UNIVERSITY OF SOUTHERN CALIFORNIA

Dental X-ray Technician I

Job Code: 191015

Grade: E
OT Eligible: Yes
Comp Approval: 9/9/1993

JOB SUMMARY:
Provides technical assistance to students and faculty by demonstrating procedures for taking and developing dental x-rays.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______ ____ Performs all routine intraoral radiographic procedures.

______ ____ Takes panoramic and occlusal radiographs.

______ ____ Performs all darkroom technical procedures.

______ ____ Sorts and accurately mounts intraoral films.

______ ____ Assembles and prepares patient records.

______ ____ Ensures patient x-rays are forwarded to chart area.

______ ____ Demonstrates to students and faculty the proper use of x-ray equipment and processing of film. Provides input to students and faculty on appropriate x-ray procedures.

______ ____ Assists faculty in supervision of students' clinical/laboratory experience. Critiques student exposed radiographs for technical quality.

______ ____ Maintains clean, business-like and professional work areas. Performs scheduled equipment cleaning and maintenance procedures. Alerts supervisor to equipment malfunctions on a timely basis.

______ ____ Complies with radiation health and safety procedures and infection control procedures.

______ ____ 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:
  Specialized/Technical Training

Minimum Experience:
  0 - 6 Months

Minimum Field of Expertise:
  Valid Calif. X-ray License. Ability to perform full range of x-rays independently. Exp. with state of the art x-ray equipment. Ability to communicate with patients, students, faculty and staff.

Preferred Experience:
  1 Year

Skills: Other:
  Assessment/evaluation
  Knowledge of applicable laws/policies/principles/etc.
  Organization
  Photography/darkroom techniques
  Planning
  Problem identification and resolution
  Teaching/Training

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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