

POSITION OVERVIEW

Job Title: Training Tech X-Ray
Business Title: Training Tech X-Ray, Junior Radiology Tech
Job Code: TRNXRAYTECH
FLSA Status: Non-Exempt
Department: X-Ray
Reports to: XXXXX
Location: OIC
Draft Date: 07/14/25
Revision Date: 05/01/26
Approved By: XXXXX
Role: Individual Contributor

POSITION SUMMARY

Aide in performing radiographic procedures to assist in the diagnosis of disease or injury.

POSITION DUTIES AND RESPONSIBILITIES

- Assists Rad Tech in performing radiographic procedures as prescribed by a physician (which may include DEXA scans). Identifies each patient and reviews each patient's requisition for consistencies to concur with the examination ordered. Follows established techniques and methods in operating equipment and processing images. Ensures technical quality of images and exercises judgment in processing assigned work load. Practices radiation safety by applying ALARA (As Low As Reasonably Achievable) principles.
- Assists with setting up the room for each patient which includes setting up the table, equipment, and technical parameters accurately.
- Prepares patients for diagnostic x-ray procedures. In doing so, escorts patients to dressing and x-ray rooms, provides verbal and written instructions and assists patients in positioning body parts to be radiographed. Ensures safety procedures and universal precautions are used at all times.
- Assesses the patient's previous exams/reports to include loading or digitizing outside studies, if available/applicable, prior to performing the radiologic procedure. Reviews the referral for each procedure and ensures accuracy of the referral in the system; accurately communicates the referral to the radiologist. For certain procedure, may administer medication as prescribed by a physician.
- Assesses the patient's condition prior to administering a contrast media or performing the radiographic procedure. Prepares contrast media and administers to patients either intravenously or through other body cavities.
- Performs related technical and/or administrative duties which include, but are not limited to:
 - Completing necessary paperwork and labeling images.
 - Reviewing scheduled patient appointments and contacting patient, via telephone, to confirm appointment date, time, location and any other pertinent information, such as copayment amount and forms of payment accepted. Advises the patient of any preparations required for the procedure.
 - Ordering and reviewing labs.
 - Coordinating the exam with other modalities.
 - Communicating "stat" results to referring physicians.
 - Performing all necessary functions relating to the RIS/PACS.

- Assisting patient at all times (including on and off the exam table and to and from a vehicle, if necessary).
 - Assisting the front office and scheduling staff with technical questions regarding radiology procedures.
 - Communicating with the front office as to the status of the schedule.
- Maintains adequate level of supplies in examination rooms and reorders as necessary. Ensures equipment is operating properly and contacts appropriate party for equipment repair in order to ensure safe and efficient examination of patients.
 - Actively participates in the quality-assurance monitoring and recording efforts of the department. Assists in duties related to ACR accreditation, if necessary.
 - Continues to develop professionally; working towards maintaining registry and current knowledge of the radiology profession to ensure continued contributions to the patients, referring physicians, and the company.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of basic radiologic methods and techniques such as chest, upper and lower gastrointestinal, fluoroscopic, and skeletal procedures normally acquired through completion of a twenty-four month radiologic technology training program.
- Knowledge of quality care and radiation safety standards (ALARA)
- Knowledge and work experience necessary to independently conduct routine and specialized radiologic tests, to assist physicians with special techniques or procedures, and to become familiar with physician and department work methods and facility policies and procedures.
- Knowledge of and experience in using office equipment including telephone, fax, computer and photocopier.
- Knowledge of and experience in using radiology-related computer systems (RIS/PACS).
- Interpersonal skills necessary in order to effectively interact with physicians, other facility staff, patients and families when providing instructions or responding to questions or exchanging patient-related information.
- Ability to start and maintain an IV.
- Ability to maintain confidentiality of patient record information.
- Analytical skills necessary in order to conduct routine radiographic tests and review results for accuracy and quality, to verify patient information, to complete material for medical record, and to monitor supply levels.
- Ability to concentrate and pay close attention to detail when conducting or assisting with diagnostic radiologic procedures.
- Ability to lift a minimum of 60 pounds when assisting and positioning body parts or handling and transporting supplies.

REQUIRED QUALIFICATIONS

- Current BLS recognized by the American Heart Association.

PREFERRED PROFESSIONAL SKILLS AND EXPERIENCE

- Current ARRT registration and/or state license must be obtained within six (6) months to twelve (12) months of employment in technologist position.
- Must be currently enrolled as a senior student and in good standing in an accredited schedule of radiology.
- Must also obtain state licensure within six (6) months of radiology program completion.

Physical Activities

Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like.

☐ Never ☒ Occasionally ☐ Constantly

Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.

☐ Never ☒ Occasionally ☐ Constantly

Remaining in a stationary position, often standing or sitting for prolonged periods.

☐ Never ☐ Occasionally ☒ Constantly

Moving about to accomplish tasks or moving from one worksite to another.

☐ Never ☒ Occasionally ☐ Constantly

Adjusting or moving objects up to 15 pounds in all directions.

☐ Never ☐ Occasionally ☒ Constantly

Communicating with others to exchange information.

☐ Never ☐ Occasionally ☒ Constantly

Repeating motions that may include the wrists, hands and/or fingers.

☐ Never ☐ Occasionally ☒ Constantly

Operating machinery and/or power tools.

☐ Never ☒ Occasionally ☐ Constantly

Operating motor vehicles or heavy equipment.

☒ Never ☐ Occasionally ☐ Constantly

Assessing the accuracy, neatness and thoroughness of the work assigned.

☐ Never ☐ Occasionally ☒ Constantly

Environmental Conditions

Low temperatures.

☐ Never ☒ Occasionally ☐ Constantly

High temperatures.

☐ Never ☒ Occasionally ☐ Constantly

Outdoor elements such as precipitation and wind.

☒ Never ☐ Occasionally ☐ Constantly

Noisy environments.

☐ Never ☒ Occasionally ☐ Constantly

Hazardous conditions.

☒ Never ☐ Occasionally ☐ Constantly

Poor ventilation.

☒ Never ☐ Occasionally ☐ Constantly

Small and/or enclosed spaces.

☐ Never ☒ Occasionally ☐ Constantly

No adverse environmental conditions expected.

☒ Never ☐ Occasionally ☐ Constantly

Physical Demands



Sedentary work that primarily involves sitting/standing.

☐ Never ☐ Occasionally ☒ Constantly

Light work that includes moving objects up to 20 pounds.

☐ Never ☐ Occasionally ☒ Constantly

Medium work that includes moving objects up to 50 pounds.

☐ Never ☐ Occasionally ☒ Constantly

Heavy work that includes moving objects up to 100 pounds or more.

☐ Never ☐ Occasionally ☒ Constantly

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my manager or a member of the Human Resources team.

I acknowledge that the job has been explained to me both verbally and in written format.

Support Teammate's Signature

Date