

 <b>University Health™</b>	<b>Policy #: 13.5</b>
<b>SUBJECT: CT Medical Assistant Duties</b>	<b>Effective: 10/1/2016</b> <b>Revised: 9/21/16</b>
<b>APPROVED BY: Radiology Director</b>	<b>Page 1</b>

1. **Purpose:** To define the routine duties of the Radiology Medical Assistant in the CT sections of Radiology.
2. **Scope:** A statement describing the applicability of the document. This may also include what the document **does** not apply to.
3. **Responsibility:** A list of job functions responsible for implementation of the document and areas of responsibility for each job function.
4. **Procedure:** Listed below are the daily required duties that must be performed by the CT Medical Assistant.  
Daily Duties

1. Assemble and remove all peripheral accessories of the scan unit.
  - a. head holder
  - b. body extension
  - c. IV pole
  - d. monitor stand
  - e. pediatric positioning aid
2. Assist patients on and off the CT scan table
3. Position patients for exams
4. Landmark the position of the patient
5. Assist patients with completing screening questionnaire
6. Mix and administer oral contrast
7. Fold and store clean laundry
8. Remove dirty laundry, place in laundry chute and replace bag
9. Keep all supplies stocked
10. Verify lab results in EPIC/RIS
11. Retrieve patient's for CT from the ECC and return them to their location
12. Load and unload IV contrast injector
13. Pick up supplies in CMS, Warehouse and Pharmacy
14. Thoroughly clean exam rooms
15. Upload outside CD's into PACS for reference
16. Obtain protocols for orders
17. Enter Variance Reports when required
18. Crash cart check
19. Remove patient's IV
20. Release patients from the scan area
21. Any related duties as requested

 <b>University Health™</b>	<b>Policy #: 13.5</b>
<b>SUBJECT: CT Medical Assistant Duties</b>	<b>Effective: 10/1/2016</b> <b>Revised: 9/21/16</b>
<b>APPROVED BY: Radiology Director</b>	<b>Page 2</b>

Weekly Duties

1. Clean refrigerator
2. Clean contrast warmer
3. Relieve at the reception desk as needed.