

Human Resources  
750 S. Wolcott  
Room: G-50  
Chicago, IL 60612



Job Code: 2077  
Grade: 16  
FLSA: Non-Exempt

**Standard Job Description**

Job Title  
Radiologic Technician Senior

Department  
Radiology

**Job Summary**

Under direct supervision, takes x-ray radiographs of various portions of the body by operating stationary or portable x-ray equipment according to developmental factors and age specifics. Processes and critiques radiographic images, prepares room, equipment, supplies, and medications. Practices infection control and adheres to radiation safety measures.

**Typical Duties**

- Assesses requisition for appropriateness and change order according to actual exam performed.
- Asks patient to state name and verifies name with ID bracelet and/or requisition.
- Explains the procedure(s).
- Takes radiographs as assigned following prescribed techniques and procedures.
- Prepares and administers to patients contrast agent necessary for the radiography of internal organs.
- Assess and observes patient for adverse reactions during procedures.
- Prepares patient for x-ray, explains procedure, assists and transfers patient to table, position patient's body or instructs patient how to position body for accurate radiographs and assist patient at the end of procedure.
- Follows prescribed techniques in administering general and specific x-rays, adjust equipment, determine proper voltage, current and desired exposure time, arranges immobilization and support devices to obtain position of patient, adjust lead shield to protect unaffected parts of the body, adjust collimator to direct concentration of rays on specified area and selects proper film.
- Observes patient and machine during procedure and reports unusual occurrences and records patient's condition.
- Sends images to PAC's system. Enters patient information into system.
- Transports patient within the department to/from waiting area.
- Processes film in accordance to guidelines and photographic techniques in PAC's system.
- Performs quality control activities to ensure optimal quality radiographs.
- Performs mobile x-ray in patient's room, pediatric, and adult emergency rooms, trauma unit, and operating room.
- Inspects and monitors emergency trays and informs supervisor in order to notify appropriate nursing personnel whenever emergency equipment has been used for restocking and resealing.
- Assists supervisor in maintaining radiographic technique charts.
- Reports equipment problems to supervisor immediately.
- Prepares and maintains radiological records, files, and technical work sheets.
- Orders and stocks supplies as required.

### **Typical Duties continued**

- Cleans and disinfects x-ray room and equipment after each patient.
- Follows infection control and safety guidelines.
- May be assigned the responsibility of instructing students and auxiliary personnel in radiologic policies and procedures.

### **Reporting Relationships**

Reports to the Director of Diagnostic Imaging-Radiology

### **Minimum Qualifications**

- High School Diploma or GED
- Must have one (1) year of experience (within the last 2 years) in general radiology.
- Completion of a two year program of Radiologic Technology. (Must provide proof at time of interview)
- Must be registered by the American Registry of Radiologic Technology (ARRT). (Must provide proof at time of interview)
- Must be licensed by the Illinois Emergency Management Agency (IEMA).
- Must have current Cardio Pulmonary Resuscitation (CPR) certification. (Must provide proof at time of interview)

### **Knowledge, Skills, Abilities and Other Characteristics**

- Thorough knowledge of anatomical positioning and basic body physiology related to developmental factors and the aging process.
- Thorough knowledge of operation of radiographic equipment.
- Knowledge of basic principles of electricity as applied to radiography.
- Basic knowledge of infection control and safety policies.
- Skilled in the operation of stationary and portable radiologic equipment.
- Must demonstrate continuing education and provide documentation to the department.
- Ability to stand, pull, reach, and bend.
- Ability to use both hands.

**Physical and Environmental Demands**

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.

Approval: Rayeon Lampkin 9.20.16  
Rayeon Lampkin Date  
Director of Diagnostic Imaging-Radiology

Approval: \_\_\_\_\_  
Gladys Lopez Date  
Chief of Human Resources