 X	_____ =	_____
Functions actively as a unit member, readily accepts assignments, and is familiar with duties and procedures, and technical skills while performing them accurately.	1.50 X	_____ =	_____
Maintains working relationship with colleagues and medical staff. Approaches interpersonal relationships in a manner which will avoid antagonism, reduce conflict and prevent undue patient anxiety.	1.50 X	_____ =	_____
Observes hospital policies concerning smoking regulations, dress code and other related rules governing conduct while on duty.	0.50 X	_____ =	_____
Actively supports GREEN LIGHT IMAGING's mission, philosophies and goals.	0.50 X	_____ =	_____
	0.50 X	_____ =	_____

Maintains sense of personal satisfaction by meeting personal goals in relation to job performance.

Accepts and utilizes constructive feedback to improve performance.

Completes assignments in a timely manner.

Assumes additional responsibilities and performs other duties as assigned (according to employee proficiency).

Participates in quality management activities which includes but it limited to the improvement of organizational performance, infection control, fire/safety and hospital orientation.

0.50 X

0.50 X

0.50 X

3.30 X

_____ = _____

_____ = _____

_____ = _____

_____ = _____

Age-Specific Criteria

Pediatric / Adolescent Patient

Patient Population Served: Patients served are pediatric, adolescents, adults and geriatric patients.	Proper positioning of patient: The patient may be placed in several different positions to provide the views needed to complete study. Maintaining modesty for the patient at all times.	3.30 X	_____ =	_____
	Proper imaging procedure: address the area of interest. Collection of appropriate clinical information and communication to Radiologist.	7.20 X	_____ =	_____
	Patient/family education: explain the procedure to the child in such way that they understand what is going to happen to them using visual aids when appropriate. Enlist the aid of family members if necessary in explaining the procedure. Check if the patient is properly prepared for the procedure.	3.30 X	_____ =	_____
	Medication: if physician has determined the patient is to be sedated, and after medication has been administered do the procedure in the appropriate time frame.	1.50 X	_____ =	_____

Adult Patient

Proper positioning of patient in the scanner: appropriate to the procedure ordered.	3.30 X	_____ =	_____
Proper imaging procedure: When IV contrast study is ordered, the type of contrast is determined by Radiologist and administered by the Radiologist. A consent form will be obtained by the Radiology Department. If the patient is no competent to sign for themselves, the nursing floor is responsible for obtaining the proper consent and signatures if applicable.	7.20 X	_____ =	_____
Patient/family education: explain the procedure to the patient and	3.30 X	_____ =	_____

family members when appropriate. Assist the medical staff in preparing the patient for the procedure.

Medication: The physician is to determine if sedation is to be administered. Start the procedure in the appropriate time frame. 1.50 X _____ = _____

Geriatric Patient

Proper positioning of patient: The patient may be placed in several different positions to provide the views needed. Maintaining modesty for the patient at all times. 3.30 X _____ = _____

Proper imaging procedure: address the area of interest. Collection of appropriate clinical information and communication to Radiologist. 7.20 X _____ = _____

Patient/family education: explain the procedure to the patient and family members when appropriate. Assess the patient for mental alertness and explain procedure accordingly. See if the patient is prepared properly. 3.30 X _____ = _____

Medication: if the physician has determined the patient is to be sedated, and after medication has been administered do procedure in the appropriate time frame. 1.50 X _____ = _____

Miscellaneous Duties Maintain supplies. 0.50 X _____ = _____

Maintains order and cleanliness for contamination-free environment. 0.50 X _____ = _____

Assist in administration of intravenous and oral contrast. 0.50 X _____ = _____

Performs other job related duties as assigned. 0.50 X _____ = _____

Job Specific Total _____

Generic Total _____ X .25 = _____

Job Specific Total _____ X .75 = _____

Grand Total = _____

OVERALL PERFORMANCE RATING*

* Definitions of Overall Performance Rating:

- 0 – Substandard performance accompanied by written documentation or communication.
- 1 – Substandard performance acknowledged only verbally (no written documentation).
- 2 – Standard performance.
- 3 – Above average performance acknowledged verbally (no written documentation or commendation).
- 4 – Above average performance accompanied by written documentation or commendation.

GENERAL COMMENTS:

DEVELOPMENTAL NEEDS/PLANS OF ACTIONS: (This section must be completed by any area rated less than "2").

EMPLOYEE'S COMMENTS:

APPROVALS:

Supervisor: _____ Date: _____
Department Manager: _____ Date: _____
Employee*: _____ Date: _____

* The employee's signature on this form indicates that he/she has reviewed the completed form. It does not necessarily indicate agreement.

M.R.I. Job Description & Evaluation Form

I. JOB OBJECTIVE

To provide safe and courteous patient care and accurately and efficiently provide diagnostic magnetic resonance scans for each facility under the direction of the supervising Radiologist.

II. ESSENTIAL JOB FUNCTIONS

Job Knowledge

Demonstrates competency in the performance of magnetic resonance imaging and understanding of related policies and procedures and anatomy.

Demonstrates the ability to function as a member of the health care team and to provide continuity in coordination of magnetic resonance imaging activities.

Demonstrates flexibility in adjusting to new situations and displays a positive attitude toward co-workers.

Customer Relations

Consistently interacts with patients, families, guests, medical staff and staff in a professional, understanding and caring manner. Reports complaints to Department Director.

Handles confidential data professionally, according to hospital policy and procedure. Does not discuss patient information in improper places or with persons uninvolved in patient's case.

Patient Intervention

Reads and understands written orders and responds to computer queries.

Writes to enter keyboard responses, relates simple patient histories and logs patient information.

Cares for patients in emergency situations such as providing cardiopulmonary resuscitation (CPR).

Moves and positions patients of various sizes and weights via gurney and wheelchair.

Departmental Interventions

Lifts and moves objects of various sizes and weights pertaining to mobile equipment set up.

Transports and processes images.

Utilizes appropriate communication methods. Follows proper chain of communication, and remains current on new or revised policies, procedures and systems through in-services and Department Communication Book.

Attends a minimum of fifty percent (50%) of departmental meetings, annually. Attends all mandatory yearly in-services and meetings.

Attends in-services and participates in continuing education programs.

Consistently reports to work "on time". Provides proper notification for absence or tardiness.

Accepts assignments to medical centers as appropriate.

Assists with orientation of staff. Willingly accepts assignments to work with new technicians.

Demonstrates the ability to maintain equipment and supplies in proper working condition; notifies Department Supervisor of inoperable equipment.

Participates in emergency; fire and disaster drills; is knowledgeable of personal role. Demonstrates understanding of emergency procedures, fire safety, evacuation plan and internal/external disaster plans and procedures.

Is knowledgeable of personal safety policies and practices; utilizes proper body mechanics.

Demonstrates and practices prevention of the transmission of infections with knowledge in Universal Precautions and exposure control plans.

Identifies, documents and notifies Department Director of patient/staff quality improvement/risk management issues.

Identifies personal learning needs and seeks opportunities for self-growth and career advancement.

Functions actively as a unit member, readily accepts assignments, and is familiar with duties and procedures, and technical skills while performing them accurately.

Maintains working relationship with colleagues and medical staff. Approaches interpersonal relationships in a manner which will avoid antagonism, reduce conflict and prevent undue patient anxiety.

Observes hospital policies concerning smoking regulations, dress code and other related rules governing conduct while on duty.

Actively supports GREEN LIGHT IMAGING's mission, philosophies, and goals.

Maintains sense of personal satisfaction by meeting personal goals in relation to job performance.

Accepts and utilizes constructive feedback to improve performance.

Completes assignments in a timely manner.

Assumes additional responsibilities and performs other duties as assigned (according to employee proficiency)

Participates in quality management activities which includes but is not limited to the improvement of organizational performance, infection control, fire/safety, and hospital orientation.

Patient Population Served

Patients served are pediatric/adolescents, adults and geriatric patients.

Age-Specific Criteria

Pediatric/Adolescent Patient

Proper positioning of the patient: The patient may be placed in several different positions to provide the views needed. Maintaining modesty for the patient at all times.

Proper imaging procedure: Addressing the area of interest. Collection of appropriate clinical information and communication to Radiologist.

Patient/family education: Explain the procedure to the child in such a way that they understand what is going to happen to them using visual aids when appropriate. Enlist the aid of family members if necessary in explaining the procedure. See the patient is properly prepared for the procedure.

Medication: If the physician has determined the patient is to be sedated, and after medication has been administered, do the procedure in the appropriate time frame.

Adult Patient

Proper position of patient in the scanner: Appropriate to the procedure ordered.

Proper Imaging procedure: When I.V. contrast study ordered, the type of contrast is determined by the Radiologist. A consent form will be obtained by the Radiology Department. If the patient is not competent to sign for themselves, the nursing floor is responsible for obtaining the proper consent and signatures if applicable.

Patient/family education: Explain the procedure to the patient and family members when appropriate. Assist the medical staff in preparing the patient for the procedure.

Medication: The physician is to determine if sedation is to be administered. Start the procedure in the appropriate time frame.

Geriatric Patient

Proper positioning of patient: The patient may be placed in several different positions to provide the views needed. Maintaining modesty for the patient at all times.

Proper imaging procedure: Addressing the area of interest. Collection of appropriate clinical information and communication to the Radiologist.

Patient/family education: Explain the procedure to the patient and family members when appropriate. Assess the patient for mental alertness and explain procedure accordingly. See that the patient is prepared properly.

Medication: If the physician has determined the patient is to be sedated, and after the medication has been administered, do procedure in the appropriate time frame.

Procedures

Abdomen

Range: Diaphragm to Iliac crest.

Slice: 10mm

Interval: 2mm

Pelvis Only

Range: Diaphragm to Iliac crest.

Slice: 10mm

Interval: 2mm

Pancreas

Range: Diaphragm to Iliac crest.

Slice: 10mm

Interval: 2mm

Neck (Soft tissue) - Thyroid

Range: as prescribed by Radiologist

Slice: 4mm

Interval: 1mm

Head

Range: base of skull through petrous ridges.

Slice: 5mm

Interval: 1mm

Paranasal Sinuses

Range: Frontal through Sphenoid Sinuses.

Slice: 5mm

Interval: 1mm

Coronal scans are considered routine unless otherwise specified.

Cervical Spine

Slice: 5mm

Interval: 1mm

Lumbar Spine

Slice: 5mm

Interval: 1mm

III. NON-ESSENTIAL JOB FUNCTIONS

Maintains supplies.

Maintains order and cleanliness for contamination-free environment.

Assist in administration of intravenous and oral contrast.

Performs other job-related duties as assigned.

IV. EQUIPMENT USED TO PERFORM JOB

G.E. Horizon 1.0T

Hydraulic Trailer Supports

Shore Power Electrical Cord

Hydraulic Patient Lift

"On-Board" Generator

Telephone

V. SIGNIFICANT WORKSITE MEASUREMENTS

Varies from patient room to inside of the MRI scanner.

VI. POSSIBLE JOB MODIFICATIONS/ACCOMMODATIONS

May sit while scanning if standing is a limitation.

Nursing or radiology personnel can assist with patient transportation.

VII. QUALIFICATION STANDARDS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

A. Work Experience

One (1) to three (3) years or more experience working in a medical environment. Proficient in MRI procedures. Working knowledge of Medical Terminology

B. Education

High school diploma or equivalent.
Advanced college degree preferred

C. License, Certification or Registration Required

BLSC (CPR) certification

D. Language Skills

Ability to read, analyze, and interpret, professional journals, technical procedures, or governmental regulations. Ability to write reports. Ability to effectively present information and respond to questions from patients, physicians, supervisors, employees, and the general public.

E. Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

F. Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

G. 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 regularly required to stand and talk or hear. The employee frequently is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

H. Work Environment

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.

While performing the duties of this job, the employee regularly works near moving mechanical parts. The employee is frequently exposed to toxic or caustic chemicals. The employee is occasionally exposed to risk of electrical shock and risk of radiation.

The noise level in the work environment is usually moderate.

**PERFORMANCE EVALUATION
MAGNETIC RESONANCE IMAGING DEPARTMENT**

Employee Name: _____
 Job Title: M.R.I. Technologist
 Department: Magnetic Resonance Imaging

Evaluator: _____
 Evaluation: ___3-Month ___ Annual ___ Other
 Review Period: _____

GENERIC PORTION OF EVALUATION FORM

<u>TASK</u>	<u>PERFORMANCE</u>	<u>WEIGHT</u>	<u>PERFORMANCE GRADE</u>	<u>SCORE</u>
Works cooperatively and effectively with others.	0 Written documentation of uncooperative and/or ineffective work habits 1 Verbal counseling regarding uncooperative and/or ineffective work habits. 2 Verbal confrontations with co-workers and others are avoided. Problem solving is a cooperative effort. 3 Verbal commendation and/or acknowledgment of above standard performance. 4 Written commendation and/or acknowledgment of above standard performance.	23.75 X	_____ =	_____
_____	_____	_____	_____ =	_____
_____	_____	_____	_____ =	_____
Clocks in and out per policy and procedure	0 Written documentation regarding non-compliance. 2 Clocks in and out per policy and procedure.	2.50 X	_____ =	_____
_____	_____	_____	_____ =	_____
_____	_____	_____	_____ =	_____
Attends work as scheduled	0 5 or more unscheduled occurrences of absence and/or written counseling regarding attendance 2 2 to 4 unscheduled occurrences of absence in a year 4 0 to 1 unscheduled occurrences of absence in a year	23.75 X	_____ =	_____
_____	_____	_____	_____ =	_____
_____	_____	_____	_____ =	_____

Participates in the fire / safety programs and CPR for the appropriate departments	0 Does not participate in annual fire/safety programs and/or CPR 2 Attends annual fire/safety and CPR for appropriate departments. 4 Documented participation and follow through in fire/safety programs and CPR for appropriate department.	23.75 X	_____ = _____
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Participates/attends unit meetings/in-service	0 Attends/participates in less than 75% of the scheduled meetings in-services. 2 Attends/participates in 75-89% of the scheduled meetings/in-services. 4 Attends/participates in 90% or more of the scheduled meetings/in-services.	23.75 X	_____ = _____
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Practices grooming standards per dress code	0 Written counseling regarding not following established dress code. 2 Dresses per established dress code.	2.50 X	_____ = _____
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Generic Total _____

GREEN LIGHT IMAGING

Medical Mobile Diagnostics

JOB SPECIFIC REONSABILTLITES FOR MAGNETIC RESONANCE IMAGING TECHNOLOGIST

Ratings from 0 to 4*

<u>TASK</u>	<u>PERFORMANCE</u>	<u>WEIGHT</u>	<u>PERFORMANCE GRADE</u>	<u>SCORE</u>
Job Knowledge	Demonstrates competency in the performance of magnetic resonance imaging and understanding of related policies and procedures.	1.50 X	_____ =	_____
	Demonstrates the ability to function as a member of the health care team and to provide continuity in coordination of Magnetic Resonance Imaging.	1.50 X	_____ =	_____
	Demonstrates flexibility in adjusting to new situations and displays a positive attitude towards co-workers	1.50 X	_____ =	_____
<hr/> <hr/> <hr/>				
Customer Relations	Consistently interacts with patients, families, guests and medical staff in a professional, understanding and caring manner. Reports complaints to Department Director.	3.30 X	_____ =	_____
	Handles confidential data professionally, according to hospital policy and procedure. Does not discuss patient information in improper places or with people uninvolved in patient's case.	1.50 X	_____ =	_____
<hr/> <hr/> <hr/>				
Patient Interventions	Reads and understands written orders and responds to computer queries.	1.50 X	_____ =	_____
	Writes to enter keyboard responses, relates simple patient histories and logs patient information.	3.30 X	_____ =	_____

GREEN LIGHT IMAGING

Medical Mobile Diagnostics

	Cares for patients in emergency situations such as providing cardiopulmonary resuscitation (CPR)	7.20 X	_____ =	_____
	Moves and positions patients of various sizes and weights via gurney or wheelchair.	1.50 X	_____ =	_____
<hr/> <hr/> <hr/>				
	Lifts and moves objects of various sizes and weights pertaining to mobile equipment set up.	1.50 X	_____ =	_____
	Transports and processes images.	1.50 X	_____ =	_____
	Utilizes appropriate communication methods. Follows proper chain of communication, and remains current on new or raised policies, procedures and systems through in-services and Department Communication Book.	1.50 X	_____ =	_____
Departmental Interventions	Attends a minimum of fifty percent (50%) of departmental meetings annually. Attends all mandatory yearly in-services and meetings.	1.50 X	_____ =	_____
	Attends in-services and participates in continuing education programs.	1.50 X	_____ =	_____
	Consistently reports to work “on time”. Provides proper notification for absence or tardiness.	1.50 X	_____ =	_____
	Accepts assignments to medical centers as appropriate.	0.50 X	_____ =	_____
	Assists with orientation of staff. Willingly accepts assignments to work with new technicians.	1.50 X	_____ =	_____

GREEN LIGHT IMAGING

Medical Mobile Diagnostics

<p>Demonstrates the ability to maintain equipment and supplies in proper working condition: notifies Department Director of inoperable equipment.</p>	<p>1.50 X</p>	<p>_____ =</p>	<p>_____</p>
<p>Participates in emergency; fire and disaster drills; is knowledgeable of personal role. Demonstrates understanding of emergency procedures, fire safety, evacuation plan and internal/external disaster plan and procedures.</p>	<p>1.50 X</p>	<p>_____ =</p>	<p>_____</p>
<p>Is knowledgeable of personal safety policies and practices; utilizes proper body mechanics.</p>	<p>1.50 X</p>	<p>_____ =</p>	<p>_____</p>
<p>Demonstrates and practices prevention of the transmission of infections with knowledge in Universal Precautions and exposure control plans.</p>	<p>1.50 X</p>	<p>_____ =</p>	<p>_____</p>
<p>Identifies, documents and notifies Department Director of patient/staff quality improvement/risk management issues.</p>	<p>1.50 X</p>	<p>_____ =</p>	<p>_____</p>
<p>Identifies personal learning needs and seeks opportunities for self-growth and career advancement.</p>	<p>1.50 X</p>	<p>_____ =</p>	<p>_____</p>
<p>Functions actively as a unit member, readily accepts assignments, and is familiar with duties and procedures, and technical skills while performing them accurately.</p>	<p>1.50 X</p>	<p>_____ =</p>	<p>_____</p>
<p>Maintains working relationship with colleagues and medical staff. Approaches interpersonal relationships in a manner which will avoid antagonism, reduce conflict and prevent undue patient anxiety.</p>	<p>1.50 X</p>	<p>_____ =</p>	<p>_____</p>
<p>Observes hospital policies concerning smoking regulations, dress code and other related</p>	<p>0.50 X</p>	<p>_____ =</p>	<p>_____</p>

GREEN LIGHT IMAGING

Medical Mobile Diagnostics

rules governing conduct while on duty.

Actively supports GREEN LIGHT IMAGING's mission, philosophies and goals. 0.50 X _____ = _____

Maintains sense of personal satisfaction by meeting personal goals in relation to job performance. 0.50 X _____ = _____

Accepts and utilizes constructive feedback to improve performance. 0.50 X _____ = _____

Completes assignments in a timely manner. 0.50 X _____ = _____

Assumes additional responsibilities and performs other duties as assigned (according to employee proficiency). 0.50 X _____ = _____

Participates in quality management activities which includes but it limited to the improvement of organizational performance, infection control, fire/safety and hospital orientation. 3.30 X _____ = _____

GREEN LIGHT IMAGING

Medical Mobile Diagnostics

Age-Specific Criteria

Pediatric / Adolescent Patient

Patient Population Served: Patients served are pediatric, adolescents, adults and geriatric patients.	Proper positioning of patient: The patient may be placed in several different positions to provide the views needed to complete study. Maintaining modesty for the patient at all times.	3.30 X	_____ =	_____
	Proper imaging procedure: address the area of interest. Collection of appropriate clinical information and communication to Radiologist.	7.20 X	_____ =	_____
	Patient/family education: explain the procedure to the child in such way that they understand what is going to happen to them using visual aids when appropriate. Enlist the aid of family members if necessary in explaining the procedure. Check if the patient is properly prepared for the procedure.	3.30 X	_____ =	_____
	Medication: if physician has determined the patient is to be sedated, and after medication has been administered do the procedure in the appropriate time frame.	1.50 X	_____ =	_____

Adult Patient

Proper positioning of patient in the scanner: appropriate to the procedure ordered.	3.30 X	_____ =	_____
Proper imaging procedure: When IV contrast study is ordered, the type of contrast is determined by Radiologist and administered by the Radiologist. A consent form will be obtained by the Radiology Department. If the patient is no competent to sign for themselves, the nursing floor is responsible for obtaining the proper consent and signatures if applicable.	7.20 X	_____ =	_____

GREEN LIGHT IMAGING

Medical Mobile Diagnostics

Patient/family education: explain the procedure to the patient and family members when appropriate. Assist the medical staff in preparing the patient for the procedure.	3.30 X	_____ =	_____
--	--------	---------	-------

Medication: The physician is to determine if sedation is to be administered. Start the procedure in the appropriate time frame.	1.50 X	_____ =	_____
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Geriatric Patient

Proper positioning of patient: The patient may be placed in several different positions to provide the views needed. Maintaining modesty for the patient at all times.	3.30 X	_____ =	_____
--	--------	---------	-------

Proper imaging procedure: address the area of interest. Collection of appropriate clinical information and communication to Radiologist.	7.20 X	_____ =	_____
--	--------	---------	-------

Patient/family education: explain the procedure to the patient and family members when appropriate. Assess the patient for mental alertness and explain procedure accordingly. See if the patient is prepared properly.	3.30 X	_____ =	_____
---	--------	---------	-------

Medication: if the physician has determined the patient is to be sedated, and after medication has been administered do procedure in the appropriate time frame.	1.50 X	_____ =	_____
--	--------	---------	-------

Miscellaneous Duties	Maintain supplies.	0.50 X	_____ =	_____
	Maintains order and cleanliness for contamination-free environment.	0.50 X	_____ =	_____
	Assist in administration of intravenous and oral contrast.	0.50 X	_____ =	_____

GREEN LIGHT IMAGING

Medical Mobile Diagnostics

Performs other job-related duties as assigned. 0.50 X _____ = _____

Job Specific Total _____

Generic Total _____ X .25 = _____

Job Specific Total _____ X .75 = _____

Grand Total = _____

OVERALL PERFORMANCE RATING*

* Definitions of Overall Performance Rating:

- 0 – Substandard performance accompanied by written documentation or communication.
- 1 – Substandard performance acknowledged only verbally (no written documentation).
- 2 – Standard performance.
- 3 – Above average performance acknowledged verbally (no written documentation or commendation).
- 4 – Above average performance accompanied by written documentation or commendation.

GREEN LIGHT IMAGING

Medical Mobile Diagnostics

GENERAL COMMENTS:

DEVELOPMENTAL NEEDS/PLANS OF ACTIONS: (This section must be completed by any area rated less than "2").

EMPLOYEE'S COMMENTS:

APPROVALS:

Supervisor: _____ Date: _____

Department Manager: _____ Date: _____

Employee*: _____ Date: _____

* The employee's signature on this form indicates that he/she has reviewed the completed form. It does not necessarily indicate agreement.

Patient Care Ass. Job Description & Evaluation Form

I. JOB OBJECTIVE

Provides assistance with diagnostic computerized tomographic scans for use by physician in diagnosis of disease and to safely transport patients for procedures. To efficiently organize and complete related documentation under the direction of the C.T./M.R.I. Technologist and supervising Radiologist. To also safely operate tractor and trailer in combination to transport mobile diagnostic equipment and monitor related components.

II. ESSENTIAL JOB FUNCTIONS

Job Knowledge

Demonstrates competency in the assistance of Computerized Axial Tomography and operation of related equipment and understanding of related policies and procedures.

Demonstrates the ability to function as a member of the health care team and to provide continuity in coordination of Computerized Axial Tomography and or Magnetic Resonance Imaging activities.

Demonstrates flexibility in adjusting to new situations and displays a positive attitude toward co-workers.

Customer Relations

Consistently interacts with patients, families, guests, medical staff and staff in a professional, understanding and caring manner. Reports complaints to Department Director.

Handles confidential data professionally, according to hospital policy and procedure. Does not discuss patient information in improper places or with persons uninvolved in patient's case.

Patient Intervention

Completes documentation of patient information and vehicle reports.

Moves, lifts and positions patients of varying weights.

GREEN LIGHT IMAGING

Medical Mobile Diagnostics

Care for patients in emergency situations such as cardiopulmonary resuscitation (CPR).

Departmental Interventions

Lifts and moves objects of various sizes and weights pertaining to mobile equipment set up.

Operates in tractor and trailer in combination to transport mobile equipment including fueling, observation of fluid levels, monitoring gauges, and brake adjustments.

Maintains driver qualification and educational requirements.

Oversee maintenance of vehicle cleanliness.

Utilizes appropriate communication methods. Follows proper chain of communication, and remains current on new or revised policies, procedures and systems through in-services.

Attends a minimum of fifty percent (50%) of departmental meetings, annually. Attends all mandatory yearly in-services and meetings.

Attends in-services and participates in continuing education programs.

Consistently reports to work "on time". Provides proper notification for absence or tardiness.

Accepts assignments to medical centers as appropriate.

Assists with orientation of staff. Willingly accepts assignments to work with new personnel.

Demonstrates the ability to maintain equipment and supplies in proper working condition; notifies Department Supervisor of in-operable equipment.

Participates in emergency; fire and disaster drills; is knowledgeable of personal role. Demonstrates understanding of emergency procedures, fire safety, evacuation plan and internal/external disaster plans and procedures.

Is knowledgeable of personal safety policies and practices; utilizes proper body mechanics.

GREEN LIGHT IMAGING

Medical Mobile Diagnostics

Demonstrates and practices prevention of the transmission of infections with knowledge in Universal Precautions and exposure control plans.

Identifies, documents and notifies Department Supervisor of patient/staff quality improvement/risk management issues.

Identifies personal learning needs and seeks opportunities for self-growth and career advancement.

Functions actively as a unit member, readily accepts assignments, and is familiar with duties and procedures, and technical skills while performing them accurately.

Maintains working relationship with colleagues and medical staff. Approaches interpersonal relationships in a manner which will avoid antagonism, reduce conflict and prevent undue patient anxiety.

Observes hospital policies concerning smoking regulations, dress code and other related rules governing conduct while on duty.

Actively supports GREEN LIGHT IMAGING's mission, philosophies, and goals.

Maintains sense of personal satisfaction by meeting personal goals in relation to job performance.

Accepts and utilizes constructive feedback to improve performance.

Completes assignments in a timely manner.

Assumes additional responsibilities and performs other duties as assigned (according to employee proficiency).

Participates in quality management activities which includes but is not limited to the improvement of organizational performance, infection control, fire/safety, and hospital orientation.

Patient Population Served

Patients served are pediatric/adolescents, adults and geriatric patients.

GREEN LIGHT IMAGING

Medical Mobile Diagnostics

Age-Specific Criteria

Pediatric/Adolescent Patient

1. **Proper positioning of the patient:** The patient may be placed in several different positions to provide the views needed. Maintaining modesty for the patient at all times.
2. **Proper imaging procedure:** Addressing the area of interest. Collection of appropriate clinical information and communication to Radiologist.
3. **Patient/family education:** Explain the procedure to the child in such a way that they understand what is going to happen to them using visual aids when appropriate. Enlist the aid of family members if necessary in explaining the procedure. See the patient is properly prepared for the procedure.

Medication: If the physician has determined the patient is to be sedated, and after medication has been administered, do the procedure in the appropriate time frame.

Adult Patient

1. **Proper position of patient in the scanner:** Appropriate to the procedure ordered.
2. **Proper Imaging procedure:** When I.V. contrast study ordered, the type of contrast is determined by the Radiologist. A consent form will be obtained by the Radiology Department. If the patient is not competent to sign for themselves, the nursing floor is responsible for obtaining the proper consent and signatures if applicable.
3. **Patient/family education:** Explain the procedure to the patient and family members when appropriate. Assist the medical staff in preparing the patient for the procedure.
4. **Medication:** The physician is to determine if sedation is to be administered. Start the procedure in the appropriate time frame.

Geriatric Patient

1. **Proper positioning of patient:** The patient may be placed in several different positions to provide the views needed. Maintaining modesty for the patient at all times.
2. **Proper imaging procedure:** Addressing the area of interest. Collection of appropriate clinical information and communication to the Radiologist.

GREEN LIGHT IMAGING

Medical Mobile Diagnostics

3. **Patient/family education:** Explain the procedure to the patient and family members when appropriate. Assess the patient for mental alertness and explain procedure accordingly. See that the patient is prepared properly.

4. **Medication:** If the physician has determined the patient is to be sedated, and after the medication has been administered, do procedure in the appropriate time frame.

Procedures

Assist the Technologist as necessary to perform the studies.

III. NON-ESSENTIAL JOB FUNCTIONS

Transport and process images.

Inventory and maintain unit supplies.

Maintain order and cleanliness of work environment.

Assist in schedule and review of vehicle maintenance.

Perform other job-related duties as requested.

IV. EQUIPMENT USED TO PERFORM JOB

3-axle tractor with 45' trailer

Hydraulic trailer supports

Shore power electrical cord

On-board generator

Hydraulic patient lift

V. SIGNIFICANT WORK SITE MEASUREMENTS

Varies from patient room to inside of the CT / MRI scanner.

VI. POSSIBLE JOB MODIFICATIONS/ACCOMMODATIONS

Radiology and nursing staff may assist in transporting patient from room to scanning room and back to patient room.

May sit while providing documentation if standing is a limitation.

GREEN LIGHT IMAGING

Medical Mobile Diagnostics

Set up can be accomplished by co-workers as needed.

VII. QUALIFICATION STANDARDS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

A. Work Experience

Previous experience operating tractor and trailer in combination required. Have previous mobile diagnostic experience.

B. Education

High school diploma or equivalent.

C. License, Certification or Registration Required

Class "A" Driver's license
BLSC (CPR) Certification

D. Language Skills

Ability to read, analyze, and interpret, professional journals, technical procedures, or governmental regulations. Ability to write reports. Ability to effectively present information and respond to questions from patients, physicians, supervisors, employees, and the general public.

E. Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

GREEN LIGHT IMAGING

Medical Mobile Diagnostics

F. Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

G. 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 regularly required to stand and talk or hear. The employee frequently is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

H. Work Environment

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. While performing the duties of this job, the employee regularly works near moving mechanical parts. The employee is frequently exposed to toxic or caustic chemicals. The employee is occasionally exposed to risk of electrical shock and risk of radiation. The noise level in the work environment is usually moderate.

GREEN LIGHT IMAGING

Medical Mobile Diagnostics

PERFORMANCE EVALUATION CT/MRI PATIENT CARE ASSISTANT

Employee Name: _____
 Job Title: Patient Care Assistant / Driver
 Department: CT / MRI

Evaluator: Enrique Flores
 Evaluation: 3-Month Annual Other
 Review Period: _____

GENERIC PORTION OF EVALUATION FORM

<u>TASK</u>	<u>PERFORMANCE</u>	<u>WEIGHT</u>	<u>PERFORMANCE GRADE</u>	<u>SCORE</u>
Works cooperatively and effectively with others.	0 Written documentation of uncooperative and/or ineffective work habits 1 Verbal counseling regarding uncooperative and/or ineffective work habits. 2 Verbal confrontations with co-workers and others are avoided. Problem solving is a cooperative effort. 3 Verbal commendation and/or acknowledgment of above standard performance. 4 Written commendation and/or acknowledgment of above standard performance.	23.75 X	_____≡	_____
_____	_____			
_____	_____			
Clocks in and out per policy and procedure	0 Written documentation regarding non-compliance. 2 Clocks in and out per policy and procedure.	2.50 X	_____≡	_____
_____	_____			
_____	_____			
Attends work as scheduled	0 5 or more unscheduled occurrences of absence and/or written counseling regarding attendance 2 2 to 4 unscheduled occurrences of absence in a year 4 0 to 1 unscheduled occurrences of absence in a year	23.75 X	_____≡	_____
_____	_____			
_____	_____			

GREEN LIGHT IMAGING

Medical Mobile Diagnostics

Participates in the fire / safety programs and CPR for the appropriate departments	0 Does not participate in annual fire/safety programs and/or CPR 2 Attends annual fire/safety and CPR for appropriate departments. 4 Documented participation and follow through in fire/safety programs and CPR for appropriate department.	23.75 X	_____ =	_____
--	--	---------	---------	-------

Participates/attends unit meetings/in-service	0 Attends/participates in less than 75% of the scheduled meetings in-services. 2 Attends/participates in 75-89% of the scheduled meetings/in-services. 4 Attends/participates in 90% or more of the scheduled meetings/in-services.	23.75 X	_____ =	_____
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Practices grooming standards per dress code	0 Written counseling regarding not following established dress code. 2 Dresses per established dress code.	2.50 X	_____ =	_____
---	---	--------	---------	-------

Generic Total _____

JOB SPECIFIC REPOSABILTLITES FOR PATIENT CARE ASSISTANT

Ratings from 0 to 4*

<u>TASK</u>	<u>PERFORMANCE</u>	<u>WEIGHT</u>	<u>PERFORMANCE GRADE</u>	<u>SCORE</u>
Job Knowledge	Demonstrates competency in the performance of magnetic resonance imaging, computerized tomography and understanding of related policies and procedures.	1.80 X	_____≡	_____
	Demonstrates the ability to function as a member of the health care team and to provide continuity in coordination of CT / MRI activities.	1.80 X	_____≡	_____
	Demonstrates flexibility in adjusting to new situations and displays a positive attitude towards co-workers	1.80 X	_____≡	_____
<hr/> <hr/> <hr/>				
Customer Relations	Consistently interacts with patients, families, guests and medical staff in a professional, understanding and caring manner. Reports complaints to Department Director.	3.10 X	_____≡	_____
	Handles confidential data professionally, according to hospital policy and procedure. Does not discuss patient information in improper places or with people uninvolved in patient's case.	1.80 X	_____≡	_____
<hr/> <hr/> <hr/>				
Patient Interventions	Completes documentation of patient information and vehicle reports.	3.10 X	_____≡	_____
	Moves, lifts and positions patients of varying weights.	1.80 X	_____≡	_____
	Cares for patients in emergency situations such as providing	1.80 X	_____≡	_____

cardiopulmonary resuscitation
(CPR)

	Lifts and moves objects of various sizes and weights pertaining to mobile equipment set up.	1.80 X	_____	_____
	Operates in tractor and trailer in combination to transport mobile equipment including fueling, observation of fluid levels, monitoring gauges and brake adjustments.	1.80 X	_____	_____
	Oversees driver qualification and educational requirements.	1.80 X	_____	_____
	Oversee maintenance of vehicle cleanliness.	1.80 X	_____	_____
Departmental Interventions	Utilizes appropriate communication methods. Follows proper chain of communication, and remains current on new or raised policies, procedures and systems through in-services and Department Communication Book.	1.80 X	_____	_____
	Attends a minimum of fifty percent (50%) of departmental meetings annually. Attends all mandatory yearly in-services and meetings.	1.80 X	_____	_____
	Attends in-services and participates in continuing education programs.	1.80 X	_____	_____
	Consistently reports to work “on time”. Provides proper notification for absence or tardiness.	1.80 X	_____	_____
	Accepts assignments to medical centers as appropriate.	1.80 X	_____	_____
	Assists with orientation of staff. Willingly accepts assignments to work with new technicians.	1.80 X	_____	_____
		1.80 X	_____	_____

Demonstrates the ability to maintain equipment and supplies in proper working condition: notifies Department Director of inoperable equipment.			
Participates in emergency; fire and disaster drills; is knowledgeable of personal role. Demonstrates understanding of emergency procedures, fire safety, evacuation plan and internal/external disaster plan and procedures.	1.80 X	_____	_____
Is knowledgeable of personal safety policies and practices; utilizes proper body mechanics.	1.80 X	_____	_____
Demonstrates and practices prevention of the transmission of infections with knowledge in Universal Precautions and exposure control plans.	1.80 X	_____	_____
Identifies, documents and notifies Department Director of patient/staff quality improvement/risk management issues.	1.80 X	_____	_____
Identifies personal learning needs and seeks opportunities for self-growth and career advancement.	1.80 X	_____	_____
Functions actively as a unit member, readily accepts assignments, and is familiar with duties and procedures, and technical skills while performing them accurately.	1.80 X	_____	_____
Maintains working relationship with colleagues and medical staff. Approaches interpersonal relationships in a manner which will avoid antagonism, reduce conflict and prevent undue patient anxiety.	1.80 X	_____	_____
Observes hospital policies concerning smoking regulations, dress code and other related rules governing conduct while on duty.	0.90 X	_____	_____
	0.90 X	_____	_____

Actively supports GREEN LIGHT IMAGING's mission, philosophies and goals.

Maintains sense of personal satisfaction by meeting personal goals in relation to job performance.

0.90 X

_____ = _____

Accepts and utilizes constructive feedback to improve performance.

0.90 X

_____ = _____

Completes assignments in a timely manner.

0.90 X

_____ = _____

Assumes additional responsibilities and performs other duties as assigned (according to employee proficiency).

0.90 X

_____ = _____

Participates in quality management activities which includes but it limited to the improvement of organizational performance, infection control, fire/safety and hospital orientation.

3.10 X

_____ = _____

Age-Specific Criteria

Pediatric / Adolescent Patient

Patient Population Served:
Patients served are pediatric,
adolescents, adults and
geriatric patients.

Proper positioning of patient:
The patient may be placed in
several different positions to
provide the views needed to
complete study. Maintaining
modesty for the patient at all
times.

3.10 X

_____ = _____

Proper imaging procedure:
address the area of interest.
Collection of appropriate clinical
information and communication
to Radiologist.

3.80 X

_____ = _____

Patient/family education: explain
the procedure to the child in
such way that they understand
what is going to happen to them
using visual aids when
appropriate. Enlist the aid of
family members if necessary in
explaining the procedure. Check
if the patient is properly
prepared for the procedure.

3.30 X

_____ = _____

Medication: if physician has
determined the patient is to be
sedated, and after medication has
been administered do the
procedure in the appropriate
time frame.

1.80 X

_____ = _____

Adult Patient

Proper positioning of patient in
the scanner: appropriate to the
procedure ordered.

3.10 X

_____ = _____

Proper imaging procedure:
When IV contrast study is
ordered, the type of contrast is
determined by Radiologist and
administered by the Radiologist.
A consent form will be obtained
by the Radiology Department. If
the patient is no competent to
sign for themselves, the nursing
floor is responsible for obtaining
the proper consent and
signatures if applicable.

3.80 X

_____ = _____

Patient/family education: explain
the procedure to the patient and
family members when
appropriate. Assist the medical

3.10 X

_____ = _____

staff in preparing the patient for the procedure.

Medication: The physician is to determine if sedation is to be administered. Start the procedure in the appropriate time frame.

1.80 X

_____≡

Geriatric Patient

Proper positioning of patient: The patient may be placed in several different positions to provide the views needed. Maintaining modesty for the patient at all times.

3.10 X

_____≡

Proper imaging procedure: address the area of interest. Collection of appropriate clinical information and communication to Radiologist.

3.80 X

_____≡

Patient/family education: explain the procedure to the patient and family members when appropriate. Assess the patient for mental alertness and explain procedure accordingly. See if the patient is prepared properly.

3.10 X

_____≡

Medication: if the physician has determined the patient is to be sedated, and after medication has been administered do procedure in the appropriate time frame.

1.80 X

_____≡

Miscellaneous Duties

Transport and process images.

0.90 X

_____≡

Inventory control and maintain unit supplies.

0.90 X

_____≡

Maintains order and cleanliness of work environment.

0.90 X

_____≡

Assist in administration of intravenous and oral contrast.

0.90 X

_____≡

Performs other job-related duties as requested.	0.90 X	_____ =	_____
Assist in schedule and review of vehicle maintenance.	0.90 X	_____ =	_____

Job Specific Total _____

Generic Total _____ X 1 = _____

Job Specific Total _____ X 3 = _____

Grand Total = _____ Divided by 4 = _____

OVERALL PERFORMANCE RATING*

* Definitions of Overall Performance Rating:

- 0 – Substandard performance accompanied by written documentation or communication.
- 1 – Substandard performance acknowledged only verbally (no written documentation).
- 2 – Standard performance.
- 3 – Above average performance acknowledged verbally (no written documentation or commendation).
- 4 – Above average performance accompanied by written documentation or commendation.

GENERAL COMMENTS:

DEVELOPMENTAL NEEDS/PLANS OF ACTIONS: (This section must be completed by any area rated less than "2").

EMPLOYEE'S COMMENTS:

APPROVALS:

Supervisor: _____ Date: _____

Department Manager: _____ Date: _____

Employee*: _____ Date: _____

* The employee's signature on this form indicates that he/she has reviewed the completed form. It does not necessarily indicate agreement.

Quality Improvement Plan

As a mobile medical diagnostics provider, our mission is to deliver high quality patient care, safely and efficiently and to provide technical and diagnostic quality of service that will sufficiently meet the needs of physicians caring for these patients.

I. RESPONSIBILITY:

The Technologist for each modality is responsible for their individual department activities but ultimate authority and responsibility belongs to the General Manager for the implementation of an effective and ongoing program to monitor, evaluate and improve the quality of diagnostic tests delivered to patients.

II. SCOPE:

Computerized Tomography, MRI, Diagnostic Ultrasound, Non-invasive Vascular and Echocardiograms are offered to medical facilities on assigned days to service patients of all ages. Emergency service is available 24 hours a day, 7 days a week.

All modalities are committed to provide a continuum of care to inpatients in a safe and caring environment that promotes diagnosis and treatment of patients.

A. Requirements for staff:

CT Technologist - Current State licensure and BLSC

MRI Technologist – Competent in performing MRI and BLSC

Ultrasound Technologist – Current RDMS or eligible and BLSC

Echo/Vascular Technologist - Current RDMS or eligible, RDCS or RVT and BLSC

Patient Care Assistant - Current BLSC

B. Staffing:

Provided by qualified and competent technologists under the direction of Green Light Imaging's General Manager and Medical Director.

C. Assignments:

Assignment of patient care is by employee qualification and competency.

III. IMPORTANT ASPECTS OF CARE/SERVICE KEY PROCESSES OF ALL IMPORTANT FUNCTIONS:

- Patient Assessment
- Education: Patient/Family
- Infection Control
- Customer Satisfaction
- Documentation of Care

Existing and new improvement activities will be designed to improve patient care and organizational functions and processes through collaboration with other disciplines as appropriate, design is based on:

- Mission
- Vision
- Plans
- Customer Needs/Expectations
- Environmental Assessments
- Subject Matter
- Knowledge
- Practice Guidelines
- Reference Databases

IV. INDICATOR DEVELOPMENT:

The focus of indicator development is to continuously improve quality through an organized and systematic approach that includes the participation of all appropriate personnel in addressing systems of care/service. Indicators are clinical or service oriented in nature and are developed from the key functions or aspects of care. Criteria development includes consideration of efficiency, outcomes, documentation and service satisfaction, and dimensions of performance. Indicators may be identified by staff teams or other employees as appropriate.

V. LEVELS OF EVALUATION:

The level, pattern, or trend in data is developed for each indicator to trigger evaluation.

VI. DATA COLLECTION:

The data-collection methodology will include a means by which feedback from sources other than ongoing monitoring is used to indicate areas for evaluation and improvement:

- Processes
- Outcomes
- Costs
- Quality Control
- Patient Needs and Expectations
- Priority Issues
- Staff's View of Performance
- Dimensions of Performance

VII. COLLECTED DATA IS ANALYZED AND COMPARED TO DETERMINE THE LEVEL OF PERFORMANCE FOR PRIORITIES

VIII. ACTION:

Actions are taken and priorities are determined by the department and/or in cooperation with hospitals to improve care and service if the evaluation process identifies opportunities for improvement.

IX. ASSESSMENT:

An assessment of the effectiveness of the actions will be made to determine that the actions actually improved care or service and determine if improvement is sustained.

X. COMMUNICATION:

Relevant results will be communicated to appropriate personnel.