



	<b>MTI - HAYATABAD MEDICAL COMPLEX</b>	Doc. No.	HMC-HRD-F-02
	<b>HUMAN RESOURCE DEPARTMENT</b>	Version No.	00
	<b>JOB DESCRIPTION</b>	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.
<b>Duties &amp; Responsibilities</b>	<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>

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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>
	<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>
Working Environment	<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 may be modified to meet arising needs in the department

Employee:	Date:
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