Job Template: X-Ray Technician 1

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P1: Level Standards

GENERAL ROLE

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence.

Incumbents:

- Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance.
- Assignments tend to be reoccurring and work outputs generally are delivered in a prescribed form/format.
- May alter the order in which work or a procedure is performed to improve efficiency and effectiveness.

INDEPENDENCE AND DECISION-MAKING

→ Supervision Received
  - Works under supervision.
  - Progress and outcomes are reviewed for consistency with instructions and established procedures.

→ Context of Decisions
  - Determines the process of how work is to be done based on precedent, practice, and existing policy at the unit/office level.

→ Job Controls
  - Receives some instructions with respect to details of most work assignments.

COMPLEXITY AND PROBLEM SOLVING

→ Course of Resolution
  - Resolutions are typically generated by utilizing existing procedures or practice.
  - Typically, problems can be quickly and relatively easily resolved.
Measure of Creativity

- Tasks or activities are reoccurring with emphasis typically on precision and timeliness of execution.

COMMUNICATION EXPECTATIONS

- Manner of Delivery and Content
  - Regularly provides information on finished materials to others.

SCOPE AND MEASURABLE EFFECT

- Actions regularly affect an individual, item, event, or incident, etc.
- Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards.
- Incumbents indirectly promote the general welfare of students, faculty and staff, and safeguard the institution by playing an important role within a process.
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Job Template

GENERAL SUMMARY

Sets up radiographic equipment and take x-rays for diagnostic purposes and performs a variety of related technical procedures.

REPORTING RELATIONSHIPS AND TEAM WORK

Works under supervision of a supervisor or manager.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.

- Performs standard radiographic examinations using appropriate equipment and techniques.
- Positions and transfers patient. Adjusts x-ray equipment to correct settings, determines proper voltage, current, and desired exposure time, and positions x-ray equipment at proper distance and angles to patient body.
- Processes radiographs utilizing computerized radiography equipment. Prepares and sends images to radiologist electronically.
- Provides protection in accordance with prescribed safety standards.
- Review radiology report results for accuracy prior to disseminating to medical records. Maintains standard procedure for release of images to outside providers.
- Maintains x-ray equipment and files.
- Provides information to other health professionals regarding x-rays or associate problems.
- Participates in various Student Health and Wellness in-service continuing education programs, committees, and advisory groups.
- Performs related work as required.

MINIMUM QUALIFICATIONS

- Associate’s degree in related field.
- Up to one year of related experience.
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- Radiological Technology/American Registration of Radiologic Technologist (ARRT) certificate program.

**COMPETENCIES**

**Knowledge of:**
- Radiographic and X-ray equipment and proper voltages, positions, and settings
- Radiographic studies and procedures
- Radiation protection standards
- Medical terminology
- Microsoft Office and related software applications

**Skill in:**
- Administering x-rays
- Planning and organization
- Understanding students and fostering student success
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

**Ability to:**
- Perform radiographic procedure according to department standards, protocols, and guidelines
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Provide proper clinical patient care
- Maintain the confidentiality of information and professional boundaries
- Analyze available information, draw conclusions and understandings, and present such conclusions effectively to direct supervisor to enhance process improvement.
Job Template: X-Ray Technician 2

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P2: Level Standards

GENERAL ROLE

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence.

Incumbents:

- Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance.
- Tend to have assignments that are reoccurring and work outputs generally are delivered in a prescribed form/format.
- Alter the order in which work or a procedure is performed to improve efficiency and effectiveness.
- May recommend or implement modifications to practices and procedures to improve efficiency and quality, directly affecting the specific office operation or departmental procedure or practice.

INDEPENDENCE AND DECISION-MAKING

→ Supervision Received
  - Works under general supervision.
  - Periodic checks on accuracy, quality, and timeliness of outcomes.

→ Context of Decisions
  - Independently develops how work is to be done based on precedent, practice, and existing policy at the unit/office levels.

→ Job Controls
  - Possess the latitude to adjust the work processes or methods to effectively and efficiently manage their work assignments.
  - Guided by general procedures and professional norms.
Job Template: X-Ray Technician 2

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COMPLEXITY AND PROBLEM SOLVING

→ **Range of issues**
  - Problems tend to be modestly technical or operational.

→ **Course of Resolution**
  - Performs comparisons, verifications, reconciliations, compilations, etc. and such of data, program or student services/practices, or operational/staff output.
  - Understands the end product/outcome and where to send and receive information and materials to fulfill the assigned responsibilities.

→ **Measure of Creativity**
  - Once problems are identified, solutions generally can be resolved using conventional or standard procedures.
  - Most of the obstacles, issues, or concerns can be handled with established practice and policy.

COMMUNICATION EXPECTATIONS

→ **Manner of Delivery and Content**
  - Regularly provides information on finished materials to others.

SCOPE AND MEASURABLE EFFECT

- Actions typically affect an individual, item, event, or incident, etc.
- Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards.
- Incumbents indirectly promote the general welfare of students, faculty and staff, and safeguard the institution by playing an important role within a process.
Job Template: X-Ray Technician 2

Position: X-Ray Technician 2

Job Code: L45001
FLSA Status: E
Job Category: P
Job Level: 2

GENERAL SUMMARY

Responsible for the provision of overall management of the Student Health Services Radiology department, including x-ray technicians. Sets up radiographic equipment and take x-rays for diagnostic purposes; performs a variety of related technical procedures.

REPORTING RELATIONSHIPS AND TEAM WORK

Works under limited supervision of a supervisor or manager. Serves a lead worker to employees who perform similar functions.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.

- Performs standard radiographic examinations using appropriate equipment and techniques.
- Provides radiation protection in accordance with prescribed safety standards.
- Positions and transfers patient. Adjusts x-ray equipment to correct settings, determines proper voltage, current, and desired exposure time, and positions x-ray equipment at proper distance and angles to patient body.
- Registers patients electronically with demographics and order entry.
- Reviews radiology report results for accuracy prior to disseminating to Medical Records. Maintains standard procedure for release of images to outside providers. Maintains a quality assurance program within the department.
- Maintains x-ray equipment and files.
- Provides information to other health professionals regarding x-rays or associate problems.
- Initiates and maintains policies and procedures manual for the Department informs the Medical Director of updated changes.
- Maintains accurate records and submits monthly and annual reports of services provided.
- Oversees preventative maintenance and repair services for radiographic and processing equipment. Maintains supply inventory.
- Participates in various Student Health and Welfare in-service continuing education programs, committees, and advisory groups.
- Keeps informed of technological advancements in x-ray equipment procedures.
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- Performs related work as required.

### MINIMUM QUALIFICATIONS

- Associate's degree in related field.
- Two to three years of related experience.
- Radiological Technology/American Registration of Radiologic Technologist (ARRT) certificate program.

### COMPETENCIES

#### Knowledge of:

- Principles and practices of employee supervision
- X-ray equipment and proper voltages, positions, and settings
- Radiology policies and procedures
- Radiation protection standards
- Medical terminology
- Microsoft Office and related software applications

#### Skill in:

- Administering x-rays
- Planning and organization
- Understanding students and fostering student success
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

#### Ability to:

- Perform quality assurance on x-ray equipment
- Perform radiographic procedure according to department standards, protocols, and guidelines
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Maintain radiology equipment
- Provide proper clinical patient care
Generate and maintain accurate records and reports
Maintain the confidentiality of information and professional boundaries
Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to direct supervisor to enhance process improvement