

4. Maintenance of the building/sanitation/electrical fittings.

5. Inspecting the work/attendance/discipline/upkeep of the class IV employees in the department.

6. Any other duties assigned by the Head of the department from time to time.

#### **DENTAL TECHNICIAN**

1. To assist the surgeon in Dental Surgery.

2. To be fully conversant with instruments, equipments and drugs used in Dental Surgery.

3. To maintain stock register of the equipment and dental stores.

#### **X-RAY DEPARTMENT**

##### **JUNIOR TECHNICAL OFFICER(JTO)IMAGING SERVICES**

To look after the following administrative work.

1. Maintenance of x-ray machines.

2. To prepare duty roster of all subordinate staff.

3. To maintain discipline in the department.

4. To supervise and guide the junior staff in performing their work.

5. To prepare monthly statistics of the department.

6. To maintain stores, stock and ledger register of various equipments and machinery.

##### **RADIOGRAPHER SUPERVISOR**

1. To assist JTO in day to day work.

2. To share responsibility of administrative work.

3. Maintenance of machinery and equipment in functional order.

4. To supervise the work of subordinate staff in emergency dept., orthopaedic. deptt.

5. To carry out the responsibilities of J.T.O. in his absence.

#### **SENIOR RADIOGRAPHER**

1. To assist the doctor in special diagnostic radiographic investigation.

2. To supervise the work of radiographer and guide him whenever required.

3. Proper storing of x-ray films of all medico-legal cases and to produce it in court when demanded.

4. Maintenance of record of x-ray reports of patients referred.

5. To maintain discipline in the department.

#### **RADIOGRAPHER**

1. To take diagnostic radiographs of patients as required by doctors.

2. Proper storing of unexposed x-ray films.

3. Keeping account of x-ray films supplied, used and balance in hand.

4. To wear the film badge to assess exposure to x-ray radiation.

5. To perform duty in emergency department and orthopaedic department in rotation.

6. To carry out the portable x-ray of seriously ill patients.

7. To keep record of all x-rays taken in the register.

8. To maintain the cleanliness of the x-ray room.

9. To keep record of paid/unpaid radiological investigations done for patients.

#### **X-RAY ASSISTANT**

1. To assist senior radiographer.

2. To take simple x-rays under the supervision of radiographer.

3. To assist radiographer in carrying out portable x-ray by mobilising the x-ray machine from the department.

4. To keep machines and room dust free.

5. To keep record of x-ray films taken.

## **DARK ROOM ASSISTANTS**

1. To receive x-ray film.
2. To develop the film by dipping in chemical in dark room.
3. To dry the films.
4. To make detailed entry of the film in the register and hand it over to reporting doctor.
5. To dispatch the reports to various wards/handing over urgent x-ray to patients with signature of persons receiving it.
6. To develop CT Scan films/USG films.

## **RADIOTHERAPY DEPARTMENT**

### **JR. TECHNICAL OFFICER**

1. To supervise and coordinate work of all radiotherapeutic techniques and equipments.
2. To maintain liaison with companies/suppliers for maintenance of Radiotherapeutic equipments.
3. To look into service contract etc. with companies for repair and maintenance.
4. Any other duty that may be assigned by the concerned head of the department/Medical Superintendent.

### **SR. RADIOTHERAPY TECHNICIAN (SUPERVISOR)**

1. To supervise all the Radiotherapy technicians.
2. To work in various Radiotherapy Units and mammography x-ray unit, treatment planning.
3. To be overall responsible for administrative work in relation to maintenance of all the sophisticated teletherapy and x-ray units.
4. To contact the respective companies for repair and maintenance of all the units in the department.
5. Any other radiotherapeutic work assigned by the Head of Department.

## **SR. RADIOTHERAPY TECHNICIAN**

1. To work in each unit of the Radiotherapy department.
2. To carry out the treatment of cancer patients, checking the treatment planning calculations, dose, field, markings, checking the position on patients during treatment.
3. To check brachytherapy patients undergoing intracavity implants.
4. To keep a liaison between the patients and doctor.
5. Any radiotherapeutic work assigned by the Head of the Department.

### **RADIUM CURATOR**

1. To handle radioactive sources for Brachytherapy
2. To work in the radium/other radioactive sources room and record of all material to be maintained.
3. To maintain storage, supply and safe movement and return sources.
4. All duty assigned to Sr. Radiotherapy technician from time to time.
5. Any radiotherapeutic work assigned by Head of the Department.

### **MOULD ROOM TECHNICIAN**

1. To carry out and supervise the Mould Room work.
2. To work on simulator for Radiotherapy Technician.
3. To work in Radiotherapy centre as and when necessary.
4. Any other duty assigned by the HOD/Medical Superintendent.

### **RADIOTHERAPY TECHNICIAN**

1. To carry out Radiation treatment on Radiotherapy Medicine for cancer patients.
2. To help the Radiotherapist and Physicist in Brachytherapy work in cancer patients in Radium room, Radium OT and ward of the department.

3. To help in treatment, planning of patients with dosage calculation, check films, mould room work and radiation dosimetry,
4. To maintain the stock of radioactive source and other radioactive equipment with their accessories in the department.
5. Any other duty assigned by Head of the Department in public interest.