



OHIO
UNIVERSITY

**Classification and Qualification
Standards**

X-Ray Technologist

ADMINISTRATIVE/TECHNICAL ROLE

Career Series: Healthcare	Job Code: 15224 Grade: D	Date Established: 7/01/2001	FLSA Category: NON-EXEMPT
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JOB SUMMARY

Under administrative direction, the classification has broad decision making authority and independence, autonomy, and responsibility for quality of work. This classification requires extensive knowledge of radiologic technology and radiographic film processing and maintenance in order to provide high quality radiographs to assist the physicians and radiologists in the diagnoses of patients.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Operates and maintains X-Ray equipment and processors.
2. Develops and copies X-Rays, prepares and files reports, and maintains standards and quality assurance.
3. Analyzes reports for bone density tests.
4. Performs general X-Ray clerical duties (e.g., registers patients; obtains insurance authorization; types flashcards for X-Ray film; schedules patients; processes encounter forms; answers telephone; directs calls; provides routine information).
5. Provides patient education.
6. Maintains inventory and orders supplies.
7. Trains new employees.
8. Performs diagnostic sonograms.
9. Performs other duties as assigned.

Worker Characteristics (knowledge, skills & abilities to perform the job duties)

Knowledge of radiologic technology; radiographic film processing and maintenance; public health council regulations*; OSHA safety regulations*; inventory control*; diagnostic sonograms*; bone density procedures*; and training procedures*. Skill in operation of X-Ray equipment and processors; and computer*. Ability to understand and carry special radiographic procedures; establish good rapport with patients and put them at ease during examinations; and prepare and maintain accurate laboratory reports and records.

(*developed after employment)

Minimum education & experience required (including training, registration & licensure)

Requires current licensure in Radiologic Technology in the State of Ohio. American Registry of Radiologic Technologist (ARRT).

* Must complete continuing education requirements to maintain licensure.

This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.