

Job Class Profile: X-Ray Technician**Pay Level: LX-21 Point Band: 512-536**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	3	4	5	2	2	3	1	6	
Points	187	50	25	24	60	43	62	21	64	536

JOB SUMMARY

The X-Ray Technician is responsible for operating x-ray equipment to produce diagnostic images within a medical facility. Duties include performing radiological procedures on a variety of body parts including chest, upper and lower extremities, spine, skull, abdominal series, sinuses, and Intravenous Pyelograms (IVP) and performs related clerical functions.

Key and Periodic Activities:

- Sets up x-ray equipment to perform radiological procedures. Positions patients for procedures, processes film and ensures image quality is appropriate for radiologist review.
- Reviews procedure requisitions to ensure accurate patient information, enters information into computer system, enters Physician ordered exams and scans into PACS.
- Verifies exams after x-ray is completed, adds any necessary notes, and completes any necessary billing forms.
- Prints patient reports, retrieves reports from the mail and delivers to Physician.
- Prints daily work list, files and faxes previous day work list to Radiologist.
- Operates portable x-ray machine, cleans x-ray screens.
- Orders supplies from internal stores department.
- Shreds requisitions and lists more than one month old.
- Answers telephones and handles questions from patients and provides preparation directions

SKILL**Knowledge****General and Specific Knowledge:**

- Knowledge of:
 - A variety of testing options to produce quality results.
 - Techniques to ensure client safety.
 - Equipment operation and minor repair procedures
- Current knowledge of research in best practices.

Formal Education and/or Certification(s):

- Minimum: Current employees have completed the X-ray Technician course which is no longer offered.

Years of Experience:

- Minimum: 1-2 years of experience.

Competencies:

- Client care and communication skills.
- Follow guidelines and processes.
- Computer operation to register clients and enter test results.
- Basic written communication skills.

Interpersonal Skills

- A range of interpersonal skills are used including asking questions to obtain accurate patient identification information and providing directions to the patient on the procedures to be performed and also giving patients directions on what they need to do to prepare for the procedure such as breathing and posture instructions, speaking to other employees regarding scheduling of appointments and technical staff regarding any equipment or technology issues.
- Communications primarily occur with employees and managers within the immediate work areas, other employees of the department, and clients.

EFFORT**Physical Effort**

- Occasionally exerts physical effort which causes fatigue requiring periods of rest.
- Occasionally situations require strength and endurance (i.e. lifts and moves objects over 50 lbs. including assisting nurse/ambulance attendant move patients from stretchers to x-ray tables, lift children onto x-ray table, help elderly patients properly position themselves for procedures, and move portable x-ray machines).
- There is a regular requirement to stand/sit/walk when performing procedures, some fine finger precision work when operating computers, and some need for gross motor skills when operating testing equipment.

Concentration

- **Visual** concentration is required when positioning a patient for procedures, assessing whether a patient needs assistance during testing, and when completing computer work.
- **Auditory** concentration is required to listen to what a patient is saying.
- **Other sensory demands** such as touch are required to properly position patients for testing.
- **Higher than normal levels of attentiveness** are required when testing, as patients are being exposed to radiation and there is a need to only have them exposed as long as is necessary.
- Occasional **time pressures and interruptions** when emergency situations arise and when performing IVP's exposures as they have to be made at specific times.
- **Eye/hand coordination** is required occasionally when using right hand to move the x-ray tube and adjust the light field while the left hand is touching patients to properly position them.
- **Exact results and precision** are constantly required when testing so the patient is not over or under exposed to radiation and is positioned properly so retesting is not required. Tests also need exact selection of light field so only the body part ordered by the physician is displayed.

Complexity

- Performs a series of tasks that are different, but allow the use of similar skills and knowledge.
- The most typical problems are resolving equipment breakdowns, and positioning difficult or resistant patients.
- Resources such as policy and procedures manuals, medical professionals and computer technical support are available if required.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are somewhat prescribed or controlled. There is no supervision when performing x-ray services; however, is expected to obtain high quality images.
- Keeps the department stocked with inventory, if the items are contained within the stores department; however, any other actions require formal approval.
- Independent discretion and judgement is required during trauma cases where obtaining images may require the need to improvise procedures.

Impact

- While work tasks are somewhat prescribed or controlled, all exams performed may be audited by a senior technologist.
- The most significant impact of errors or mistakes is the safety and health of clients. Testing exposes the client to radiation, so it is important that only the body part requiring the image is exposed. If images are not usable retesting will have to occur which exposes the client to radiation for an unnecessary second time. Improper patient identification could lead to tests being conducted that were not necessary.
- Errors will normally be detected and corrected within a week of occurrence.

Development and Leadership of Others

- There is no supervision of staff.
- May provide orientation to new employees.

WORKING CONDITIONS

Environmental Working Conditions

- There is a requirement to wear a lead apron, thyroid shield, and radiation badge when operating x-ray machines; and masks, gloves and gowns when dealing with clients with infectious diseases.
- There is a limited likelihood of minor cuts, bruises, abrasions, minor illnesses and injury leading to partial disability.
- Constantly exposed to radiation from x-ray machines, regularly exposed to clients presenting with infectious diseases, and occasionally exposed to physical threats from patients brought in by police and under the influence of substances. There is also exposure to sharp objects, odours, and bodily fluids from patients.