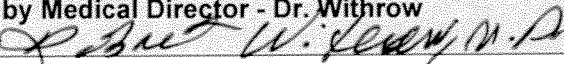


**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – COALINGA**

CLASSIFICATION: RADIOLOGIC TECHNOLOGIST (SAFETY)	
Approved by Medical Director - Dr. Withrow Signature: 	Date Approved:

1. **MAJOR TASKS, DUTIES AND RESPONSIBILITIES:** Instruct and prepare clients/patients for radiologic examinations; determine the most suitable anatomical posture and positions and shield clients/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 cases and identify photographs; maintain equipment and quarters

50% Performs radiologic examinations as above with special emphasis on clients/patients with mental illness and developmental disabilities. Keeps a high emphasis on client/patient safety.

40% Maintains records and reports as required and desirable. Tracks maintenance and repair of equipment.

10% Other duties as may be needed.

2. **SUPERVISING RECEIVED:**
Chief Physician & Surgeon

3. **SUPERVISION EXERCISED:**
None

4. **KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF: Modern radiologic equipment and techniques; regional and gross anatomy of the 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; 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 correctly, and compile reports; follow directions; analyze situations accurately and take

effective action; establish and maintain cooperative working relationships with others.

5. REQUIRED COMPETENCIES:

ANNUAL HEALTH REVIEW: All employees are required to have an annual health review and TB test or whenever 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 of controlling the spread of pathogens appropriate to job class and assignment.

HEALTH AND SAFETY: Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

CPR: Maintain current certification if applicable.

THERAPEUTIC STRATEGY INTERVENTION (TSI): Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior.

CULTURAL AWARENESS: Demonstrates awareness to multicultural issues in the work place that enable the employee to work more effectively.

RELATIONSHIP SECURITY: Demonstrates 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.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION: Maintains and safeguards the privacy and security of patients' protected Health Information and other individually identifiable health information; whether paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES: None

TECHNICIAN 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 Services.

7. **TRAINING:**

Training Category – 3 – Training Procedure No. 03-11.

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

8. **WORKING CONDITIONS:**

ADMINISTRATIVE DIRECTIVE AD-146:

Each employee shall be fully acquainted with the rules and regulations of the Department of State Hospitals (DSH) and of the hospital.

EMPLOYEE IS REQUIRED TO:

1. Report to work on time and following procedures for reporting absences.
2. Maintain professional appearance.
3. Appropriately maintain cooperative, professional, and effective interactions with employees, patient/client and the public.
4. The work entails routinely encountering clients and interacting with staff throughout the facility, thus sensitivity and tolerant even temperament is required.
5. 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.

Employee Signature

Print Name

Date

Supervisor Signature

Print Name

Date