

SENIOR TECHNOLOGIST RESPONSIBILITIES
UPDATED: JULY 2007

CPT CODE: N/A

(Hours varying from 7:00am-5:00pm, Mon-Fri)

Daily Operation: Rosalie Hovey-Andersen

- Daily supervision of operations
- Daily work and on-call schedule for staff
- Oversee scheduling of daily add-on cases
- Verification of billing/charges
- Updating of procedure manual relating to area
- Assist with updating procedure manual relating to clinical studies
- Coordinate training for new staff
- Ordering of radiopharmaceuticals and/or pharmacy supplies when pharmacy personnel is absent
- Daily supervision of operations of Bone Mineral Density sections (assist Manager)
- Perform assigned duties of absent senior technologist
- Special projects as assigned
- Disseminate information to technologist

NRC, Radiation Safety and CLIA: Louis Zager (Hours See Above)

- Monthly dispense and collect dosimeters
- Process applications for dosimeters
- Review the dosimetry report and work with Radiation Safety with concerns/issues
- Assist Radiopharmacy staff with questions/ concerns with pharmacy slips
- Apply and implement NRC and CLIA guidelines
- Perform Wipe Test and comply with NRC and Radiation Safety license
- Updating of procedure manual relating to area
- Assist with updating procedure manual relating to clinical studies
- Evaluate and implement corrective measures relating to regulations and license
- Ordering of radiopharmaceuticals and pharmacy supplies when pharmacy personnel is absent
- Perform assigned duties of absent senior technologist
- Special projects as assigned
- Disseminate information to technologist

Quality Control of Equipment: Doug Fiers (Hours See Above)

- Coordinate equipment / service issues (i.e. major equipment, ancillary and BMD units)
- Coordinate weekly Quality Control of equipment performed by Medical Physics
- Evaluate and implement corrective measures relating to image quality
- Assist with training of new Medical Physics staff
- Review daily, weekly and quarterly Quality Control of equipment (i.e. gamma cameras, gamma counter, uptake probe and well counter)
- Trouble shoot as needed with equipment
- Assist with getting all equipment interfaced with ALI
- Coordinate install and testing of new software
- Update procedure manual relating to area
- Assist with updating procedure manual relating to clinical studies
- Evaluate and implement corrective measures related to Q.C. and new software
- Ordering of radiopharmaceuticals and pharmacy supplies when pharmacy personnel is absent
- Perform assigned duties of absent senior technologist
- Special projects as assigned
- Disseminate information to technologist