



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
RADIOLOGICAL TECHNOLOGIST	29	C	10.740

CLASS CONCEPT

Radiological Technologists operate x-ray equipment to produce radiographs of various anatomical parts as prescribed by a physician; take and develop radiographs; process exposed film; instruct and assist patients during procedure.

Take radiographs of patients according to physician's instructions; ensure patients have removed belt buckles, jewelry and other articles through which x-rays cannot pass; position patients in a lying, sitting, or standing posture to ensure that injuries are not aggravated and to secure a radiograph of diagnostic quality.

Adjust radiation equipment at the required angle and height; focus on the appropriate area of patient's body; measure the thickness of the section to be x-rayed and set machine controls accordingly to produce radiographs of the correct density, detail, and contrast; place properly identified x-ray film or digital cassette of the correct size and type under the body part to be examined to ensure that the complete area of the injury is radiographed; check developed film or digital images to determine need for repeats or additional views.

Prepare radiographs for reading; 1) Film: place proper identification on each film when removed from the cassette and place into processing unit for developing, fixing, washing and drying; prepare files for film protection, storage, and retrieval; and route to physician for examination and interpretation; 2) Digital: Ensure proper identification of each image, maintain data base for image protection, storage and retrieval; and route images to viewing stations for physician examination and/or interpretation.

Maintain radiological supplies and equipment; order chemicals and supplies to maintain sufficient inventory; clean cassettes and processor according to maintenance schedule and wash processor's racks to maintain equipment in good working order; make minor adjustments and repairs to x-ray unit in order to meet safety standards and ensure efficient operation; provide input as requested concerning the purchase of supplies and equipment.

Complete statistical reports; log patient and testing information; record number of patients, type of tests, and doctor receiving results; calculate totals to prepare monthly summaries; record information in a standardized format and submit to supervisor for internal record keeping purposes.

Maintain departmental records as directed and as required by departmental policies, as well as State and federal regulations.

Perform patient care duties such as taking vital signs, drawing blood, and preparing patients for surgical procedures; give instructions to patients, provide reassurance and prepare patients for testing.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Licensure by the American Registry of Radiologic Technologists (ARRT) is required at the time of appointment and as a condition of continuing employment.

EDUCATION AND EXPERIENCE: Graduation from a two-year program in x-ray technology and two years of experience working as a radiological technologist; **OR** an equivalent combination of education and experience. (See *Special Requirement*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: techniques and procedures used in the operation of radiological equipment; safety and protective measures required to minimize exposure to radiation; State and federal regulations concerning the operation of x-ray equipment; views and positions required for x-ray examination; x-ray equipment maintenance.

General knowledge of: human anatomy and physiology. **Ability to:** explain x-ray procedures to patients; follow radiologist standards for views, quality control, and radiation prevention methods; operate and maintain modern radiological equipment; properly position patients to secure radiographs of diagnostic quality according to a physician's prescription; understand medical terminology and technical instructions pertinent to radiographs; and maintain records and files.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: current and advanced x-ray techniques and procedures involving operation of modern x-ray equipment and the "Handbook of Rules and Regulations for Radiation Control" issued by the Nevada State Board of Health. **Working knowledge of:** radiographic contrast medias, fluoroscopy procedures, sterile procedures, radiographic procedures, emergency medical procedures, and preparation of patients for surgical procedures; agency policies and procedures related to x-ray examination.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

10.740

ESTABLISHED: 7/1/89P
6/9/89PC
REVISED: 7/1/99P
12/17/98PC
REVISED: 9/26/14PC