



JOB INFORMATION

Job Code:	191019
Job Title:	Dental X-Ray Technician
FLSA Status:	Non-Exempt
Supervisory:	
Job Family:	Dental Assisting/Tech
Job Family Group:	Dentistry
Management Level:	8 Individual Contributor
Dental X-Ray Technician	

JOB SUMMARY

Provides technical assistance to students and faculty by demonstrating procedures for taking digital X-Ray images. Responsible for overall technical quality control in oral radiology clinic and ensuring safety protocols are followed.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		High school or equivalent	
X		Specialized/technical training	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		<1 year	(i.e., 0 - 6 months).
	X	1 year	
	X	<1 year	(i.e., 3 months) in a dental externship.

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Ability to independently perform full range of X-Rays with modern X-Ray equipment.
X		Demonstrated excellent interpersonal patient service skills and the ability to multitask
X		Demonstrable working knowledge of HIPAA compliance, and dental terminology.

Licenses

Req	Pref	License(s)
X		Radiography License

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X			Radiation Safety certificate
X		BLS/CPR	

Other Job Factors

- Clear tuberculosis (TB) test or chest X-ray required prior to the first day of employment.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Performs radiographic procedures using the proper exposure techniques and take panoramic and cone-beam computed tomography (CBCT) scans. Takes panoramic and occlusal radiographs. Assigns digital scans to patient records and prepares and distributes patient records and X-Rays as needed.				
Monitors the Electronic Health Record System (EHR) for communications, schedules student appointments, and prepares reports as requested. Complies with radiation health and safety and infection control procedures. Ensures that health and safety, radiation, and infection control protocols are executed and documented as scheduled. Ensures relevant safety and process protocols are observed by students and technicians.				
Monitors equipment and provides quality control for oral radiology clinic technology, ensuring functional operation of all exposure and developing tools. Makes recommendations for maintenance, replacements, and upgrades as needed. Documents and provides reports on quality control matters to clinic supervisor(s) and to faculty as required.				
Provides X-Ray operation training and guidance to students and residents and ensures all digital images are of acceptable diagnostic quality with minimal retakes. Assists faculty by observing the person exposing radiographs and/or overseeing their technique with a simulator. Evaluates digital images for quality assurance and offers feedback and guidance.				
Encourages a workplace culture where all employees are valued, value others and have the opportunity to contribute through their ideas, words and actions, in accordance with the USC Code of Ethics.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.