CLASS TITLE: MEDICAL X-RAY TECHNOLOGIST

CHARACTERISTICS OF THE CLASS

Under general supervision, performs various duties related to processing digital mammography images for the Breast Health Program, and performs related duties as required

ESSENTIAL DUTIES

- Reviews referral forms for accuracy and completeness and prepares patient orders for submission to radiologist for review
- Obtains patient health history prior to test being conducted
- Prepares patients for mammography exams by providing clear instructions
- Positions patients so breast images can be properly radiographed
- Uses radiation safety measures and protection devices such as beam limiting devices and patient shields to comply with government regulations and to ensure safety of patients and staff
- Moves mammographic equipment to specific positions and adjusts controls on the machine to produce radiographs of the correct density, detail, and contrast
- Produces digital images for screening mammograms of patients
- Examines images for quality and clarity and repeats procedure if needed
- Maintains the cleanliness of mammography equipment and conducts required quality control (QC) tests of equipment
- Prepares and maintains quality assurance control reports for compliance with departmental initiatives
- Scans mammography films and reports for storage in the Electronic Medical Records (EMR) System
- Creates, files and archives digital mammography x-ray patient files for recordkeeping purposes
- Sends normal screening mammogram reports to patients and forwards all other results to a Nurse for additional follow-up
- Assists in orientating new Medical X-Ray Technologists to clinic’s operating procedures and work practices
- May register clinic patients by entering records and information into an EMR and other computerized systems

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- A combination of education, training and experience suitable to obtain accreditation (valid state license) in medical radiography as issued by the State of Illinois.
Licensure, Certification, or Other Qualifications

- Must have active status accreditation (valid state license) in medical radiography as issued by the State of Illinois at the time of hire
- Must have and maintain active Registry status with the American Registry of Radiological Technicians
- Must meet state and federal requirements for digital mammography training and continuing education and experience

WORKING CONDITIONS

- Medical facilities environment (e.g., health clinic)

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals)
- Medical testing or monitoring equipment (e.g., digital mammography machines)

PHYSICAL REQUIREMENTS

- Ability to walk and/or stand for extended or continuous periods of time
- Ability to make precisely coordinated movements with one's fingers
- Ability to move one's hands and arms to grasp or manipulate objects

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- *x-ray equipment and techniques, instruments, materials, and supplies

Some knowledge of:

- *digital imaging technology
- *applicable testing practices and procedures
- *anatomy, physiology, and medical terminology
- *accepted radiation safety practices

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- OPERATION MONITORING - Watch gauges, dials, or other indicators to make sure a machine is working properly
CODE: 3169
CLASS TITLE: MEDICAL X-RAY TECHNOLOGIST

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City’s Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.