**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 Receive*d

* 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**

**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.
* 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
* 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