

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	Position Control Approval: DF	Date: 11/19/2025
Employee Name	Division Medical Director		
Position No / Agency-Unit-Class-Serial 455-431-7992-001	Unit Central Medical Services		
Class Title Radiologic Technologist (Safety)	Location Atascadero State Hospital		
Subject to Conflict of Interest ☐ Yes ☒ No	CBID R20	Work Week Group 2	Class Ranges T

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

instruct and prepare patients for radiologic examinations; determine the most suitable anatomical posture and positions and shield patients appropriately; position and operate stationary or portable radiologic machines and take x-rays for a variety of all body structures; process, develop, make copies, and fix x-ray films; prepare solutions for processing films; assist in fluoroscopic work; under supervision, make clinical photographs of unusual cases and identify photographs; maintain equipment and quarters; keep records and files; make reports as needed

65%	Performs radiographic exams, processes and manages x-ray image data. Follows determined priorities and carries out work assignments. Has responsibility for the care and safety of patients undergoing x-ray examination, including observation of patient's reactions during the examination. This also includes overseeing the safety of escorts and other coworkers. Provides for the security of the area, equipment and those working in the department. Applies and demonstrates knowledge of correct methods in Therapeutic Strategies and Interventions (TSI). Assist in the maintenance of a safe and secure environment through response to physical assaults, escape attempts or other major patient disturbance, and assist in the management of the conduct of the patients.
25%	Maintains records and prepares reports as requested by supervisor. Acts as a liaison when requested with outside contractors; Radiology groups, supervising radiologist, outside facilities, and software or equipment vendors. Maintains equipment and work area in a safe condition. Maintains appropriate inventory; orders, stores and issues supplies.

	Maintains the standards approved by the Department of Medicine to meet Licensing and Joint Commission requirements.
10%	Completes all required core training and other scheduled training as assigned. Performs other duties as requested and assigned.
Other Information	Supervision Received: Chief of Primary Care or Designee Supervision Exercised: None 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; establish and maintain cooperative working relationships with others. REQUIRED COMPETENCIES ANNUAL HEALTH REVIEW All employees are required to have an annual health review and TB test or whatever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions. INFECTION CONTROL Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment. SAFETY Constant use of radiation exposure badge when in radiology work area. Actively supports a safe and hazard free workplace through practice of personal safety vigilance in the identification of safety or security hazards. CPR Maintain current certification as indicated by local facility.

THERAPEUTIC STRATEGIES AND INTERVENTIONS

Applies and demonstrates knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI).

DIVERSITY, EQUITY, AND INCLUSION

Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws.

THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY

Demonstrate professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

SITE SPECIFIC COMPETENCIES

Provides for the care and safety of patients undergoing x-ray examination, including observation of patients' reactions.

Relationship Security: Demonstrates professional interactions with patients and maintains therapeutic boundaries.

TECHNICAL COMPETENCIES

Takes X-rays, processes and files x-ray films.

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:

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

TRAINING CATEGORY - 2

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

PHYSICAL DEMANDS – See attached**WORKING CONDITIONS:**

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.

	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.
	I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights). _____ Employee Signature _____ Date
	I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above. _____ Supervisor's Signature _____ Date _____ Reviewing Supervisor's Signature _____ Date

Physical Requirements of Position
Radiologic Technologist (7992)

Activity	Never/Rarely < 5 min.	Infrequently 5-30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.	Comments
Interacting/communicating: Face-to-face with public	X					
By phone with public	X					
With inmate, patients, or clients					X	
With co-workers					X	
Supervising staff	X					
Lifting/Carrying						
0 - 10 lbs.			X			
11 - 25 lbs.		X				
26 - 50 lbs.		X				
51 - 75 lbs.	X					
76 - 100 lbs.	X					
100 + lbs.	X					
Sitting			X			
Standing				X		
Walking			X			
Running	X					
Crawling	X					
Kneeling	X					
Climbing	X					
Squatting	X					
Bending (neck)			X			
Bending (waist)			X			
Twisting (neck)			X			
Twisting (waist)			X			
Reaching (above shoulder)			X			
Reaching (below shoulder)				X		
Pushing & Pulling			X			
Power Grasping		X				
Handling (holding, light grasping)			X			
Fine fingering (pinching, picking)		X				
Computer use (keyboard, mouse)				X		
Walking on uneven ground		X				
Driving	X					
Operating hazardous machinery	X					
Exposure to excessive noise	X					
Exposure to extreme temp.	X					
Exposure to dust, gas, fumes, or chemicals	X					
Working at heights	X					