

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

RADIOLOGIC TECHNOLOGIST PROGRAM COORDINATOR

POSITION CODE: 37507
Effective: 11-16-86

DISTINGUISHING FEATURES OF WORK:

Under general direction, performs the full range of general x-ray procedures upon the prescription of a physician in a single person x-ray department; assumes the responsibilities assigned to the department supervisor in a multiple-person x-ray department with the exception of supervising subordinate Radiologic Technologists.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Performs the full range of x-ray procedures; assists radiologist with fluoroscopy.
2. Coordinates activities of the department such as x-ray scheduling and maintenance; orders x-ray equipment and supplies from outside agencies and vendors.
3. Prepares x-ray departmental reports and budget recommendations.
4. Formulates departmental procedures and carries them out.
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of four years of high school.

Requires satisfactory completion of a formal two year radiologic technology training program in an American Medical Association approved school.

Requires licensure by the Illinois Department of Nuclear Safety.

Knowledges, Skills and Abilities

Requires working knowledge of anatomy, skeletal system and medical terminology sufficient to position patients for prescribed x-rays.

Requires elementary knowledge of program management skills sufficient to assess the effectiveness of an x-ray department.

Requires the ability to determine the appropriate procedures to accomplish a variety of general and special radiologic procedures.

Requires the ability to gain and maintain patient confidence.

Requires the ability to carry out oral and written instructions.

Requires the ability to conceptualize and visualize the inner anatomy of the human body in relation to the x-ray beam and film.

Requires the ability to perform x-ray procedures with no supervision.