

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. XRAYTCHEA07R

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency DOC-EGELER FACILITY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Health Care Services
4. Civil Service Position Code Description X-RAY TECHNICIAN-E	10. Division Jackson Regional Clinical Complex
5. Working Title (What the agency calls the position) Xray Technologist	11. Section Duane Waters Hospital
6. Name and Position Code Description of Direct Supervisor MEDICAL TECHNICIAN SPV-1	12. Unit Radiology Department
7. Name and Position Code Description of Second Level Supervisor STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 3857 Cooper Street, Jackson, MI 49001 / 8am to 5pm / Monday Thru Friday/80hrs bi-weekly

14. General Summary of Function/Purpose of Position

The employee performs a full range of x-ray technologist assignments and uses considerable independent judgement in making decisions regarding the interpretations and applications of established methods and procedures in specific clinical settings. Provides the inmate population of the DOC throughout the State of Michigan with efficient radiological services in a timely manner. This being performed with all consideration taken in regards to patients' physical and psychological status to maintain the safety of both the prisoner and the staff member(s) providing the service. This position is located 100% within the secured perimeter of State Correctional Facility for convicted male felons. This is a drug and alcohol randomly tested position (DART).

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 60

Performing all x-ray services on prisoner patients

Individual tasks related to the duty:

- Places patients in the correct positions for each examination
- Adjusts x-ray equipment for proper exposures
- Performs all emergency examinations
- Assists with quality management in the department
- Protects age specific and incapacitated patients from falls and injuries
- Performs portable radiography

Duty 2

General Summary:

Percentage: 25

All duties assigned.

Individual tasks related to the duty:

- Checking in daily exam reports
- Faxing reports to outlying medical units
- Keeping daily computerized reports and procedure counts
- Answering phones and scheduling offsite patients
- Contacting radiologists if needed
- Schedule ultrasounds for clinics when requested by supervisor
- Keeping track of inpatient orders and coordinating with staff to complete in a timely manner

Duty 3

General Summary:

Percentage: 5

Digital maintenance of machines, cleaning imaging plates.

Individual tasks related to the duty:

- Can properly locate chemicals to clean and maintain digital equipment and implement proper procedures

Duty 4

General Summary:

Percentage: 5

Consults with health care personnel

Individual tasks related to the duty:

- Consults with physicians, physician assistants, nurse practitioners, and nursing personnel regarding radiographic examinations

Duty 5

General Summary:

Percentage: 5

Attends meetings and in-service training

Individual tasks related to the duty:

- Attends and completes all mandatory training annually. Attends all radiology staff meetings.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Deciding what views of an x-ray exam can be omitted, or what additional views should be taken to better

demonstrate the anatomical structures requested. The diagnosis of possible bone fractures or other pathological abnormalities depends upon the x-ray technician performing the x-ray exam with proper positioning.

17. Describe the types of decisions that require the supervisor's review.

When to cancel or modify an exam on a patient.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Positioning of physically disabled, injured, and/or incapacitated patients for exams, including lifting and holding patients while the x-ray is taken. Working with patients with psychological and assaultive conditions and also those with contagious disease processes. This is possibly 100% of the time on the job. This position is located 100% within the secured perimeter of State Correctional Facility for convicted male felons.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

As described in #14a and 15.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

There is no position description on filenet or on file with MCSC. The updates document the current duties of the position.

25. What is the function of the work area and how does this position fit into that function?

The function of the work area is to provide x-ray and fluoroscopy services to patients at the Duane Waters Hospital.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of an associate's degree in radiological technology.

EXPERIENCE:

X-Ray Technician 8

No specific type or amount is required.

X-Ray Technician 9

One year of experience equivalent to an X-ray Technician 8.

X-Ray Technician E10

Two years of experience equivalent to an X-ray Technician, including one year equivalent to an X-ray Technician 9.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge and skill to complete complex work assignments without direct supervision.

An ability to complete work assignments without radiologic supervision.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Certification by the American Registry of X-ray Technicians.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

Requesting to update PD. There is no position description on Filenet or on file with MCSC. The updates document the current duties of the position.

I certify that the entries on these pages are accurate and complete.

TAMMY BROWN

9/22/2021

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date