



	MTI - HAYATABAD MEDICAL COMPLEX	Doc. No.	HMC-HRD-F-02
	HUMAN RESOURCE DEPARTMENT	Version No.	00
	JOB DESCRIPTION	Date	02-05-2022

JD No.	08-DEN
Job Title	Clinical Technician Radiology
Department	Dental & Maxillofacial
Reporting To	HOD Dental & Maxillofacial

Job Overview	Operates and maintains dental X-ray equipment, positioning patients and capturing high-quality radiographs to aid in diagnosis and treatment planning.
Duties & Responsibilities	<p>The radiographer will perform the following duties & 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"> Will perform his duties according to the duty roster & orders. Will maintain cleanliness & orderliness of the unit through other health workers. Will ensure that film is used before expiry date & keeps stock rotated so that oldest film is used first. Will maintain x-ray plant in perfect functioning condition. Clean & greases it & watches for problems. Will keep medico legal X rays film under lock & key & properly cared for. Will remain on call during off duty hours if unit is single handed. Will assist & cooperate with other health workers Will operate X ray machine as required by radiologist, MO I/C & provide X Rays therapy to patients under the supervision of the radiologist. Will adjust X ray machine to correct setting for each exposure. Positions & instruct patients & determines proper voltage & power supply required. Will arrange & adjust restrain & supportive devices (eg. Sand bags, binders, angle boards) to obtain the desired position of patients. Will adjust leads sheets to protect other parts of patients body from exposure to X rays. Will place exposed films & patients identification slip in to wall safe for processing by dark room attendant. Will wear protective clothing & will take all other safety precautions in performance of his duty. Will prepare & administer barium sulphate drinks to patients according to standard procedures required. Will give I/V injection of dye for special X-Rays under the supervision of the doctor on duty. Will put the developed films before radiologist for opinion & record the opinion on film cover. Will maintain stock register of films, equipment & machinery. Will keep film expense register, free register & daily attendance register up to date. Will maintain record of all receipts cash & their disbursement. Will collect used films & developing/fixing solutions for disposal or auction by competent authority.


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Job Requirements / Hiring Criteria	Academic & Professional Qualifications: <ul style="list-style-type: none"> Diploma or certificate in X-Ray Technology Registered with the Khyber Pakhtunkhwa Paramedical Council (KPPMC) Strong hand-eye coordination and manual dexterity Ability to work accurately and efficiently
	Related Experience: <ul style="list-style-type: none"> 5 years relevant experience
	Skills/Competencies: <ul style="list-style-type: none"> 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.
Working Environment	Working Conditions: <ul style="list-style-type: none"> Exposed to ionizing radiation, with frequent standing, walking, and lifting, in a high-stress environment with variable shifts and patient contact.
	Physical Effort: <ul style="list-style-type: none"> Require moderate to heavy physical effort, involving standing, walking, lifting, and positioning patients and equipment, with frequent bending and stretching.

	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

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Employee:	Date:
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