UNIVERSITY OF SOUTHERN CALIFORNIA

Radiology Technologist

Job Code: 187807

Grade: HE
OT Eligible: Yes
Comp Approval: 8/15/1994

JOB SUMMARY:
Provides radiology and back office support to a private practice clinic. Position may be supervised by the clinic director, member physicians and/or office manager.

JOB ACCOUNTABILITIES:

*E/M/NA  % TIME

_______ _______ Performs radiographic examinations and assists with fluoroscopic examinations. Checks all x-rays to ensure quality standards concur with physician requirements.

_______ _______ Operates x-ray equipment to make radiographs of designated portions of the body as ordered by the physician.

_______ _______ Develops film. Performs quality checks on developed film to ensure adequacy of print for diagnostic purposes. Performs duties of a darkroom technician as needed.

_______ _______ Manages patient support activities such as patient flow, preparation, clean up and turn around of examination rooms. Assists physician with medical examinations and dissemination of patient education materials.

_______ _______ Positions and instructs the patient for examination. Adjusts equipment, determines proper voltage, current and exposure time for each radiograph.

_______ _______ Operates mobile x-ray equipment in operating room or patient exam rooms, as requested.

_______ _______ Cleans cassettes and screens. Maintains x-ray equipment. Makes minor adjustments as required.

_______ _______ Ensures safety of self, co-workers and patients by strict adherence to departmental safety procedures. Checks and tests equipment in accordance with established safety protocols.

_______ _______ Provides back-up support to other members of the private practice as appropriate.

_______ _______ Orders supplies; utilizes and maintains equipment. Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:
Essential: ☐ No
Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- Less Than High School
- Specialized/Technical Training

**Minimum Experience:**
- 3 Years

**Minimum Field of Expertise:**
- Satisfactory completion of a formal radiological training program in an AMA approve school. Certified Radiological Technologist in California. Experience in Radiology.

**Preferred Education:**
- Related Undergraduate Study

**Preferred Experience:**
- 5 Years

**Skills: Other:**
- Communication -- written and oral skills
- Photography/darkroom techniques

**Skills: Laboratory:**
- General Laboratory Techniques
- Radiological Safety Techniques

**SIGNATURES:**

Employee: ___________________________ Date: ___________________________

Supervisor: __________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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