

Employee Name:

**DUTY STATEMENT
DEPARTMENT OF MENTAL HEALTH
NAPA STATE HOSPITAL**

JOB CLASSIFICATION: RADIOLOGIC TECHNOLOGIST (SAFETY)

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Performs complete diagnostic radiographic procedures of all body structures.

- | | |
|-----|--|
| 75% | Instructs and prepares individuals for radiologic examinations; selects techniques to obtain optimum radiographic quality; assesses and determines the most suitable anatomical posture and position; shields individuals appropriately; positions and operates stationary and portable radiologic machines; reviews film to determine clarity, and assesses if it should be repeated or extended. |
| 10% | Processes, develops, and makes copies of x-ray films; prepares solutions for processing films; under direction and supervision, makes clinical photographs of unusual cases, and analyzes photographs |
| 10% | Maintains radiographic equipment, assuring it is clean and in proper working condition; tracks maintenance and repair of all equipment; keeps area clean and organized; observes individuals behavior that could lead to injury, and intervenes as necessary; protects and maintains the safety of persons and property. |
| 5% | Keeps records and files; prepares reports as needed, and other related duties as needed. |
| 0% | SITE SPECIFIC DUTIES
None. |
| 0% | TECHNICAL PROFICIENCY
None. |

2. SUPERVISION RECEIVED

The Radiologic Technologist (Safety) functions under the administrative supervision of the Supervising Registered Nurse and the clinical supervision of the Chief Physician and Surgeon.

3. SUPERVISION EXERCISED

The Radiologic Technologist does not exercise supervision.

DUTY STATEMENT – RADIOLOGIC TECHNOLOGIST (SAFETY)

Page #2

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Modern radiologic equipment and techniques; regional and gross anatomy of human body; standardized radiologic clinical procedures; thorough knowledge of the hazards of radiologic materials and the safety precautions required; the operation and care of modern radiologic equipment; and the ordering and storing of supplies.

ABILITY TO:

Communicate effectively at a level required for successful job performance; administer emergency aid for shock; prepare solution used in processing x-ray film and process film; keep simple records; file film accurately and take effective action; establish and maintain cooperative working relationships with others.

5. REQUIRED COMPETENCIES:

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

AGE SPECIFIC

Provides services commensurate with age of individuals being served. Demonstrates knowledge of growth and development of the following age categories:

☐ Pediatric ☐ Adolescent ☒ Adult (18-54) ☒ Geriatric (55 & up).

THERAPEUTIC STRATEGIES AND INTERVENTIONS

Applies and demonstrates knowledge of correct Therapeutic Strategies and Interventions (TSI).

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

None.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

None.

6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

DUTY STATEMENT – RADIOLOGIC TECHNOLOGIST (SAFETY)

Page #3

- Possess a current valid certificate as a certified Radiologic Technologist in diagnostic radiologic technology issued by the California State Department of Health Services.

7. **TRAINING** - Training Category = C

The employee is required to keep current with the completion of all required training.

8. **WORKING CONDITIONS**

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, individuals and the public; and
- Comply with hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

Employee Signature


Supervisor Signature

Supervisor Signature



Reviewing Supervisor
Signature

Print Name

TIMOTHY CUARESMA

Print Name

Print Name

ADRIAN LAVARIAS

Print Name

Print Name

Date

1/29/2026

Date

Date

1/29/26

Date

Date