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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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**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.