

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Radiologic Technician

Class Code: 50682

Pay Grade: GI

A. Purpose:

Oversees, schedules and conducts X-ray examinations, operates and maintains X-ray equipment, processes X-rays, and maintains equipment, files and inventory.

B. Distinguishing Feature:

The Radiologic Technician schedules, prepares, performs and processes X-ray, EKG and EEG examinations for physician diagnostic interpretation; positions and instructs patients undergoing testing; prepares and maintains test results files; and maintains equipment and supplies inventory.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)

1. Instructs and assists patients in proper postures and breathing techniques during examinations to guarantee usable test results for diagnostic purposes.
2. Performs X-ray, EKG or EEG examinations, processes and reviews tests to ensure quality and readability of the results.
 - a. Makes radiographic exposure, processes, and checks quality to determine the need for a repeat of the procedure.
 - b. Prepares X-ray, EKG, and EEG examinations for consultants' interpretations.
 - c. Performs simple maintenance work on EKG, EEG and X-ray equipment.
 - d. Conducts quality control testing on functioning of X-ray, EKG, and EEG equipment.
3. Locates, positions, and attaches lead and electrodes and sets equipment controls to properly conduct EKG and EEG examinations and obtain accurate test results.
4. Records, labels, and maintains files of X-ray, EKG and EEG examinations to provide data for medical interpretations and information for updated patient medical histories.
5. Performs administrative duties to ensure the radiographic area runs smoothly and efficiently.
 - a. Orders supplies and updates inventories.
 - b. Prepares ledger sheets and reports on productivity and costs and monitors expenditures for supplies and equipment.
 - c. Enters billing and exam information into the hospital information system.
6. Researches new technologies, equipment and supplies to ensure replacements fit the needs and budget of the facility.
 - a. Contacts and meets with companies for equipment information, demonstration and specifications.
 - b. Present findings to the supervisor.

7. Serves as an assistant in the laboratory when needed to ensure timely specimen draws.
 - a. Performs venipunctures to obtain blood samples.
 - b. Performs urine and throat culture testing.
8. Performs other work as assigned.

D. Reporting Relationships:

Typically no subordinates report to this position. Reports to a medical professional.

E. Challenges and Problems:

Challenged to produce quality diagnostic examination results by efficient and proficient performance of examination and processing techniques, successfully work with handicapped or uncooperative patients to obtain necessary tests results, and schedule patients' examination efficiently to maintain timely production of test results to meet physicians' or consultants' needs and deadlines.

Typical problems include repositioning patients who are physically unable to have standard X-rays taken and finding alternatives for tests when patients become violent or refuse to cooperate with a particular procedure, and retaking X-rays when the original is not of usable quality for diagnostic purposes.

F. Decision-making Authority:

Decisions made include determining diagnostic quality of tests, determining alternative procedures in problem situations, rescheduling and ordering supplies and equipment repairs.

Decisions referred include capital asset purchases; review of quality control for the department; and personnel problems involving staff and physicians.

G. Contact with Others:

Daily contact with medical and nursing staff to receive examination orders and discuss preparation for interpretation of examinations; and staff to receive assistance with and escort patients to examinations. Frequent contact with consultants to obtain information and supervisors to obtain work assignments.

H. Working Conditions:

Works in an X-ray department, lifts or positions physically handicapped or violent patients and is exposed to hazardous chemicals, equipment and radiation.

I. Knowledge, Skills and Abilities:

Knowledge of:

- radiographic theory and techniques;
- standard X-ray procedures, technology, and developing techniques;
- anatomy, physiology, and anatomic positioning related to radiographic work;
- occupational hazards and required safety precautions;
- methods and techniques used in electroencephalogram and electrocardiogram examinations.

Ability to:

- operate, control, calibrate, and maintain equipment used in radiological procedures;
- accurately position patients;
- instruct fellow employees and/or students in the performance of all procedures and the application of departmental policy;
- keep records and write reports;
- deal sympathetically and effectively with patients
- use a computer.

J. Licenses and Certification:

Must be or eligible to be certified as a Radiologic Technician.