

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

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

**Title: RADIOLOGIC TECHNOLOGIST**

**Reports To:** Designated Supervisor

**UW Job Code:** 5224

**UW Job Family:** 51 - Technicians

**SOC Code:** 29-2034

**FLSA:** Non-exempt

**Pay Grade:** 21

**Date:** 4-1-95 (revised 7-1-02; 4-14-03; 7-1-04; 7-1-06)

### **JOB PURPOSE:**

Operate radiographic equipment; perform x-ray exams; develop and maintain x-ray reports; take electrocardiograms; schedule use of equipment and facilities; order supplies and maintenance of equipment.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform diagnostic x-ray exams including positioning patients, operating equipment, determining length and intensity of exposure, affixing protective shields, administering drugs or chemical mixtures to render organs opaque.
- Administer electrocardiograms.
- Develop films by manual and/or automatic processing.
- Schedule patients for tests and provide instruction sheets.
- Maintain, adjust and make minor repairs on x-ray equipment.
- May perform basic laboratory procedures.

### **SUPPLEMENTAL FUNCTIONS:**

- Deliver x-rays and Radiologic reports to physicians and residents; maintain files and reports.
- Maintain inventory of equipment and supplies; order items as needed.

### **COMPETENCIES:**

- Attention to Detail
- Technical/Professional Knowledge
- Service Orientation
- Independence
- Quality Orientation

- Judgment

## **MINIMUM QUALIFICATIONS:**

Education: **Associate's degree**

Experience: **3 years of work-related experience**

Required licensure, certification, registration or other requirements:

- **Registration by the American Registry of Radiologic Technologists**
- **Certification as Medical Technologist by the American Society of Clinical Pathologists is necessary.**

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

- Proper equipment functioning and operation.
- Sterile procedures.
- Accreditation and certification requirements and standards.
- Physical and operational characteristics of radiographic, ultrasound, and/or CT scanning equipment.
- Appropriate CT scanning principles, procedures, and standards.
- Photographic development techniques.
- Electrocardiogram administration techniques.
- Proper drugs and/or chemical mixtures used to render organs opaque.
- Scheduling techniques.
- Basic laboratory procedures.
- Equipment and supply inventory practices and procedures.

### **Skills and Abilities to:**

- Effectively communicate, both verbally and in writing.
- Read, understand, follow, and enforce safety procedures.
- Safely lift, and physically manipulate patients.
- Communicate technical information to non-technical personnel.
- Calibrate and configure radiographic, ultrasound, and/or CT equipment and associated facilities and devices in accordance with procedures and standards.
- Make administrative/procedural decisions and judgments.
- Observe, assess, and record symptoms, reactions, and progress.
- Use hand/eye coordination and manual dexterity to safely operate associated equipment.
- Administer electrocardiograms.
- Administer drugs or chemical mixtures to render organs opaque.
- Develop films manually and automatically.
- Schedule appointments and provide relevant information.
- Maintain, adjust, and make minor repairs on x-ray equipment.

- Perform basic laboratory procedures.
- Provide reports and maintain files.
- Order equipment and supplies.

**WORKING CONDITIONS:**

Standard medical radiological environment; exposed to confined spaces, vapors, fumes, toxic or caustic chemicals, electrical and radiation hazards. Occasionally works irregular hours.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.