**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 Receive*d

* 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.

**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.
* 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.