



**STATE OF OREGON
POSITION DESCRIPTION**

**Position Revised Date:
8/12/14**

Agency: Oregon Department of Corrections

Facility: Health Services -

New Revised

This position is:

- Classified
 Unclassified
 Executive Service
 Mgmt Svc – Supervisory
 Mgmt Svc – Managerial
 Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Radiologist Technologist	b. Classification No: C6348
c. Effective Date: _____	d. Position No: _____
e. Working Title: Radiologist Tech/LXMO	f. Agency No: 29100
g. Section Title: Medical Services	h. Budget Auth No: _____
i. Employee Name: _____	j. Repr Code: _____
k. Work Location (City – County): _____	
l. Supervisor Name (Optional): _____	
m. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share	
n. FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The program in which this position exists is the Health Services section of the Oregon Department of Corrections. The purpose of this program is to provide health care to inmates at each state institution operated by the Department of Corrections. State and federal laws have established that inmates are entitled to health care during incarceration. Health care services available to inmates must be consistent with health care provided in the community in order to meet the legal obligation the state has when persons are incarcerated. This means that all types and levels of health care must be provided in a clinically appropriate manner by properly credentialed professionals in settings equipped and designed for the delivery of health care. Health care includes medical, dental and psychiatric/mental health services.

The Health Services section is comprised of an administrative unit which sets policy and long term direction and a series of operational units representing the health care program at each facility or a division wide clinical service. The health care program at each of the correctional institutions operated by the Department is responsible for delivering health care to inmates consistent with policy established by the Section. The average daily population for whom the entire range of services must be available is 13,500 inmates. The Health Services section employs more than 500 health care personnel and manages a number of agreements with health care organizations in communities throughout Oregon

and the surrounding states in order to deliver constitutionally adequate health care. The biennial budget for the Health Services section exceeds \$150 million dollars.

The Oregon Accountability Model (OAM) depends upon a team approach to custody with the security-series personnel and non-security personnel communicating effectively to maintain safe, secure, and sanitary correctional environments while preparing inmates for successful reentry into the community. The vast majority of DOC inmates will return to Oregon communities. Enhanced public safety, lower crime rates, and reduced recidivism can all be tied directly to attitudes and actions of correctional staff who must effectively apply ODOC rules and transition initiatives in their daily interaction with inmates. All staff are expected to model pro-social behaviors; reinforce positive behaviors; redirect negative behaviors; and effectively communicate observed behaviors to responsible program staff, administrators, and supervisors in support of OAM.

The Department of Corrections recognizes and respects the dignity, diversity and human rights of all persons. In support of those values DOC employees are expected to promote a respectful work environment that recognizes cultural diversity. Moreover, DOC upholds a zero-tolerance policy towards all sexual abuse.

Managers and supervisors are expected to provide leadership that contributes to the establishment of a working environment that is positive, productive and free from harassment and discrimination. As part of this effort, managers and supervisors are expected to participate in and encourage others to participate in the agency's activities that support affirmative action. This includes recruiting, selecting, retaining and promoting individuals with a diverse background who are committed to the mission and values of the Department.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

Perform diagnostic radiology procedures in accordance with practitioner's orders and within limits of licensure, and to assist in the health care area if needed. This position will also assist in the laboratory.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
		E	Model pro-social behaviors; reinforce positive behaviors; redirect negative behaviors; and effectively communicate observed behaviors to responsible program staff, administrators, and supervisors in support of OAM.
75%			Radiology Services
			Develops and implements operational procedures for the Department of Corrections facilities in accordance with Board of Radiology rules and community standards.

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

			Maintains current knowledge of proper techniques and procedures, as related to radiography and developing films. Attends continuing education programs and professional affiliations, required for maintenance of licensure.
			Performs diagnostic radiology procedures in accordance with practitioner orders and within limits of licensure. Continually monitors the quality of services performed through a quality assurance program and by working with consultants and the practitioner.
			Maintains accurate, concise records of all department x-ray activities and required statistical data. Responsible for the preparation and maintenance of patient x-rays and reports by keeping a current / accurate filing system by filing, reviewing and pulling information as necessary.
			Consults with practitioners regarding questions or specific patient problems. Provides services at a variety of Department of Corrections facilities. Schedules activities through the Nurse Manager, OSP Outpatient Services.
			Complies with all rules and regulations regarding personal radiation exposure for self or other staff members.
			Reviews quality of services with community consultant as necessary. Provides emergency services as necessary outside of normal work schedule as directed by supervisor.
			Performs mathematical calculation and formulates technique chart to obtain proper exposure during radiographic examination.
			Provide patient teaching and assist patient in obtaining proper position to perform x-ray examination.
			Assist with budget preparation; provide input to develop and propose service alternatives such as expansion of level of service or improve the quality of service to the Department of Corrections health care. Performs work according to guidelines and procedures for maintenance of a secure environment in the correctional setting.
25%			Lab duties as necessary. Other duties as assigned.
100%			

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Will be expected to share the mission, vision, and core values of the department; requires being a role model of pro-social behavior and having an attitude that conveys dignity and respect in the treatment of others; must be able to acknowledge that everyone is capable of positive change; requires contact with inmates who may become violent; requires walking or standing for long periods, requires climbing and descending stairs; possible exposure to chemicals, radiation, communicable diseases or other hazards inherent in a health care and correctional setting. Supervision and control of inmates in an inherent responsibility. May be assigned to any facility.

You must have a valid driver's license and a good driving record or be able to provide an acceptable alternative method of transportation.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

NCCHC Standards
 Health Services Procedures
 DOC Policies and Procedures
 Radiology Control Section, Oregon Health Division Rules and Regulations

b. How are these guidelines used?

To meet licensure requirements for the state of Oregon, to meet the individual needs of inmates for services.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Health Service Mgr	Phone / Direct Contact	Exchange of information, to coordinate radiology services and provide treatment for inmates.	Daily
Security Staff	Phone / Direct Contact	Coordinate and schedule emergency x-rays	Daily
Community Based: Radiologist Consultant	Phone / Direct Contact	Provide consultation and interpretation of x-rays	Daily
Physicians/ Radiology Dept	Phone	Exchange of information as needed	Daily
Chief Medical Officer / Contract Physicians	Phone / Direct Contact	Provide treatment for inmates; including follow up care.	Daily
Clerical Staff	Phone / Direct Contact	Coordinate and schedule inmates for x-ray	Daily
DOC Radiology Manager	Phone / Direct Contact	Quality Control, equipment and procedures changes and replacement. Technologist placement for DOC emergency coverage	Daily

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Evaluates radiology equipment and supplies for proper working order and effectiveness. Makes recommendations about purchasing, scheduling and quality control.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
Clinical Director	8907006		Weekly/Monthly	Reviews documentation and quality of x-rays.
DOC Radiology Manager	9902435		Weekly/Monthly	Reviews documentation and quality of x-rays.
Medical Services Manager				

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 0
 How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Response to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

Security Review Differential Points Assigned – Radiologist Technologist C6348 (1)

SPECIAL REQUIREMENTS:

State of Oregon Limited License as Radiologic Technologist/LXMO/Medical Imaging Technologist
 Oregon Driver's License

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BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".</i>		

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

_____ Employee Signature	_____ Date	_____ Supervisor Signature	_____ Date
_____ Appointing Authority Signature	_____ Date		