

**MTI - HAYATABAD MEDICAL COMPLEX**

Doc. No.

HMC-HRD-F-02

**HUMAN RESOURCE DEPARTMENT**

Version No.

00

**JOB DESCRIPTION**

Date

02-05-2022

|                     |  |
|---------------------|--|
| <b>JD No.</b>       | 03-DEN                                 |
| <b>Job Title</b>    | Clinical Technician Radiology (Dental) |
| <b>Department</b>   | Dental & Maxillofacial                 |
| <b>Reporting To</b> | Head of Department                     |

|                                      |  |
|--------------------------------------|--|
| <b>Job Overview</b>                  | Operates and maintains dental X-ray equipment, positioning patients and capturing high-quality radiographs to aid in diagnosis and treatment planning.   |
|                                      | <p>The radiographer will perform the following duties &amp; any other duties assigned to him by the Radiologist or I/C of the unit to whom he is directly responsible</p> <ul style="list-style-type: none"><li>• Will perform his duties according to the duty roster &amp; orders.</li><li>• Will maintain cleanliness &amp; orderliness of the unit through other health workers.</li><li>• Will ensure that film is used before expiry date &amp; keeps stock rotated so that oldest film is used first.</li><li>• Will maintain x-ray plant in perfect functioning condition. Clean &amp; greases it &amp; watches for problems.</li><li>• Will keep medico legal X rays film under lock &amp; key &amp; properly cared for.</li><li>• Will remain on call during off duty hours if unit is single handed.</li><li>• Will assist &amp; cooperate with other health workers</li><li>• Will operate X ray machine as required by radiologist, MO I/C &amp; provide X Rays therapy to patients under the supervision of the radiologist.</li><li>• Will adjust X ray machine to correct setting for each exposure. Positions &amp; instruct patients &amp; determines proper voltage &amp; power supply required.</li><li>• Will arrange &amp; adjust restrain &amp; supportive devices (eg. Sand bags, binders, angle boards) to obtain the desired position of patients.</li><li>• Will adjust leads sheets to protect other parts of patients body from exposure to X rays.</li><li>• Will place exposed films &amp; patients identification slip in to wall safe for processing by dark room attendant.</li><li>• Will wear protective clothing &amp; will take all other safety precautions in performance of his duty.</li><li>• Will prepare &amp; administer barium sulphate drinks to patients according to standard procedures required.</li><li>• Will give I/V injection of dye for special X-rays under the supervision of the doctor on duty.</li><li>• Will put the developed films before radiologist for opinion &amp; record the opinion on film cover.</li><li>• Will maintain stock register of films, equipment &amp; machinery. Will keep film expense register, free register &amp; daily attendance register up to date.</li><li>• Will maintain record of all receipts cash &amp; their disbursement.</li><li>• Will collect used films &amp; developing/fixing solutions for disposal or auction by competent authority.</li></ul> |
| <b>Duties &amp; Responsibilities</b> |  |

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| Job Requirements / Hiring Criteria | <b>Academic &amp; Professional Qualifications:</b> <ul style="list-style-type: none"><li>• Diploma or BS In Radiology Technology</li><li>• Diploma registered with the Khyber Pakhtunkhwa Paramedical Council (KPPMC)</li><li>• Strong hand-eye coordination and manual dexterity</li><li>• Ability to work accurately and efficiently</li></ul> |
|                                    | <b>Related Experience:</b> <ul style="list-style-type: none"><li>• Relevant experience will be preferred.</li></ul>  |
| Working Environment                | <b>Skills/Competencies:</b> <ul style="list-style-type: none"><li>• Requires skills in patient positioning, radiation safety, equipment operation, image acquisition and quality control, and patient care, with attention to detail and strong communication skills.</li></ul>  |
|                                    | <b>Working Conditions:</b> <ul style="list-style-type: none"><li>• Exposed to ionizing radiation, with frequent standing, walking, and lifting, in a high-stress environment with variable shifts and patient contact.</li></ul>   |
|                                    | <b>Physical Effort:</b> <ul style="list-style-type: none"><li>• Require moderate to heavy physical effort, involving standing, walking, lifting, and positioning patients and equipment, with frequent bending and stretching.</li></ul>   |

|             | Name              | Designation | Date       | Signature |
|-------------|-------------------|-------------|------------|-----------|
| Prepared by | Dr. Yasir Rehman  | Asst Prof   | 07/04/2024 |           |
| Reviewed by | Dr. Zahid Qayyum  | Assoc Prof  | 07/04/2025 |           |
| Approved by | Dr. Shehzad Akbar | Prof/MD     | 07/04/2025 |           |

**Acknowledgment:**

I have read and understood my position description. I understand that these responsibilities maybe modified to meet arising needs in the department

|           |       |
|-----------|-------|
| Employee: | Date: |
|-----------|-------|