

### **POSITION OVERVIEW**

Job Title: X-Ray Tech I  
Business Title: X-Ray Tech I, Mobile X-Ray Tech I, X-Ray Tech Float  
Job Code: XRAYTECHI  
FLSA Status: Non-Exempt  
Department: X-Ray  
Reports to: XXXXX  
Location: OIC  
/Draft Date: 07/14/25  
Revision Date: XXXXX  
Approved By: XXXXX  
Role: Individual Contributor

### **POSITION SUMMARY**

Provides healthcare services, applying x-ray energy to assist in the diagnosis or treatment of patients using radio/fluoroscopic procedures. Performs medical imaging techniques and related procedures to demonstrate anatomy for interpretation and/or intervention by, or at the request of a licensed practitioner.

### **POSITION DUTIES AND RESPONSIBILITIES**

- Demonstrates competency and proficiency, following established protocols, in the performance of:
  1. All radiographic examinations and equipment in their assigned work area.
  2. Proper positioning of the patient and equipment.
  3. Selection of the appropriate image receptor and radiographic techniques.
  4. Digital information systems utilized in the performance of assigned work, Radiology Information System (RIS) and Synapse.
- Identifies each patient and reviews each patient's requisition for consistencies to concur with the examination ordered.
- Applies appropriate patient care and recognizes patient conditions essential for successful completion of the radiologic procedure.
- Reviews patient chart for exam referral/orders with attention to any special instructions within the exam notes, appointment notes or referral request.
- Records the patient's history, including information about priors, as required by established policies and procedures and the American College of Radiology (ACR).
- Performs and maintains all quality assurance/control records required by ACR, the State Department of Health Services and any other credentialing organizations as required by law.
- Assesses the patient's condition; assures patient safety through proper restraining and support devices.
- Identifies proper anatomical orientation on all required images and assures proper identification on all images.
- Verifies all images, tech notes and required documents are successfully transmitted to PACS per policy and procedures.
- Completes all required paperwork in a timely and accurate manner.
- Verifies all procedures performed match the procedures listed in the RIS and are listed and coded properly.
- Continuously monitors work, reviews and utilizes modality QA reports to search for ways to improve.

- Reports incomplete or incorrect examination to ensure proper patient charge and continuity of patient care.
- Performs all radiological procedures, according to the Department Procedure Manual.
- Provides radiation protection to staff, patient and self according to the prescribed safety standards.
- Adjusts technical factors in proportion to patient and body part being examined.
- Demonstrates courteous, friendly and professional behavior to patient, referring physicians and co-workers at all times.
- Keeps the work area neat and orderly.
- Maintains and rotates inventory of supplies in exam rooms and notifies supervisor if there is a shortage.
- Performs other related duties incidental to the work described herein.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to deal efficiently and courteously with all clinical personnel and patients, and to establish effective working relationships.
- Ability to act independently upon information and make decisions that achieve optimal results.
- Ability to assess and identify needs and develop creative strategies.
- Highly motivated with great organizational skills.
- Demonstrates appropriate customer service attitudes and services in a variety of work settings.
- Proficient in word processing, internet and e-mail.
- Demonstrates a results orientation for delivering appropriate products and services in an accurate, complete and timely fashion.
- Must be skilled in written and verbal communications, requiring the ability to read and write effectively and efficiently.
- Successful incumbent possesses high energy, drive and positive attitude; is committed to customer service and teamwork; has the ability to multi-task; and, is focused on achieving results.

### **REQUIRED QUALIFICATIONS**

- Education – Graduate of recognized, approved AMA Council of Education program in radiologic technology.
- Certification by the American Registry of Radiologic Technologists (A.R.R.T.).
- Certification as Medical Radiological Technologist (M.R.T.) by the State Medical Board.
- Current CPR and AED certification.

### **PREFERRED PROFESSIONAL SKILLS AND EXPERIENCE**

- Two years of experience performing radiology exams preferred.
- Bachelor's degree in science-related field preferred.
- Prior training in Bone Density preferred.
- Knowledge of relevant equipment preferred.
- Experience with RIS/PACS preferred.

### **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.

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Support Teammate's Signature

\_\_\_\_\_

Date