

## **X-RAY TECHNICIAN JOB DESCRIPTION**

**Job Title :** X-Ray Technician

**Reports To :** Physician

**FLSA Status :** This position does not meet the criteria for exemption from the provisions of the Fair Labor Standards Act; thus you will be eligible to receive overtime compensation, as appropriate. Overtime requires prior approval from your supervisor.

### **JOB SUMMARY :**

Perform radiological duties in compliance with x-ray department and legal requirements. Help patients feel comfortable during the entire process. Perform selected nursing, lab, administrative, and clerical duties that assist in the delivery of primary health care and patient care management under the direction of a Physician, PA, or NP. These duties are delegated in relation to the individual's degree of training, in accordance with the objectives and policies of the organization and respective state laws governing such action and activities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES :**

*Includes the following;*

1. Prepare patients for radiological procedures and take X-rays following established procedures for patient care and safety.
2. Protect patients, yourself and staff from radiation exposure by practicing sound procedures which meet or exceed recommended industry standards.
3. Develop and process radiological film.
4. Obtain quality diagnostic radiographs as requested by Physician, PA, or NP. Maintain a repeat rate of two percent or less.
5. Ensure that all equipment is in good working condition and in compliance with applicable laws and regulations.
6. Report immediately any equipment malfunctions to Supervisor.
7. Log completed radiological procedures. Complete paperwork accurately and on time.
8. Identify and file reports as required.
9. Maintain x-ray room, stock necessary radiological supplies.
10. Request, retrieve and track files to and from other departments or centers.
11. Work closely with the Physician, PA, or NP to receive guidance and instruction for treating patients.
12. Perform lab work as directed by Physician, PA, or NP
13. Makes suggestions to improve work methods.
14. Trains new employees.
15. Other duties may be assigned.

### **QUALIFICATIONS :**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Education and/or Experience :* High school diploma or general education degree (GED) and a current X-Ray Technology certificate or license from a program approved in Arizona.

*Language Skills :* Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively

present information in one-on-one and small group situations to clients and other employees of the organization. Prefer bi-lingual in English and Spanish.

*Mathematical Skills* : Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

*Reasoning Ability* : Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

**CERTIFICATES, LICENSES, REGISTRATIONS :**

A current certification or license in X-Ray Technology from the state of Arizona. Willing to attend continuing medical education courses at the request of the employer.

**PHYSICAL DEMANDS :**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to taste or smell. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT :**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**PAY RANGE :**

This position is subject to a 90 day trial period in which the employer will evaluate the skills, talents, and abilities of the new employee. After this time the employee will be put on full time status or dismissed.

First 90 days pay rate is \_\_\_\_\_ per hour.

After 90 days pay rate is \_\_\_\_\_ per hour.

I have read and understand the duties, responsibilities, and expectations pertaining to the position of X-Ray Technician. I understand that this job description is intended to describe the general nature and level of work performed. It is not intended to serve as an exhaustive list of all duties, skills and responsibilities required. I have been allowed to clarify and ask questions about this job description.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date