

Staff Member:	
Position title:	Radiographer/Sonographer
Reporting to:	Radiologist/ Medical Director
Position objective:	To run and maintain the SANITAS Radiology services, which includes all services and equipment within the X-ray and Ultrasound units. To work closely with Doctors and Nurses to assist them in providing the most accurate diagnosis and assessment that our radiology technology available can provide. To contribute to the overall success of SANITAS Medics & Diagnostics by providing high quality patient treatment and care with compassion and efficiency.
Key responsibilities:	<p>To attend patients in a warm and friendly manner, and to treat all patients and patient health information with the utmost respect and confidence.</p> <p>To inform your patients of all the information they need to know about their procedure, for pre procedure and regarding the results. To assist your patients to have their procedures completed in a timely manner and give them the correct timeline for their results and reports.</p> <p>To check the patient queues regularly and communicate with patients regarding any waiting time for procedures or doctors, or any other matter that may keep the patient waiting unduly.</p> <p>To conduct patient procedures with diligence and following all IPC protocols. To treat patients under exam with the utmost respect and conducting yourself in a manner that preserves the dignity and confidence of the patient.</p> <p>To record all patient transactions in the patient files and patient management software, to complete the reports for every patient in a timely fashion and ensure their results are recorded in their files and their doctors are fully informed.</p> <p>To maintain the machines and follow all procedures in running the machines to preserve the life and function of the machine. To report any malfunction of the machines immediately to the operations manager.</p>
Key responsibilities cont...	<p>To communicate with reception staff and doctors regarding all function and capacity of the department, to inform management immediately if there is anything preventing service from the imaging department.</p> <p>To monitor and maintain supplies required for running the department and conducting procedures. To place orders to the store for supplies at regular intervals and to ensure all transactions are recorded in the hospital management system.</p> <p>To assist in ensuring that your department is kept clean and orderly, that the machines</p>

	are regularly wiped down and kept well maintained. To make sure all hard copy reports are filed in a retrievable fashion and all patient requests for image reports are met quickly without delay or inconvenience to the patient.
Key Performance measures	<p>Patient and client relations, ability to relate and treat all patients with a level of care and compassion whilst maintaining a professional relationship, not generating any complaints.</p> <p>Demonstrated knowledge and abilities in medical imaging procedures, patient relations, producing clear images answering the target investigation, taking responsibility for your patients, communicating with the doctors regarding service and results. Showing autonomous ability and accountability.</p> <p>Correct processing and authorizing of credit patients, ensuring the doctor has filled the form correctly, ensuring the patient has signed the form, ensuring all services have been recorded correctly. Not generating any payment rejections.</p> <p>Maintaining an tidy and organised department, working closely in your team, arriving on time to your work shift, abiding by the work roster. Not generating any HR complaints or warnings.</p>
Skills required	<p>The minimum qualification for this position is a Diploma in Radiology or Sonographer, preferably both. All applicants should be fully registered according to their certifications and provide certified copies of their certificates and transcripts.</p> <p>All applicants should have some competency in computers and using different software, all SANITAS systems are computer based. All applicants should be team players, be prepared to work a flexible roster and able to arrive for duty on time.</p>

**CERTIFICATION:**

This is to certify that the contents are correct and complete and that the duties and responsibilities described are required for the proper accomplishment of the functions of this position.

Signed by:

Section Head: The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.		
Title	Signature	Date

Human Resources Delegate: Job Description Approved.		
Title	Signature	Date

Employee: - I have noted the statement of duties, responsibilities and other requirements as detailed in this document.		
Title	Signature	Date