

Position Title Registered Vascular Technologist (RVT, RVS or RPhS)
Department(s) Clinical Services
Supervisor's Title Technical Director

Job Summary:

At American Vein & Vascular Institute, the Registered Vascular Technologist performs a wide variety of duties and responsibilities in a manner that places emphasis on quality patient care and customer service. This position must work collaboratively with all clinic staff, fostering an environment which promotes excellent patient care, comfort and trust. This position must exemplify the core values of the organization, always exercising utmost discretion, diplomacy and tact in patient/staff interactions.

Essential job functions and responsibilities:

Our practice philosophy is a team-based approach with an emphasis on creating the best patient experience possible, utilizing the latest diagnostic tools and technology. Job duties include but are not limited to:

- ❖ Reports primarily to the Clinic Manager. A clear line of communication with the Technical Director is mandatory for assessing needs in the Diagnostic Center
- ❖ Adherence to all American Vein policies and procedures including those pertinent to HIPAA and OSHA compliance
- ❖ Perform high quality diagnostic ultrasound examinations and compose thorough worksheets to facilitate accurate reporting
- ❖ Participate in quality assurance (QA) reviews, collect relevant data to improve the processes within the Diagnostic Center
- ❖ Adhere to factory handling, maintenance and cleaning of all laboratory equipment as outlined in our policies and procedures
- ❖ Obtain pertinent reports from previous exams or procedures before performing follow up evaluations
- ❖ Report all critically positive results immediately to the Medical Director or Medical Staff
- ❖ Assist with PACS and EMR maintenance to ensure that all studies are properly archived prior to removing from hard drive
- ❖ Perform ancillary office duties as indicated by the Clinic Manager
- ❖ Obtain 30 CME's per 3 year period specific to Non-Invasive Vascular Testing: at least 1 CME per year in ergonomics, and 5 CME's per year in venous insufficiency testing or treatment

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Required Qualifications/Skills: 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 individuals with disabilities to perform the essential functions.

Education / Knowledge and Skills - Minimum requirements

- ❖ RVT, RVS or RPhS credentialing
- ❖ Prior experience performing all aspects of vascular ultrasound with additional training in venous insufficiency examinations
- ❖ Working knowledge of healthcare related laws and standards
- ❖ Basic understanding of medical necessity as it relates to vascular ultrasound testing; obtaining signed orders from referring physicians, verifying proper indications for exams, etc.
- ❖ Willing to learn new software
- ❖ Interpersonal communication skills are a must
- ❖ High degree of respect and confidentiality
- ❖ Highly organized
- ❖ Fun, Friendly and Trust-inspiring

Language Skills

- ❖ Ability to read, analyze, and interpret common scientific and technical journals, financial reports and legal documents.
- ❖ Ability to respond to common inquiries or complaints from customers, regulatory agencies, or member of the business community.
- ❖ Ability to write speeches and article for publication that conform to prescribed style and format.
- ❖ Ability to effectively present information to top management, public groups, and/or boards of directors.

Reasoning Ability

- ❖ Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- ❖ Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.,) in its most difficult phases.
- ❖ Ability to deal with a variety of abstract and concrete variables.

Desired Qualifications/Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Office and EMR Software.

Certificates, Licenses, Registrations

ARDMS: RVT, CCI: RVS and/or RPhS

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; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to walk. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and/or move up to 50 pounds.

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 is not regularly exposed to risk of radiation. The employee is frequently exposed to moving mechanical parts and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

ACKNOWLEDGED: Employee Signature

Date:

PRINT: Employee Name

ACKNOWLEDGED: Supervisor/Manager Signature

Date:

HR use only

Job code	
Generic title	
Pay grade	
Management? (Yes/No)	
E/NE status (exempt/non)	
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