

### Class Concept

This is supervisory and administrative work in the radiology overseeing and coordinating radiography, fluoroscopy, and/or ultrasound procedures under the general supervision of a radiologist. Position ensures that safety and health control measures are taken to prevent x-ray hazards by posting regulatory signs and labels, restricting access to hazardous areas, and by ensuring that personnel wear protective equipment and radiation monitoring badges/dosimeters when necessary or appropriate. In addition, positions ensure that radiological equipment are inspected as required, and that employees are measured for radiation exposure as required and that said measurement is reviewed with the employees. In addition, positions ensure the latest safety regulations are posted and/or available, employees/staff have been trained in procedures and report radiation incidents. Position in this class schedule and may provide training for employees and students to include updates on the proper operation of new equipment and instruments as well as safety measures. Position ensure that the facility(s) is arranged according to standards and ensures a good work flow. Position ensures that all equipment, instruments, instruction, and supervisory measures are in place and up-to-date and ensures that stationary, mobile, and portable machines/equipment are regularly inspected and registered. In addition, positions may provide oversight of other diagnostic services such as sonography, as well as services that are contracted out such as MRIs or CTs. Oversight responsibilities for contracted services include ensuring payment of invoices; monitoring frequency and quality of services; monitoring the bid and vendor selection process; and ensuring renewal options. Position may also perform a variety of radiologic procedures including prepping and positioning clients, measuring clients and setting appropriate techniques to control radiation dose, and processing films and/or CR or digital radiographic plates.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Knowledge and application of the operation and safety procedures for radiography.
- Knowledge of stationary, mobile x-ray machines and equipment and their use and limitations.
- Knowledge of processing radiographs and fluoroscopes.
- Knowledge of anatomy.
- Knowledge of policies, procedures, rules, and regulations relative to radiology, confidentiality, and standards administration.
- Ability to communicate with a variety of contacts including facility administrators, clinical staff, and vendors and regulators.
- Ability to maintain detailed records and reports.

#### Minimum Education and Experience

High school or General Education Development diploma and completion of an accredited Radiologic Technology program, AART Registered or eligible for registration and four years of experience in the operation of radiographic equipment and instruments; or an equivalent combination of education and experience.