

Radiologist Assistant Job Description

The Job Description must be completed and signed by both Radiology Assistant (“RA”) and the Supervising Radiologist(s) and submitted to the Board as a component of the RA’s application for a Radiologist Assistant Certification. The Job Description is subject to Board review and approval. You are not required to check every box, only the duties that the RA will perform under the supervision of the Supervision Radiologist(s). If you seek to perform additional RA duties not specifically listed below, please submit a written addendum to this Job Description which clearly lists and describes the additional duties requested, subject to Board approval.

Notice of approval of a Job Description will be provided to the RA and the Supervising Radiologist via email.

Check each duty the RA will perform	Radiologist Assistant Job Duties
	Review patient medical record to verify the appropriateness of a specific exam or procedure and report significant findings to radiologist.
	Interview patient to obtain, verify, and update medical history.
	Explain procedure to patient or significant others, including a description of risks, benefits, alternatives, and follow-up. Patient must be able to communicate with the radiologist if he/she requests or if any questions arise that cannot be appropriately answered by the radiologist assistant.
	Obtain informed consent. Patient must be able to communicate with the radiologist if he/she requests or if any questions arise that cannot be appropriately answered by the radiologist assistant.
	Determine if patient has followed instructions in preparation for the examination (e.g., diet, premedications).
	Assess and review with the radiologist the risk factors that may contraindicate the procedure (e.g. health history, medications, pregnancy, psychological indicators, alternative medicines).
	Obtain and evaluate vital signs.
	Apply ECG leads and be able to recognize life threatening abnormalities.
	Perform urinary catheterization. Catheterization can be performed by appropriately trained radiologist assistants under general supervision. If a patient is known to have an anatomic anomaly, recent surgery in the area, etc., direct supervision would be needed.

	Perform venipuncture.
	Monitor IV for flow rate and complications in compliance with facility and regulatory rules.
	Position patient to perform required procedure, using immobilization devices and modifying technique as necessary. Application of restraints should be in compliance with departmental rules and regulations.
	Assess patient's vital signs and level of anxiety/pain and inform radiologist when appropriate.
	Recognize and respond to medical emergencies (e.g. drug reactions, cardiac arrest, hypoglycemia) and activate emergency response systems, including notification of the radiologist.
	Administer oxygen as prescribed.
	Operate a fixed/mobile fluoroscopic unit.
	Assure documentation of fluoroscopy time.
	Explain effects and potential side effects to the patient of the radiopharmaceutical and contrast media required for the examination.
	Administer medications, including conscious sedation medications, only under the personal supervision of the supervising radiologist.
<p>Under direct supervision, meaning the radiologist must be present in the office suite and immediately available to furnish assistance and directions throughout the performance of the procedure, may perform the following fluoroscopic examinations and procedures including contrast media administration and operation of fluoroscopic unit:</p> <p>_____ Hysterosalpingogram (imaging only)</p> <p>_____ Port injection</p> <p>_____ Contrast injection into joint for MR or CT arthrogram</p> <p>_____ PICC line placement</p>	

Under general supervision, may perform the following fluoroscopic examinations and procedures including contrast media administration and operation of fluoroscopic unit:

- _____ Upper GI
- _____ Esophagus
- _____ Small Bowel Studies
- _____ Barium enema
- _____ Cystogram
- _____ T-tube cholangiogram
- _____ Retrograde urethrogram
- _____ Nasoenteric and orenteric feeding tube placement
- _____ Fistulogram/sonogram
- _____ Loopogram
- _____ Swallowing study
- _____ Lower Extremity venography
- _____ Ductogram (galactogram)

	Evaluate images for completeness and diagnostic quality, and recommend additional images as required in general radiography, CT or MR. (Additional images only in the same modality such as additional CT cuts.)
	Evaluate images for diagnostic utility and report observations to the radiologist in general radiography, CT, and MR.
	Review imaging procedures, make initial observations, and communicating observations only to the radiologist.
	Communicate radiologist's reports to referring physician consistent with American College of Radiology Communication Guidelines.
	Provide physician-prescribed post care instructions (no medicines) to patients.

	Perform follow-up patient evaluation and communicate findings to the radiologist.
	Document procedure in appropriate record and document exceptions from established protocol or procedure.
	Write patient discharge summary for review and co-signature by radiologist.
	Participate in quality improvement activities within radiology practice (e.g. quality of care, patient flow, reject-repeat analysis, patient satisfaction).
	Assist with data collection and review for clinical trials or other research.
	Perform specialized CT/MR post processing.

CERTIFICATIONS

The radiologist assistant (“RA”) and supervising radiologist(s) hereby certify, acknowledge and understand that:

1. At all times, the RA shall practice under the supervision and control of the supervising radiologist(s);
2. The RA shall not perform any services which are not included in his or her job description as approved by the Board;
3. The RA and supervising radiologist(s) have read, reviewed and fully understand the limitations on the scope of duties for RAs, and the duties and responsibilities of the supervising radiologist(s) as established in W. Va. Code R. § 11-9-1, *et. seq.*, the Board’s legislative rule governing the practice of RAs.

Radiologist Assistant

Supervising Radiologist 1

(printed name)

(printed name)

(signature)

(signature)

(signature date)

(signature date)

IF APPLICABLE:

Supervising Radiologist 2

(printed name)

(signature)

(signature date)

Supervising Radiologist 3

(printed name)

(signature)

(signature date)