

# MAMMOGRAPHY TECHNOLOGIST

Recruitment #2101-1933DC-001

<b>List Type</b>	Original
<b>Requesting Department</b>	HEALTH-PUBLIC HEALTH SERVICES
<b>Open Date</b>	3/29/2021 2:55:00 PM
<b>Filing Deadline</b>	4/19/2021 11:59:00 PM
<b>HR Analyst</b>	Nola Nelson

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## INTRODUCTION

*Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.*

*The City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity.*

## PURPOSE

The Mammography Technologist assigned to the Milwaukee Breast and Cervical Cancer Awareness Program (MBCCAP) provides screening mammograms to eligible women per the American College of Radiology (ACR) and Mammography Quality Standard Act (MQSA) standards and ensures that all required client follow-up criteria is met per program guidelines.



## ESSENTIAL FUNCTIONS

**Mammography**

- Provide screening mammograms at MHD's Southside Health Center (SSHC) to women eligible for the Wisconsin Well Woman Program per the ACR and MQSA guidelines.
- Upload completed digital mammography images to the Radiologist's work station via the Picture Archive and Communication System (PACS).
- Retrieve Radiologist reports and screening mammogram results generated through the PACS system in order to provide results to clients and providers; ensure screening mammogram results are sent to clients per required MQSA guidelines.
- Collaborate with the Public Health Nurse and MBCCAP provider on all abnormal screenings to ensure clients are scheduled for diagnostic services including diagnostic mammogram, ultrasound and/or biopsy.
- Provide documentation of abnormal screens as required for MQSA and ACR inspections.

### **Equipment Maintenance, Quality Assurance, Program Compliance**

- Monitor working condition of Mammogram equipment including the Lorad Selenia Hologic Mammography unit, the PACS, the digitizer unit and the VPN tunnel; report equipment or technology issues to the Wisconsin Well Women Program Manager.
- In order to provide comparison data for the Radiologist to make accurate diagnoses, request, prepare and provide related radiologic reports, screening images and/or diagnostic health histories for clients receiving services at the SSHC.
- Provide radiologic medical records requests to outside entities pursuant to Health Insurance Portability and Accountability Act (HIPAA) guidelines.
- Provide imaging and related reports to clients' current care providers to ensure timely and effective care plan implementation.
- Prepare pertinent MHD and MBCCAP records and the Clinic Mammography Diagnostic physical site for the ACR and MQSA inspections.
- Maintain standards for the State, Federal, MQSA, ACR, the American Registry of Radiologic Technologist (ARRT) and the State of Wisconsin Radiology Examining Board accreditations and certifications.
- Develop and maintain a quality control program that complies with MQSA and ACR.
- Conduct weekly tests to including the Flat Field Test, the Artifact Test and the Phantom image; conduct Signal to Noise Ratio (SNR) and a Contrast to Noise Ratio (CNR) tests.
- Confirm that all tests are within acceptable range for quality test assurance.

- Schedule mandatory a yearly full field digital mammography inspection conducted by the survey Physicist.
- Comply with all policies and procedures, including the (HIPPA), ACR, MQSA and Well Woman Program.

### **Data, Reports and Technology**

- Maintain client records per HIPPA guidelines and regulations.
- Complete all Well Woman Program documentation including reporting, enrollment, history and physical forms.
- Forward Health Portal reporting forms, copy all documents to ensure forms are provided to the Program Manager to enter into the Forward Health Interchange Portal, file all documents when complete, create new patient numbers for the MBCCAP's data system, and enter all patient information and results in MBCCAP's data system.
- Utilize digitizer to digitize WWWP old screening films to upload to Radiologist or to send to providers.
- Coordinate contracted PACS software updates in order to ensure efficient transfer screening of mammogram images at the Radiologist's work station.
- Ensure VPN tunnel is running to upload screening mammogram images to the Radiologist's workstation.

*We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

### **CONDITIONS OF EMPLOYMENT**

- Standard work hours are 8:00 a.m.-4:45 p.m. Monday through Friday.
- Occasional weekend and evening hours may be required.
- Must wear industry related personal protective equipment (PPE) such as gloves, facemask or face shield.
- Must pass a TB skin test annually.
- May travel outside the City of Milwaukee, occasionally overnight, in order to attend training and conferences.
- Must be able to stand, walk, crouch, stoop, kneel, and reach.
- Must have manual dexterity, the ability to push and pull objects, and the ability to perform repetitive motions.

- Must be able to properly lift, move and/or exert force of objects weighing up to 50 lbs. occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. consistently.
- While performing the duties of this job, employees may be exposed to infectious agents or toxins.
- The Mammography Technologist is considered essential staff during the current public health emergency.

## MINIMUM REQUIREMENTS

1. Current State of Wisconsin Radiographer license at time of application and maintained throughout employment.
2. Certification with the American Registry of Radiologic Technicians (ARRT) at time of application and throughout employment.
3. Advanced certification with the American Registry of Radiologic Technicians-Mammography (ARRT-M) at time of application and throughout employment.
4. Three years of professional experience as a Registered Mammography Technologist.

***NOTE:** To receive credit for the license and certifications listed in #1, #2 and #3 above, the license and certifications must be attached to the online application by the application period closing date. Applications without the applicable documentation attached will be considered incomplete.*

## KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

### Technical

- Knowledge of the Mammography Quality Standards Act (MQSA) and the American College of Radiology (ACR) and basic radiation safety.
- Knowledge of quality assurance and control related to radiation safety standards.
- Knowledge of and ability to work with job related computer applications, including database, spreadsheet, word processing, and presentation software, as well as PAC and case management information systems.
- Ability to position patient on imaging equipment and set up and adjust equipment to obtain optimal view of specific body area as requested by physician and/or required for optimal imaging results.
- Ability to position imaging equipment and adjust controls to set exposure time and distance, according to specification of examination.
- Ability to process imaging using computer generated methods.

- Ability to use radiation safety measures and protection devices to comply with government regulations and to ensure safety of patients and staff.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Analytical, reasoning, and data interpretation skills.

### **Communication and Interpersonal**

- Interpersonal skills and the ability to provide services in a culturally sensitive manner.
- Ability to explain procedures and observe patients to ensure safety and comfort during screening procedure.
- Ability to work cooperatively, effectively, and fairly with coworkers and citizens whose background may differ from one's own.
- Listening and problem solving skills to gather information and make informed decisions.
- Ability to build and maintain good working relationships with a multi-cultural and multi-disciplinary staff, the public, various health professionals, and other agencies.
- Ability to work under pressure and handle multiple and changing priorities.
- Ability to read and interpret documents such as safety rules and technical materials.
- Ability to speak effectively to individuals and to groups and teach and train others.
- Written communication skills in order to accurately document patient information such as case notes, treatment and care plans, and produce written reports and job related correspondence.

### **Judgement and Responsibility**

- Highly motivated and self-directed, possessing excellent planning, organizational, and time-management skills.
- Ability to maintain confidentiality of health related and sensitive information including laboratory and imaging results.
- Ability to perform work duties with professionalism, honesty, and integrity.
- Ability to exercise independent judgment.
- Commitment to serve the public honestly and with sensitivity.
- Ability to remain professional at all times.

**CURRENT SALARY**

The current salary range (PG 3MN) is **\$54,540-\$61,023** annually, and the resident incentive salary range for City of Milwaukee residents is **\$56,176-\$62,854** annually. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

## **BENEFITS**

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit:<https://city.milwaukee.gov/ImageLibrary/Groups/derAuthors/Benefits-/2020/2021COMOEACTIVEGuide10.6.20FINAL.pdf>.

## **SELECTION PROCESS**

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations and the Milwaukee Health Department reserve the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The examination will be held as soon as practical after **Monday, April 19, 2021**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration.

The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

#### **ADDITIONAL INFORMATION**

- APPLICATIONS and further information may be accessed by visiting, <http://city.milwaukee.gov/jobs>.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is located at City Hall, 200 E. Wells St., Room 706, Milwaukee, WI 53202

#### **CONCLUSION**

**EEO 304**

*The City of Milwaukee values and encourages diversity and is an equal opportunity employer.*