

Code: 4221

Title: *CERTIFIED PRACTICAL RADIOLOGIC TECHNICIAN*

SUMMARY: Produces and develops x-ray films (radiographs) of the chest for use in diagnosing tuberculosis and performs operator-level maintenance of radiographic equipment.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Prevents unnecessary radiation exposure by surrounding the exposed area with radiation protective devices or limiting the size of the x-ray beam;
Prepares patient for radiographic examination by explaining the x-ray procedure, removing jewelry, shielding patients of child bearing age and positioning the client and equipment to ensure radiographs are of the appropriate density, detail and contrast;
Labels, exposes and develops the x-ray film and prepares for clinician's review;
Prepares cassettes with new film;
Performs operator-level maintenance of radiographic equipment and coordinates contracted repair services for all other necessary repair and/or maintenance;
Distributes, collects and interprets radiation badges of clinic staff to include submission to independent laboratory for additional analysis;
Pulls previous x-rays (if applicable), combines with the new films, and types, distributes and files negative x-ray reports and files films;
Coordinates receipt of client films from outside sources, secures them for comparison studies and maintains status logs of all foreign x-ray films entering and leaving the Tuberculosis unit to include permanent and cross files of all refugee films from foreign countries;
Compiles statistical information, prepares routine and special statistical reports;
Enters reported laboratory results of tuberculosis smears and cultures into client's clinic record;
Purges x-ray files according to established guidelines and prepares them for archives;
May assist in purging medical and medical files to be archived;
May perform routine clerical support tasks as assigned.

KNOWLEDGE & SKILLS:

Knowledge of:

- positioning patients for chest x-rays;
- the principles and practices of basic radiology;
- occupational hazards and required safety precautions for radiology;
- business English, punctuation, grammar and spelling;
- manual and automated records management practices;
- office practices and procedures.

Skill in:

- performing basic radiologic procedures;
- positioning patients according to prescribed methods;
- developing x-ray films;
- operating a variety of office equipment, including typewriters, computer terminals and personal computers and photocopiers;
- communicating effectively;

- interacting with the public;
- maintaining specialized files and other documentation in manual and automated systems;
- identifying and completing specific actions required to provide service.

MINIMUM QUALIFICATIONS:

Current certification as a Practical Radiologic Technologist or Certified Radiologic Technologist by the Arizona Medical Radiologic Technology Board of Examiners.

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a certificate as issued by the Arizona State Medical Radiologic Technology Board of Examiners to practice as a Certified Practical Radiologic Technologist is required at the time of appointment. Maintaining current certification as a Certified Practical Radiologic Technician is required as a condition of employment. Failure to maintain such certification shall be grounds for termination. Some positions may require possession of a valid Class D Arizona Driver's License at the time of appointment or prior to end of initial/promotion probation.

Physical/Sensory Requirements: Specific physical and sensory abilities will be determined by position.

Special Notice Items: Department of Labor regulation CFR Part 1910.1030 requires notification that positions within this classification may have a high risk of exposure to blood-borne pathogens. In accordance with OSHA and Pima County guidelines Tuberculin (TB) screening, Hepatitis B vaccinations and safety training and equipment will be provided.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.