

# CT Tech Job Description



**Position Title:** CT Tech

**Reports to:** Diagnostic Center Supervisor

**Job Status:** Full-Time

**FLSA Status:** Non-Exempt

**Positions Supervised:** None

**Position Summary:** A CT Technologist performs diagnostic imaging procedures using computerized tomography (CT) equipment to produce high-quality cross-sectional images of internal organs, tissues, and structures. This role is essential in supporting physicians by ensuring accurate imaging, maintaining patient safety, and delivering a positive patient experience. CT Technologists work closely with radiologists, nurses, and other clinical staff to ensure efficient workflow and exceptional patient care.

## Essential Functions:

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

- Operate CT scanners to produce high-quality diagnostic images for physician interpretation
- Position patients correctly and ensure comfort and safety throughout the procedure
- Review patient medical history and screen for contraindications
- Administer contrast materials as required and monitor patients for reactions
- Follow established imaging protocols and adjust technical factors as needed
- Maintain accurate patient records and document procedures in the EMR
- Ensure proper functioning of CT equipment and report issues promptly
- Adhere to radiation safety standards and infection-control procedures
- Collaborate with radiologists and clinical staff to support efficient workflow
- Provide clear explanations to patients to reduce anxiety and encourage cooperation

## Competencies:

- Knowledge of sonographic principles, standards, applications and tests.
- Knowledge of sonographic safety, cleanliness and infection control policies and regulations.
- Knowledge of sonographic equipment uses and maintenance.
- Accuracy – Ability to perform work accurately and thoroughly.
- Communication – Ability to communicate effectively verbally and in writing.
- Computer Skills – Proficient ability to use a computer and electronic medical record.
- Confidentiality – Maintain patient, team member and employer confidentiality. Comply with all HIPAA regulations.

- Customer Service Oriented – Friendly, cheerful and helpful to patients and others. Ability to meet patients and others needs while following office policies and procedures.
- Detail Oriented – Ability to pay attention to the minute details of a project or task.
- Flexibility – Ability to adapt easily to changing conditions and work responsibilities.
- Positivity – Display a positive attitude and is a positive agent for change.
- Teamwork – Work as part of a team and collaborate with co-workers.
- Working Under Pressure – Ability to complete assigned tasks under stressful situations.

**Education and Experience:**

- High school diploma or equivalent required
- Associate's Degree or higher preferred
- CT experience preferred

**Certification and Licensure:**

- Completion of an accredited Radiologic Technology or CT program
- ARRT certification in Radiography (R) required; ARRT (CT) preferred or required depending on facility
- State licensure (if applicable)
- BLS certification
- Clinical experience in CT imaging (varies by employer)

**Work Environment:**

- Environmentally controlled medical office environment
- Fast paced environment with occasional high pressure or emergent situations
- Possible exposure to bodily fluids, infectious specimens, communicable diseases, toxic substances, ionizing radiation, medicinal preparations and other conditions common to a medical office environment
- Frequent interaction with a diverse population including team members, providers, patients, insurance companies and other members of the public

**Physical Demands:**

- Frequent standing, walking, grasping, carrying, reaching, bending, stooping and speaking
- Occasional sitting
- Lifting, carrying, pushing and pulling up to 50 pounds, with assistance if needed
- May need to lift or turn patients who are disabled, with assistance if needed
- Frequent use of computer, keyboard, copy and fax machine and phone

CHP has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the team member's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors, managers, directors or officers as deemed appropriate. This document does not represent a contract of employment, and CHP reserves the right to change this job description and/or assign tasks for the team member to perform, as CHP may deem appropriate.

**Team Member Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Revision Dates: 1/2026