



Career Service Authority

Page 1 of 4

Radiographic Support Technician

GENERAL STATEMENT OF CLASS DUTIES

Processes radiographic film, provides assistance to professional personnel in positioning patients for tests and performs a variety of clerical duties.

DISTINGUISHING CHARACTERISTICS

This position provides clerical assistance, patient transport and positioning, and inventory support to staff who take diagnostic medical radiographs (x-ray) for the diagnosis of disease or trauma. The higher level Diagnostic Imaging Technologist takes the x-ray image and requires an R.T. credential from the American Registry of Radiographic Technologists.

Guidelines, Difficulty and Decision Making Level:

Procedures, methods and techniques to be used are well established with options to be considered well defined. Tools, work aids and materials to be used are specified. Work steps are demonstrated or made clear by straightforward oral instructions. Detailed oral and/or written instructions are normally given during the training period. Work steps involve a pattern of sequential motions such as push, pull, lift, carry or place which may include making gross discriminations as to size, color or readily observable conditions. Duties assigned are primarily routine, repetitive and restricted in intricacy with little or no discretion in how they are carried out.

Level of Supervision Received and Quality Review:

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communications and Purpose:

Contacts with the public or employees where factual information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

Level of Supervision Exercised:

No supervisory responsibility.

ESSENTIAL DUTIES

Develops exposed film by operating automatic film processor and post proper identifying information on each film.

Assists radiologic personnel in performing a variety of procedures and in transporting and moving patients.

Maintains examination room by stocking with necessary medical or radiologic supplies. Cleans radiologic equipment as assigned. Maintains inventory of radiographic film and supplies.

Provides a variety of clerical assistance which includes scheduling patients, answering telephones, computer entry, patient billing and other supportive tasks to ensure a smooth operation.

Maintains established departmental policies and procedures, quality improvement safety, environmental and infection control standards.

Cooperates with other personnel to achieve departmental and interdepartmental objectives and maintain good employee relations.

By position, works with patients to take DEXA bone density scans, using special low-level x-ray machines, with keyboard, monitor and special imaging software.

Performs other related duties as assigned or requested.

.....
Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
.....

MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Reading: Learns from written material by determining the main ideas or essential message.
Recognizes correct English grammar, punctuation and spelling.

Writing: Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

Integrity/Honesty: Displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; chooses an ethical course of action; is trustworthy.

Speaking: Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations; uses body language appropriately.

Interpersonal Skills: Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others; relates well to different people from varied backgrounds and different situations.

Listening: Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

Conscientiousness: Displays a high level of effort and commitment towards performing work; demonstrates responsible behavior.

Customer Service: Works and communicates with clients and customers to satisfy their expectations. Committed to quality services.

Knowledge of the techniques, practices, and materials specific to the assigned area sufficient to be able to conduct the appropriate tests.

Knowledge of departmental policies, procedures, objectives, safety and infection control standards sufficient to be able to maintain the expected level of efficiency.

Skill in transporting patients from one area to another.

Skill in cleaning equipment utilized in the specific area.

Skill in performing clerical duties such as answering telephones, data entry, and scheduling patients for the area.

Skill in utilizing the principles and practices of effective and persuasive communication to elicit and/or present explanatory or interpretive information.

Physical Demands:

Carrying: Transporting an object, usually by hand, arm or shoulder

Eye/Hand/Foot Coordination: performing work through using two or more

Hearing: Perceiving the nature of sounds by the ear

Repetitive Motions: Making frequent movements with a part of the body.

Sitting: Remaining in the normal seated position

Talking: Expressing or exchanging ideas by means of spoken words

Lifting: Raising or lowering an object 25 – 50 pounds.

Accommodation: Ability to adjust vision to bring objects into focus.

Depth Perception: Ability to judge distance and space relationships.

Near Acuity: Ability to see clearly at 20 inches or less.

Memorization

Oral Comprehension

Written Comprehension

Working Environment:

Wet: frequent contact with water or other liquid.

Contact with patients under wide variety of circumstances.

Exposed to patient elements.

Handles emergency or crisis situations.

Occasional pressure due to multiple calls and inquiries.

Occasionally exposed to radiation hazards.

Subject to electrical and radiant energy hazards.

Subject to many interruptions.

Subject to varying and unpredictable situations.

Education Requirement:

Graduation from high school or possession of a GED Certificate at time of application.

Experience Requirement:

None.

Education/Experience Equivalency:

None.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 9/16/1995

REVISED DATE: 8/1/2002

REVISED BY: Don Braden

CLASS HISTORY Classification changed to reflect addition of bone density scans for some positions.