
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Patient Care

Class Series: X-Ray Assistants

Grid: 16

Class Title: X-Ray Assistant I

I. Level Definition

Positions at this level assist the X-Ray Technologist to prepare patients for X-Ray testing and perform related clerical duties.

II. Typical Duties

- (1) Explains procedures to prepare patients for X-ray testing and answers related questions.
- (2) Prepares patients for X-ray testing by performing duties such as transporting assigned patients to and from the X-ray area, assisting patients to undress/dress as required, administering enema as required and mixing and administering barium solutions.
- (3) Assists X-Ray Technologist or Nurse to position patient for X-ray testing.
- (4) Retrieves and files X-ray films and maintains filing system; maintains supplies through stores function.
- (5) Performs clerical functions such as answering telephone, making appointments, typing, filing reports and maintaining register of patients.
- (6) Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 10 plus one years' recent, related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to type.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.