**Job Template: X-Ray Technician 1**

<table>
<thead>
<tr>
<th>Occupational Group</th>
<th>Student Programs/Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Family</td>
<td>Student Health and Welfare</td>
</tr>
<tr>
<td>Job Path</td>
<td>Radiology</td>
</tr>
<tr>
<td>Job Title</td>
<td>X-Ray Technician 1</td>
</tr>
<tr>
<td>Job Category: P</td>
<td>Job Level: 1</td>
</tr>
<tr>
<td>FLSA Status: N</td>
<td>Job Code: L45000</td>
</tr>
</tbody>
</table>

**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.
Job Template: X-Ray Technician 1

<table>
<thead>
<tr>
<th>Occupational Group</th>
<th>Student Programs/Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Family</td>
<td>Student Health and Welfare</td>
</tr>
<tr>
<td>Job Path</td>
<td>Radiology</td>
</tr>
<tr>
<td>Job Title</td>
<td>X-Ray Technician 1</td>
</tr>
<tr>
<td>Job Category: P</td>
<td>Job Level: 1</td>
</tr>
<tr>
<td>FLSA Status: N</td>
<td>Job Code: L45000</td>
</tr>
</tbody>
</table>

→ 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.
**Job Template: X-Ray Technician 1**

<table>
<thead>
<tr>
<th>Occupational Group</th>
<th>Student Programs/Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Family</td>
<td>Student Health and Welfare</td>
</tr>
<tr>
<td>Job Path</td>
<td>Radiology</td>
</tr>
<tr>
<td>Job Title</td>
<td>X-Ray Technician 1</td>
</tr>
<tr>
<td>Job Category: P</td>
<td>Job Level: 1</td>
</tr>
<tr>
<td>FLSA Status: N</td>
<td>Job Code: L45000</td>
</tr>
</tbody>
</table>

**Job Template**

**GENERAL SUMMARY**

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

**REPORTING RELATIONSHIPS AND TEAMWORK**

Works under supervision of a supervisor or manager.

**ESSENTIAL DUTIES AND 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.
- Register patients electronically with demographics and order entry
- 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.
Job Template: X-Ray Technician 1

<table>
<thead>
<tr>
<th>Occupational Group</th>
<th>Student Programs/Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Family</td>
<td>Student Health and Welfare</td>
</tr>
<tr>
<td>Job Path</td>
<td>Radiology</td>
</tr>
<tr>
<td>Job Title</td>
<td>X-Ray Technician 1</td>
</tr>
<tr>
<td>Job Category: P</td>
<td>Job Level: 1</td>
</tr>
<tr>
<td>FLSA Status: N</td>
<td>Job Code: L45000</td>
</tr>
</tbody>
</table>

- 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

<table>
<thead>
<tr>
<th>Occupational Group</th>
<th>Student Programs/Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Family</td>
<td>Student Health and Welfare</td>
</tr>
<tr>
<td>Job Path</td>
<td>Radiology</td>
</tr>
<tr>
<td>Job Title</td>
<td>X-Ray Technician 2</td>
</tr>
<tr>
<td>Job Category: P</td>
<td>Job Level: 2</td>
</tr>
<tr>
<td>FLSA Status: E</td>
<td>Job Code: L45001</td>
</tr>
</tbody>
</table>

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.
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

<table>
<thead>
<tr>
<th>Occupational Group</th>
<th>Student Programs/Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Family</td>
<td>Student Health and Welfare</td>
</tr>
<tr>
<td>Job Path</td>
<td>Radiology</td>
</tr>
<tr>
<td>Job Title</td>
<td>X-Ray Technician 2</td>
</tr>
<tr>
<td>Job Category: P</td>
<td>Job Level: 2</td>
</tr>
<tr>
<td>FLSA Status: E</td>
<td>Job Code: L45001</td>
</tr>
</tbody>
</table>

**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 TEAMWORK**

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

**ESSENTIAL DUTIES AND 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.
- Register 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.
Job Template: X-Ray Technician 2

<table>
<thead>
<tr>
<th>Occupational Group</th>
<th>Student Programs/Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Family</td>
<td>Student Health and Welfare</td>
</tr>
<tr>
<td>Job Path</td>
<td>Radiology</td>
</tr>
<tr>
<td>Job Title</td>
<td>X-Ray Technician 2</td>
</tr>
<tr>
<td>Job Category: P</td>
<td>Job Level: 2</td>
</tr>
<tr>
<td>FLSA Status: E</td>
<td>Job Code: L45001</td>
</tr>
</tbody>
</table>

- Keeps informed of technological advancements in x-ray equipment procedures.
- 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
Job Template: X-Ray Technician 2

<table>
<thead>
<tr>
<th>Occupational Group</th>
<th>Student Programs/Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Family</td>
<td>Student Health and Welfare</td>
</tr>
<tr>
<td>Job Path</td>
<td>Radiology</td>
</tr>
<tr>
<td>Job Title</td>
<td>X-Ray Technician 2</td>
</tr>
<tr>
<td>Job Category: P</td>
<td>Job Level: 2</td>
</tr>
<tr>
<td>FLSA Status: E</td>
<td>Job Code: L45001</td>
</tr>
</tbody>
</table>

- 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