

### 31 - X-RAY TECHNICIAN / RADIOGRAPHER

- 1 Taking radiographs of patients as required by medical officers.
- 2 Advising patients or ward staff regarding preparation of patient before X-ray.
- 3 Developing and drying the exposed X-ray/ Ultrasound / C.T./ M.R.I. films.
- 4 Loading cassettes with X-ray films/ Ultrasound / C.T. / M.R.I. films.
- 5 Storing unexposed X-ray films/ Ultrasound / C.T. / M.R.I. films properly.
- 6 Keeping account of films and other supplies.
- 7 Maintaining record of X-ray/ Ultrasound / C.T. / M.R.I. reports of the patients referred and compile and submit the reports as and when required.
- 8 Sending radiographs and the opinions of the Radiologist to the department concerned.
- 9 Collecting the X-ray/ Ultrasound / C.T. / M.R.I. charges from the patients and deposit with the cashier at required intervals.
- 10 Taking precautions to protect himself, patients and other workers of the department from the hazard of X-ray radiation.
- 11 Assisting the Radiologist in the deep X-ray treatment.
- 12 Assisting the radiologist in the training of X-ray technicians.
- 13 Wearing the film badge at all times of working in the department.
- 14 Carrying the portable X-ray apparatus to other departments of the hospital and taking the radiographers of patients seriously ill.
- 15 Keeping the premises of the department clean and adequately stocked with forms and stationary required.
- 16 Maintaining cordial public relations.
- 17 Assist radiologist regarding USG and CT scan and special radiological investigations.
- 18 To give emergency call duties after working hours as per the roster prepared.
- 19 He will maintain the log book of the equipments in the department.
- 20 He will ensure proper segregation and disposal of Bio-Medical Waste/ Chemical Waste / used films as per direction of the Medical Superintendent/ M.O. In-charge.
- 21 He will maintain the record of the supplies and do the proper expense.
- 22 He will perform any other duty assigned by the hospital authorities.
23. Any other job assigned by the Head of Office.