

## Job Template: X-Ray Technician 1

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

### **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.

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→ *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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<b>FLSA Status: N</b>	<b>Job Code: L45000</b>

### 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 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.

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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**

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

### **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.

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<b>Job Category: P</b>	<b>Job Level: 2</b>
<b>FLSA Status: E</b>	<b>Job Code: L45001</b>

### **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.

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<b>FLSA Status: E</b>	<b>Job Code: L45001</b>

### **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.

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- 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



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- 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