

DENTAL X-RAY TECHNICIAN SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date	Last Action
3914	Dental X-ray Technician I	02	447	6 mo.	11/15/09	Rev.
3915	Dental X-ray Technician II	02	447	6 mo.	11/15/09	Rev.
3920	Dental X-ray Coordinator	02	447	6 mo.	10/01/13	Rev.

Promotional Line: 156

Series Narrative

Dental X-ray Technicians perform pre-approved clinical oral and maxillofacial radiographic examinations. They instruct students enrolled within the college in the technique of obtaining diagnostic quality images of the teeth and surrounding structures. They demonstrate proper radiographic techniques as a method of introducing students to the methods used in acquiring radiographs. Dental X-ray Technicians perform all functions within the infection control and radiation safety guidelines. They complete standard recordkeeping duties for department and to assist with student instruction.

DESCRIPTION OF WORK LEVELS

Level I: Dental X-ray Technician I

3914

The employee is at the entry level and will perform pre-approved intra-oral dental radiographic examinations. They perform equipment maintenance and routine equipment cleaning. The Dental X-ray Technician I will monitor, instruct and teach the acquisition of intra-oral images and panoramic images on manikins and patients of record.

A Dental X-ray Technician I typically:

1. operates, including start-up of intra-oral dental x-ray equipment
2. organizes and distributes radiographs to assist with patient care
3. exposes images on assigned patients
4. processes and mounts radiographic images
5. provides images to departmental staff for technical evaluation
6. re-takes images as required for patient care
7. monitors students to ensure compliance with protocols related to infection control and radiation safety
8. completes appropriate departmental records including those related to student progress
9. assists in the daily maintenance of dental x-ray equipment
10. schedules patients; answers telephone calls
11. demonstrates proper infection control technique and radiation safety protocols; monitors students to ensure compliance with posted college protocols related to infection control and radiation safety

12. renames, transfers, archives and manipulates digital image data set
13. captures, evaluates and teaches image technique
14. demonstrates digital two-dimensional (2D) imaging technique to students and residents
15. acquires two dimensional (2D) image data sets on patients of record when instructed to do so by the supervisor/director
16. performs other duties as assigned by the supervisor/director

Level II: Dental X-ray Technician II**3915**

The employee will perform pre-approved intra-oral dental and maxillofacial radiographic examinations on patients. This includes acquiring intra-oral images, acquiring panoramic images and evaluating the technical quality of images taken by students. The Dental X-ray Technician II will monitor, instruct and teach the acquisition of intra-oral images and panoramic images on manikins and patients of record.

A Dental X-ray Technician II typically:

1. demonstrates proper technique for acquiring diagnostically acceptable images to staff/students
2. determines when re-taking images is necessary and monitor/instruct students in corrective actions
3. evaluates and instructs students to develop technical skill and competence
4. identifies students with specific areas of technical difficulty and guides students in overcoming obstacles and achieving clinical competence
5. assists in the daily maintenance of dental x-ray equipment
6. performs the duties of lower level of this series as required
7. performs other duties as assigned by the supervisor/director

Level III: Dental X-ray Coordinator**3920**

Employees at this level direct and coordinate the radiographic and administrative services for the entire dental radiology unit. They supervise Dental X-ray Technicians and other personnel involved in student radiology rotations, policies on infection control, radiation safety, and radiographic scheduling and flow through the unit. The Dental X-ray Coordinator will perform pre-approved intra-oral dental and maxillofacial radiographic examinations on patients registered within the College of Dentistry.

A Dental X-ray Coordinator typically:

1. serves as the liaison between the radiology technology unit staff, faculty, students and dental radiology patients to ensure timely patient care in conjunction with student's completion of required clinical phases of instruction, and coordinates all student radiology rotations with appropriate personnel
2. monitors students/residents/staff adherence to college dictated policies on infection control, radiation safety and documentation of procedures involving the diagnostic use of ionizing radiation

3. assists in developing and/or reviewing clinical policies, standards, and methods of operation in the clinical and university/college environment
4. coordinates with vendors, inspection agencies and university related employees to ensure the educational objectives and imaging requirements of the college are uninterrupted to the greatest extent possible
5. monitors digital radiology equipment to ensure quality control standards are documented and enforced
6. assists Dental X-ray Technician I and Dental X-ray Technician II in obtaining quality images on clinically challenging cases
7. supervises support staff and Dental X-ray Technicians assigned to department
8. demonstrates digital two-dimensional (2D)/three-dimensional (3D) imaging technique to students and residents registered at the College of Dentistry
9. acquires two-dimensional (2D)/three-dimensional (3D) image data sets on patients of record when instructed to do so by the director/
10. performs the duties of lower levels of this series as required
11. performs other duties as assigned by the supervisor/director

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Dental X-ray Technician I

3914

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Six (6) months of experience or training:
 - a. clinical work experience in a dental office or university setting completing intra-oral radiographs
 - b. credit for college/university/vocational training in dental care

15 semester hours = six (6) months

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Ability to follow instructions and designated protocols established by the College of Dentistry
2. Ability to work well with others and communicate effectively on matters related to patient health and safety
3. Organizational skills necessary to contribute to a large health care facility
4. Punctuality
5. Attentiveness to assigned tasks

6. Ability to capture, store and archive digital image data set

Level II: Dental X-ray Technician II**3915**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Any one or any combination of the following, totaling **one (1) year (12 months)** of experience or training, from the categories below:

- a. clinical work experience in Dentistry comparable to that of a Level I of this series
- b. credit for college/ university/vocational training in dental care

15 semester hours = six (6) months

30 semester hours = twelve (12) months

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Ability to follow instructions and designated protocols established by the College of Dentistry
2. Ability to work well with others and communicate effectively on matters related to patient health and safety
3. Organizational skills necessary to contribute to a large health care facility.
4. Punctuality
5. Attentiveness to assigned tasks
6. Ability to instruct others in a clear and concise manner
7. Ability to communicate well in small groups and answer technical questions related to radiographic examinations
8. Ability to capture, store and archive digital image data set

Level III: Dental X-ray Coordinator**3920**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Any one or any combination of the following, totaling **three (3) years (36 months)** of experience or training, from the categories below:

- a. clinical work experience in Dentistry comparable to that of a Level II of this series
- b. credit for college/ university/vocational training in dental care

15 semester hours = six (6) months

30 semester hours = twelve (12) months

45 semester hours = eighteen (18) months

60 semester hours = twenty-four (24) months

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Ability to follow instructions and designated protocols established by the College of Dentistry
2. Ability to work well with others and communicate effectively on matters related to patient health and safety
3. Organizational skills necessary to contribute to a large health care facility
4. Punctuality
5. Attentiveness to assigned tasks
6. Ability to instruct others in a clear and concise manner
7. Ability to communicate well in small groups and answer technical questions related to radiographic examinations
8. Ability to capture, store and archive digital image data set
9. Ability to navigate and demonstrate features of multiple 3D maxillofacial imaging software programs