

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

Position Code 1. XRAYTCHEA08R

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-CHIPPEWA FAC/CHIPPEWA TEM
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Health Care
4. Civil Service Position Code Description X-RAY TECHNICIAN-E	10. Division Northern Region Health Care
5. Working Title (What the agency calls the position) X-Ray Technician	11. Section Nursing
6. Name and Position Code Description of Direct Supervisor ; REGISTERED NURSE MANAGER-4 15	12. Unit Health Care
7. Name and Position Code Description of Second Level Supervisor KISSAU, LORI R; REGISTERED NURSE DIRECTOR-3 17	13. Work Location (City and Address)/Hours of Work 4269 W-M80, Kincheloe, MI / 40 hours a week

14. General Summary of Function/Purpose of Position

This position performs a full range of radiological assignments for a correctional facility in an ambulatory health care clinic. Work is performed under general supervision and requires knowledge of instructions and the ability to make decisions and take necessary action. 100% of time is spent within the secure perimeter of a correctional facility.

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: 75

Provide radiological services to prisoners.

Individual tasks related to the duty:

- Review radiology requests and report prior to performing x-ray.
- Position patients for proper views of anatomy as requested by the Medical Provider.
- Regulates the length and intensity of x-ray exposure.
- Reviews images after exposure for clarity of image and proper patient positioning.
- Repeat x-ray as necessary for proper positioning or clarity.

Duty 2

General Summary:

Percentage: 10

Maintains x-ray clinic and patient x-ray images.

Individual tasks related to the duty:

- Maintains accurate caustic and non-caustic tool inventory.
- Logs patient x-rays in individual facility logs.
- Assist in quality improvement audits.
- Maintains x-ray equipment in proper state of readiness and obtains preventive maintenance as necessary.
- Assures proper personal and equipment certificates and licensing is maintained.

Duty 3

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Performs other related duties as assigned.
- Follows all departmental policies and procedures. Follows custody/security policies and procedures. Makes decisions based on this knowledge.
- Attends required and mandatory training each year.
- Attends staff meetings.

Duty 4

General Summary:

Percentage: 5

Report and image distribution.

Individual tasks related to the duty:

Distributes completed images and x-ray reports to facility.

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

Decisions based on prior experience and knowledge.

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

Decisions having a significant potential legal, administrative or financial impact on the Department of Corrections.

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.

This employee works within the secure perimeter of a correctional facility. This position has daily contact with male felons. This contact creates stress that would not normally be present in a comparable position outside the correctional environment. Physical activity: sitting, stooping, bending, reaching, waling, lifting (medical record and x rays) and patient positioning.

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):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> 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?

Organization and maintenance of an ambulatory clinic x-ray system, general office duties, supply control, custody, security, bending, stooping, being able to verbally communicate, must be able to carry equipment weighing 25 pounds, proper positioning of patients and proper licensing and certificates.

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

None

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

The work area is an x ray office/area within the ambulatory care clinic. The employee will be spending 100% of time inside the ambulatory care clinic which is behind a secure perimeter. Provides support services to health care professionals who deliver health care to prisoners.

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.

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 of medical terminology, work organization and prioritizing, attention to detail, radiological skill, ability to readily respond to emergency situations requiring flexibility in work performance activities. Ability to relate well with a variety of people (including prisoners) and good communication skills, both verbally and written.

CERTIFICATES, LICENSES, REGISTRATIONS:

Registry of Radiological Technologists.

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.

none

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

Appointing Authority

10/21/2013

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