

ANIMAL IMAGING SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date	Last Action
4665	Animal Imaging Technician	02	447	6 mo.	08/01/14	Rev.
4666	Animal Imaging Technologist	02	447	6 mo.	08/01/14	Rev.
4667	Animal Imaging Specialist	02	447	6 mo.	08/01/14	Rev.
4668	Animal Imaging Coordinator	02	447	6 mo.	08/01/14	Rev.

Promotional Line: 300

Series Narrative

Employees in positions assigned to this series operate imaging equipment in a veterinary teaching hospital or clinic environment as part of the diagnostic and/or treatment plan for animal patients, research programs, and teaching curricula. The equipment operated includes stationary and mobile imaging equipment fluoroscopy, sonographic and radiation detection equipment, and auxiliary equipment (such as automatic injectors, image intensifiers, laser printer, computers, and PACS viewing workstation). The Animal Imaging Technical staff will be responsible for taking, processing, and evaluating diagnostic images and digital data sets.

The Animal Imaging technical staff will be responsible for training, scheduling, directing, and evaluating students and lower level technical staff; maintaining accurate and complete records; maintaining imaging equipment; conducting physical and biological research; and making minor repairs to equipment when necessary. The Animal Imaging technical staff will cross-train, in addition to radiography, in the advanced imaging modalities including but not limited to CT, MRI, Nuclear Medicine and Radiation Therapy.

Animal Imaging technical staff provides protection for patients in accordance with prescribed standards and assist in performing first aid as necessary. They teach and practice radiation safety techniques. They also practice sterile techniques to prevent cross-contamination during special procedures.

DESCRIPTION OF LEVELS OF WORK

Level I: Animal Imaging Technician

4665

Employees in positions at this level take and process diagnostic images which are used in veterinary treatment, research, and instruction. They work under direct supervision of higher level personnel.

An Animal Imaging Technician typically –

1. performs radiographic exams on small, large, exotic and wildlife animals.
2. prepares the patient and positions the patient and equipment to obtain requested views using immobilization devices, troughs or supports the patient with weights, sand bags, sponges, cotton or tape.
3. adjusts equipment and determines proper technique (voltage, current, and exposure time) for each image; adjusts lead protection and collimates the beam to protect unaffected parts of the body from exposure to radiation.
4. critiques and evaluates digital images acquired. Transfers images to an information system such as PACS (picture archiving and communication system) for official diagnostic reading.

5. assists in the training and evaluation of veterinary and animal health technology students in imaging techniques and processes.
6. practices the use of radiation safety techniques such as ALARA (as low as reasonably achievable) and personal radiation protection devices (a personal radiation monitoring device is worn and monitored monthly).
7. administers, under direct supervision, oral and IV contrast media.
8. acquires radiographic images in hospital wards or operating rooms using mobile equipment when necessary and feasible; responds to emergency situations as requested.
9. utilizes various information systems (i.e. PACS, HIS, RIS) to verify charges and schedules and to acknowledge and charge imaging exams; reviews and reconciles image demographic information; digitizes outside films for transfer; uploads outside images; mails and tracks outside films.
10. assists the radiologist or performing clinician on echo cardiology exams, including, but not limited to, performing ECG and blood pressure on patients, setting up equipment and finalizing reports.
11. communicates with clients bringing outpatients to the imaging department to complete registration check-in, obtain patient history, and to complete required paperwork, etc.
12. maintains orderliness and cleanliness of assigned area; reports the malfunctioning of equipment or supply shortages.
13. performs related duties as assigned.

Level II: Animal Imaging Technologist**4666**

Employees in positions at this level take, process, and critique diagnostic images in an animal health care facility. In addition to the duties of the Animal Imaging Technologist, they have increased responsibilities and expertise on special procedures and advanced imaging. They work under general supervision from higher level personnel.

An Animal Imaging Technologist typically –

1. performs routine and special procedures as directed by the radiologist.
2. produces complex and specialized diagnostic images as requested by the radiologist or clinician.
3. prepares and administers contrast media as directed by the radiologist.
4. is cross-trained on a minimum of 2 or more advanced modalities, including, but not limited to, CT, MRI, Nuclear Medicine, or Radiation Therapy.
5. participates in training students and lower level staff performing imaging techniques and procedures; provides informal input on evaluations as requested.
6. participates in various non-clinical activities and in teaching labs such as prepare/present lectures or presentations, develop training material for Clinical Skills Lab, and take specialized images for research projects.

7. performs minor maintenance on imaging equipment; contacts the appropriate service vendor as needed.
8. assigns and directs the work of students as necessary.
9. performs duties listed in lower level series.
10. performs related duties as assigned.

Level III: Animal Imaging Specialist**4667**

Employees in positions at this level are highly specialized and have the expertise and responsibility for performing all duties at the lower level of the series. They work independently under the supervisory direction from higher level personnel.

An Animal Imaging Specialist typically –

1. is cross-trained on a minimum of 3 or more advanced modalities, including, but not limited to CT, MRI, Nuclear Medicine, or Radiation Therapy.
2. performs highly specialized studies (such as angiograms, arteriograms, and laminograms).
3. instructs lower level staff and students in the performance of unusual, difficult, or new examinations or special procedures.
4. recommends and prepares teaching materials, visual aids, and instructional handouts for students; prepares student evaluations.
5. participates in various non-clinical activities such as evaluating equipment purchases, building protocols for research projects and giving lectures and labs on advanced and specialized equipment or procedures.
6. assists with the development of policies and procedures within the imaging section; assists in the development of research protocols. Coordinates scheduling, charging and performance of research projects for college and campus investigators.
7. may represent the department at administrative conferences and participate on interdepartmental committees.
8. oversees the department function and acts on the behalf of the Coordinator or other upper level personnel as delegated.
9. performs duties listed in lower levels of series.
10. performs related duties as assigned.

Level IV: Animal Imaging Coordinator**4668**

Employees in positions at this level coordinate training, research and diagnostic imaging activities between various sections, procedure rooms or satellites, or manage a small unit. They have administrative duties and supervise and direct the activities of staff, students, and auxiliary personnel. They work under administrative direction from higher level personnel.

An Animal Imaging Coordinator typically –

1. participates in personnel actions such as hiring, training, mentoring, promotions, discipline and preparing performance evaluations for employees.
2. develops techniques and processes for new equipment use.
3. assists in the logistical aspects of radiation safety such as monitoring badge usage, proper safety techniques on the clinical floor and giving safety lectures.
4. recommends equipment modification, new equipment needs, and essential construction within the department.
5. assumes responsibility for inventory level, storage, and utilization of stock; uses various purchasing programs to order supplies or equipment.
6. assists in the preparation of reports, documents, and other data as requested.
7. represents the department at administrative conferences; participates on interdepartmental committees.
8. consults with professional sales representatives and documents transactions.
9. completes and submits billing adjustment forms for research, discretionary, and teaching accounts.
10. is responsible for the development of policies and procedures within the imaging section.
11. upon delegation, acts on the behalf of upper level or administrative personnel.
12. performs duties listed in lower levels of series.
13. performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO

Level I: Animal Imaging Technician

4665

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) Satisfactory completion of a program of training in radiography or related fields that was approved by American Medical Association/Joint Review Committee.

AND

Registry eligible with the American Registry of Radiologic Technologists (ARRT).

OR

- (B) **Current** certification as a Veterinary Technician by the Illinois Department of Financial and Professional Regulation (IDFPR).

AND

One (1) year and six (6 months) (18 months) of work experience in diagnostic imaging including operating at least one (1) advanced imaging modality.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of diagnostic imaging equipment.
2. Manual dexterity.
3. Ability to learn veterinary anatomy and appropriate terminology.
4. Ability to maintain computerized medical records and use computer programs.
5. Ability to get along with people.
6. Ability to handle small and large animals including equine, avian, and exotics.
7. Ability to follow oral and written instructions.
8. Ability to prepare and present lectures to students.

Level II: Animal Imaging Technologist

4666

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) Satisfactory completion of a program of training in radiography or related fields that was approved by the American Medical Association/Joint Review Committee.

AND

A **current** Registered Radiologic Technologist with the American Registry of Radiologic Technologists (ARRT).

AND

Three (3) years of work experience in diagnostic imaging including operating at least two (2) advanced imaging modalities or being certified in one (1) advanced imaging modality.

OR

- (B) **Current** certification as a Veterinary Technician by the Illinois Department of Financial and Professional Regulation (IDFPR).

AND

Three (3) years 36 months) of work experience comparable to the Animal Imaging Technician level including operating at least two (2) advanced imaging modalities.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of diagnostic imaging.
2. Knowledge of diagnostic imaging equipment.
3. Manual dexterity.
4. Ability to operate advanced imaging equipment.
5. Ability to examine and evaluate technical aspects of diagnostic images.
6. Ability to learn veterinary anatomy and appropriate terminology.
7. Ability to prepare and administer contrast media.
8. Ability to handle small and large animals, including equine, avian and exotics.
9. Ability to maintain computerized medical records and use computer programs.
10. Ability to get along with people.
11. Ability to follow oral and written instructions.
12. Ability to prepare and present lectures to students.
13. Ability to evaluate veterinary students on presented material.

Level III: Animal Imaging Specialist

4667

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) Satisfactory completion of a program of training in radiography or related fields that was approved by the American Medical Association/Joint Review Committee.

AND

A **current** Registered Radiologic Technologist with the American Registry of Radiologic Technologists (ARRT).

OR

(B) **Current** certification as a Veterinary Technician by the Illinois Department of Financial and Professional Regulation (IDFPR).

2. Three (3) years (36 months) of work experience comparable to the Animal Imaging Technologist level including operating at least three (3) advanced imaging modalities.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of diagnostic imaging.
2. Knowledge of diagnostic imaging equipment.
3. Knowledge of advanced imaging modalities.
4. Manual dexterity.
5. Ability to operate advanced imaging equipment.
6. Ability to examine and evaluate technical aspects of diagnostic images.
7. Ability to prepare and administer contrast media.
8. Ability to perform specialized diagnostic imaging studies.
9. Ability to learn veterinary anatomy and appropriate terminology.
10. Ability to handle small and large animals, including equine, avian and exotics.
11. Ability to coordinate clinical patient flow.
12. Supervisory ability.
13. Ability to facilitate equipment maintenance and repair.
14. Ability to maintain computerized medical records and use computer programs.
15. Ability to get along with people.
16. Ability to follow oral and written instructions.
17. Ability to prepare and present lectures to students.
18. Ability to evaluate veterinary students on presented material.

Level IV: Animal Imaging Coordinator**4668**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) Satisfactory completion of a program of training in radiography or related fields that was approved by the American Medical Association/Joint Review Committee.

AND

A **current** Registered Radiologic Technologist with the American Registry of Radiologic Technologists (ARRT).

OR

- (B) **Current** certification as a Veterinary Technician by the Illinois Department of Financial and Professional Regulation (IDFPR).
2. Three (3) years (36 months) of work experience comparable to the Animal Imaging Specialist level including one (1) year (12 months) performing administrative duties such as approving timesheets, processing fee adjustments, committee participation, and developing/implementing departmental policies and procedures.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of diagnostic imaging.
2. Knowledge of diagnostic imaging equipment.
3. Knowledge of advanced imaging modalities.
4. Manual dexterity.
5. Ability to operate advanced imaging equipment.
6. Ability to examine and evaluate technical aspects of diagnostic images.
7. Ability to prepare and administer contrast media.
8. Ability to perform specialized diagnostic imaging studies.
9. Ability to learn veterinary anatomy and appropriate terminology.
10. Ability to handle small and large animals, including equine, avian and exotics.
11. Ability to coordinate clinical patient flow.
12. Supervisory ability.
13. Ability to direct, assign, and evaluate the work of others.
14. Ability to facilitate equipment maintenance and repair.
15. Ability to coordinate equipment evaluation, purchase, and installation
16. Ability to maintain computerized medical records and use computer programs
17. Ability to prepare technical reports
18. Ability to get along with people
19. Ability to communicate and participate in team/committee meetings constructively
20. Ability to follow oral and written instructions
21. Ability to prepare and present lectures to students

22. Ability to evaluate veterinary students on presented material
23. Ability to prepare trainee curricula and lesson plans
24. Ability to facilitate collaborative projects with other departments and/or colleges
25. Ability to complete timesheets and enforce timekeeping policies

DRAFT 6.9.14