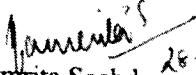

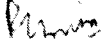



## Duties & Responsibilities of Technical Supervisor

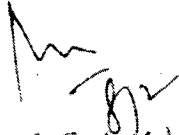
1. Deployment & Coordination of radiographic & support staff for all areas of Department.
2. Supervision & maintenance of all equipment. Record keeping of all equipment
3. Ensure equipment faults/malfunction are reported & rectified and keep track of equipment's repair.
4. Liaise with service engineer of equipment for repair & maintenance.
5. Condemnation & auction of equipment in timely manner. Mainly records of all condemnation & auctioned equipments.
6. Assist HOD Radiology in purchase of consumable & equipment for department.
7. To liaise with CPWD for electrical & civil work in department.
8. To supervise fire safety measures with concerned department.
9. To facilitate differently abled patients movement.
10. To liaise with RSO for radiation monitoring work in the Hospital.
11. To ensure proper disposal of biomedical and other hazardous waste in the Department.
12. To keep record of attendance or Radiographer, DRA, DEO, MTS and sanitation workers.
13. To keep records of MLC X-Rays and provide MLC X-Ray to medical record section whenever required.
14. To liaise with PC PNDT officer to ensure guidelines are followed like appropriate signage etc.
15. To supervise cleanliness & sanitization in all sections of Department.
16. Under exigencies, perform radiographic work as and when required.
17. Abide by the Professional Code of Conduct.
18. To carry out any other duties as assigned by HOD.


  
28.1.22  
Dr. Namrita Sachdev  
Consultant & Member Secretary

  
28/1/2022  
Dr. Shiban Mehra  
Consultant & Chairperson

  
Dr. R.K. Mishra  
Sr. Specialist & Member

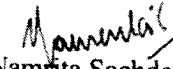
  
28/1/2022  
Mr. N. K Popli  
Technical Supervisor & Member


  
(Medical Supdt.)


  
2/2/2022  
(HOD)  
डॉ. (पं.) अनिल तंजा/Prof. (Dr.) Anil Taneja  
प्रधान एवं परामर्शदाता (रिडियोलॉजी विभाग)  
Professor & Consultant (Radiodiagnosis)  
एन के जेम्स हॉस्पिटल एंड रिसर्च सेंटर, नई दिल्ली-110001  
PGIMER & Dr. R.M.L. Hospital, New Delhi-110001

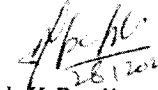
## Duties & Responsibilities of Sr. Radiographer

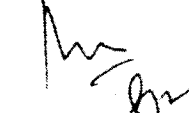
1. Perform all radiographic & imaging (CT, MRI, Mammo, DEXA etc.) examinations as per duty roster and emergency roster in all sections.
2. To make relevant entries in patient register and keep record of patients including OPG, mammo, CT, MRI, CR etc.
3. Ensure radiation safety measures are observed while following the ALARA principle. Use all the radiation protection devices as per indications.
4. In female patients specifically to ensure radiation safety by enquiring about LMP.
5. Maintenance of radiographic and related machines with regular check for malfunction.
6. Use personal monitoring device TLD badge & follow AERB guidelines.
7. Carry out regular calibration of machines & follow quality assurance program.
8. To provide census of case load as & when required.
9. Ensure Biomedical waste is managed as per protocol.
10. To carry out all shift duties assigned and observe strict timing in all shift.
11. Proper handover/takeover charge from their counter parts.
12. To supervise & ensure proper cleanliness and sanitation in their duty place.
13. To ensure that MLC X-Rays are properly taken, recorded authenticated and hand over to concern Technical Supervisor/person.
14. To prepare equipment work area & patient preparation as per the requirement of the test & instructing removal of metallic objects like jewellery, coin etc. which may interfere with the examination.
15. To ensure patient dignity and privacy of patient prior to test procedure.
16. To attend to female patients only in the presence of the attendant.
17. To position correctly without any inconvenience to them.
18. Will inform patients to collect their reports from the reception in designated place and time.
19. To supervise & oversee work of junior radiographer.
20. Abide by the Professional Code of Conduct.
21. To carry out any other duty as assigned by HOD.


  
Dr. Namrita Sachdev 28/1/22  
Consultant & Member Secretary

  
Dr. R.K. Mishra  
Sr. Specialist & Member

  
Dr. Shibani Mehra 28/1/22  
Consultant & Chairperson

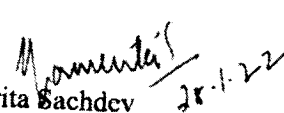
  
Mr. N. K Popli  
Technical Supervisor & Member


  
(Medical Supdt)


  
(HOD)  
A. (Dr.) Anil Taneja  
प्रमुख एवं परामर्शदाता (चिकित्सा विज्ञान)  
Professor & Consultant (Radiodiagnosis)  
पता: आर.एम.ए.ए. अरुणोदर कालोनी, नई दिल्ली-110001  
PGIMER & Dr. R.M.L. Hospital, New Delhi-110001


## Duties & Responsibilities of Radiographer


1. Perform all radiographic & imaging (CT, MRI, Mammo, Dexa etc.) examinations as per duty roster and emergency roster in all sections.
2. To make relevant entries in patient register and keep record of patients including OPG, mammo, CT, MRI, CR etc.
3. Ensure radiation safety measures are observed while following the ALARA principle. Use all the radiation protection devices as per indications.
4. In female patients specifically to ensure radiation safety by enquiring about LMP.
5. Maintenance of radiographic and related machines with regular check for malfunction.
6. Use personal monitoring device TLD badge & follow AERB guidelines.
7. Carry out regular calibration of machines & follow quality assurance program.
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10. To carry out all shift duties assigned and observe strict timing in all shift.
11. Proper handover/takeover charge from their counter parts.
12. To supervise & ensure proper cleanliness and sanitation in their duty place.
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15. To ensure patient dignity and privacy of patient prior to test procedure.
16. To attend to female patients only in the presence of the attendant.
17. To position correctly without any inconvenience to them.
18. Will inform patients to collect their reports from the reception in designated place and time.
19. To supervise & oversee work of junior radiographer.
20. Abide by the Professional Code of Conduct.
21. To carry out any other duty as assigned by HOD.


  
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Consultant & Member Secretary

  
Dr. R.K. Mishra  
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(Medical Supdt)

  
Dr. Shibani Mehra  
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Mr. N. K. Popli  
Technical Supervisor & Member

  
Prof. (Dr.) Anil Taneja  
Professor & Consultant (Radiodiagnosis)  
PGIMER & Dr. R.M.L. Hospital, New Delhi-110001

### Duties & Responsibilities of Jr. Radiographer

1. Perform all radiographic & imaging (CT, MRI, Mammo, DEXA etc.) examinations as per duty roster and emergency roster in all sections.
2. To make relevant entries in patient register and keep record of patients including OPG, mammo, CT, MRI, CR etc.
3. Ensure radiation safety measures are observed while following the ALARA principle. Use all the radiation protection devices as per indications.
4. In female patients specifically to ensure radiation safety by enquiring about LMP.
5. Maintenance of radiographic and related machines with regular check for malfunction.
6. Use personal monitoring device TLD badge & follow AERB guidelines.
7. Carry out regular calibration of machines & follow quality assurance program.
8. To provide census of case load as & when required.
9. Ensure Biomedical waste is managed as per protocol.
10. To carry out all shift duties assigned and observe strict timing in all shift.
11. Proper handover/takeover charge from their counter parts.
12. To supervise & ensure proper cleanliness and sanitation in their duty place.
13. To ensure that MLC X-Rays are properly taken, recorded authenticated and hand over to concern Technical Supervisor/person.
14. To prepare equipment work area & patient preparation as per the requirement of the test & instructing removal of metallic objects like jewellery, coin etc. which may interfere with the examination.
15. To ensure patient dignity and privacy of patient prior to test procedure.
16. To attend to female patients only in the presence of the attendant.
17. To position correctly without any inconvenience to them.
18. Will inform patients to collect their reports from the reception in designated place and time.
19. Abide by the Professional Code of Conduct.
20. To carry out any other duty as assigned by HOD.

Dr. Namrita Sachdev  
Consultant & Member Secretary

Dr. Shibani Mehra  
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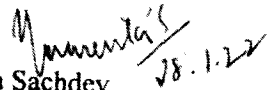
Mr. N. K Popli  
Technical Supervisor & Member


(Medical Supdt.)


Dr. (S.) Anil Taneja  
Professor & Consultant (Radiodiagnosis)  
PGIMER & Dr. R.M.L. Hospital, New Delhi-110001


### Duties & Responsibilities of X-Ray Assistant


1. To perform all radiographic examination as per duty and emergency roster.
2. To make relevant entries in patient register and keep record of patients.
3. Ensure radiation safety measures are observed while following the ALARA principle. Use all the radiation protection devices as per indications.
4. In female patients specifically to ensure radiation safety by enquiring about LMP.
5. Maintenance of radiographic and related machines with regular check for malfunction.
6. Use personal monitoring device TLD badge & follow AERB guidelines.
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20. To carry out any other duty as assigned by HOD.

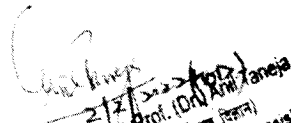
  
Dr. Namrita Sachdev  
Consultant & Member Secretary

  
Dr. Shibanī Mehra  
Consultant & Chairperson

  
Dr. R.K. Mishra  
Sr. Specialist & Member

  
Mr. N. K Popli  
Technical Supervisor & Member

  
(Medical Subdt.)

  
Prof. (Dr) Anil Kataria  
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PGIMER & Dr. R.M.L. Hospital, New Delhi-110027