

**PERSONNEL SERVICE COPY**

**POS**

**DESCRIPTION** (Please Read Instructions on the Back)

1. Agency Position No.

**3547**

2. Reason for Submission

Redescription  
 Reestablishment  
 Explanation (Show any positions replaced)

3. Service

New  Dept'l  Field  
 Other

4. Employing Office Location

VAMC, Miami, FL

5. Duty Station

VAMC, Miami, FL

6. CSC Certification No.

9. Subject to IA Action

Yes  No

7. Fair Labor Standards Act

Exempt  Nonexempt

8. Employment/Financial Stmt Required

Yes  No

10. Position Status

Competitive  
 Excepted (Specify)

11. Position is

Suprvsry  
 Managerial  
 Neither

12. Sensitivity

Critical  
 Noncritical  
 Nonsensitive

13. Competitive Level Code

**X01**

14. Agency Use

**Bus 0065**

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Civil Service Commission						
b. Department, Agency, or Establishment						
c. Bureau	<b>X-Ray Film Processing Equip Opr</b>	<b>GS</b>	<b>350</b>	<b>4</b>		<b>7/15/92</b>
d. Field Office	<del>X-Ray Film Processing</del>	<b>GS</b>	<b>350</b>	<b>4</b>		<b>5/2/91</b>
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)

Radiology Service

17. Name of Employee (if vacancy, specify)

18. Department, Agency, or Establishment

Veterans Affairs

c. Third Subdivision

Radiology Service

a. First Subdivision

Medical Center

d. Fourth Subdivision

Diagnostic Section

b. Second Subdivision

Patient Care Services

e. Fifth Subdivision

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

**Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge

that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

Leonardo Pena / Supr. Diagnostic Tech

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Frank Lucas, Adm. Officer/Radiology

Signature

Date

*Leonardo Pena*

**3-26-91**

Signature

Date

*Frank Lucas*

**3-26-91**

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U. S. Code, in conformance with standards published by the Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards.

22. Standards Used in Classifying/Grading Position

**Diagnostic Radiologic Technologist, GS-647**  
**Equipment Operator, Series, GS-350 dtd 1/1/90**

Typed Name and Title of Official Taking Action

Date

*Wayne E. Johnson*

**WAYNE E. JOHNSON**  
**Chief, Personnel Service**

**5/2/91**

**Information for Employees.** The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Civil Service Commission. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the Commission.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

**Job Change from UACO to 4/19/92**

## INTRODUCTION:

This position is located in Diagnostic Radiology Service. Coordinates with supervisor, Diagnostic Radiology Section, in the functions of this unit.

## DUTIES:

Incumbent will monitor guide and coordinate, when workloads demand personally accomplish the following duties.

- a. Remove x-ray cassettes and magazines from pass boxes, remove films and reload cassettes and magazines with correct unexposed film of proper size.
- b. Place exposed film into rapid film processors in proper sequence and position.
- c. Replace reloaded cassettes into pass boxes for return to Radiographic rooms.
- d. Load bulk radiographic film into daylight film dispensers following established procedures.
- e. Load daylight cassettes with radiographic film using daylight film dispensers.
- f. Unloads daylight cassettes into daylight film unloader and/or daylight film processor.
- g. Removes daylight transport feeder and places onto rapid film processor for automatic film processing. Replaces transport feeder into unloader.
- h. Operates combination film adapter for single sheets, single cassettes or transport feeder operation.
- i. Observes all daylight and non-daylight film handling equipment for damage or malfunction.
- j. Cleans, maintains and accomplishes minor repairs and adjustments to all film handling equipment and related systems. As needed, establishes appropriate maintenance schedules for all film processors located throughout the Service in order to ensure trouble free operations.
- k. Mixes processing chemicals and refills automatic chemical mixers following established guidelines.
- l. Coordinates the ordering and checking in of darkroom supplies, including x-ray film processing chemicals. Ensures that stock is properly rotated and stored to prevent loss due to expiration or improper storage techniques.

- m. Observes all safety regulations.
- n. Transports patients within Radiology Service when requested by supervisor.
- o. Maintains that adequate numbers of film cassettes are available in all radiographic areas.
- p. Renders assistance as needed in aiding technologists and transporting pharmacy orders and/or supplies within limits imposed by supervisor.
- q. Operates Picker Vacuum Packing Unit, utilizing special cassettes and plastic bags.
- r. Maintains inventory records on darkroom supplies and daily inventories of film expended, notifies immediate supervisor of variations in established levels.
- s. The incumbent is responsible for the personalized training of inexperienced darkroom personnel in the practical application of film handling and darkroom practices.
- t. Disseminates and clarifies to x-ray film processors information received reviewing with supervisor any area of concern.
- u. Explains and instructs x-ray film processors in new and correct procedures, policies and equipment use. Assures that work is accomplished correctly and in a timely manner.
- v. Maintains continuous surveillance of work being accomplished and discusses with immediate supervisors methods of improvement and as needed appropriate training.

1. KNOWLEDGE REQUIRED BY THE POSITION

FL 1-3

350

Thorough knowledge of radiographic film operating techniques and practices, including processing chemistry, film handling and correct processing procedures.

Knowledge of daylight and non-daylight radiographic film handling and processing equipment.

Thorough knowledge of operation of the Diagnostic Radiologic Section to provide immediate guidance to X-ray film processing personnel.

Mechanical aptitude in servicing Film Cassette loaders, unloaders and processors.

2. SUPERVISORY CONTROLS

FL 2-2

125

The Supervisor of Diagnostic Radiology Section has direct responsibility over this position. Work will be randomly spot-checked. More comprehensive reviews will be given on a periodic basis by the immediate supervisor.

Although incumbent is under direct supervision, considerable independence is permitted in the completion of all assigned tasks which encompasses film processors located throughout the Medial Center and at the Oakland Park Outpatient Clinic. Film Processors are located throughout the Service, in Surgery, Special Procedures and Ambulatory care areas.

### 3. GUIDELINES

FL 3-2

125

Oral and written instructions, manuals and reference books provide sufficient information to accomplish assigned tasks.

Manufacture Representatives provide initial guidance on new equipment.

### 4. COMPLEXITY

FL 4-2

75

The work of the incumbent encompasses the handling of radiation sensitive radiographic film and a large number of manual and automated film dispensers and processors both daylight and darkroom type equipment. Equipment are located in rooms throughout the Service and in remote locations in Ambulatory Care, Special Procedures and Surgery. The incumbent must establish schedules for periodic equipment maintenance and monitor use of supplies, ensuring adequate inventories are maintained exercising sound judgment in anticipating supply consumption, to prevent understocking resulting in shortages and overstocking resulting in waste or loss, due to expiration of dated stock. Routine user maintenance of equipment involves step by step mechanical operations. The incumbent must coordinate periodic maintenance schedules to minimally impact on the accomplishment of radiology Service's patient care mission.

The positions of x-ray film processor technicians are frequently filled with disabled individuals requiring the incumbent to maintain close observation and frequent review of processes and procedures to ensure timely completion of assigned tasks. Selective judgment and experience is necessary to identify and solve equipment and film processing problems. The incumbent coordinates the work assignments of three film processor technicians as well as himself.

### 5. SCOPE AND EFFECT

FL 5-1

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The purpose of the work is to provide assistance to the radiologic technologists by loading and unloading film cassettes. To provide an uninterrupted access to unexposed film and to be instrumental in processing these films after exposure. This work contributes to the final product in diagnostic radiology - The X-ray Film - which contains information directly related to medical diagnosis. Works with Supervisor to maintain acceptable quality and improve final product.

### 6. PERSONAL CONTACTS

FL 6-2

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Contacts on a daily basis are with co-workers, repairmen, radiologic technologists, supervisors and other personnel using these darkroom facilities.

7. PURPOSE OF CONTACTS

FL 7-1

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To provide or receive information regarding the processing of radiographic film, the loading of film dispensers, malfunctions in equipment and personal matters.

8. PHYSICAL DEMANDS

FL 8-2

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Activity involves standing, walking, bending, stooping carrying and lifting light loads, stretching, pulling and pushing.

9. WORK ENVIRONMENT

FL 9-2

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Work is performed in both semi-dark and full-light environment. Small, enclosed darkened rooms in close proximity to fellow workers requiring stable psychological profile.

Total 785  
GS-4