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the People of Japan**



**International Organization for Migration (IOM)**  
The UN Migration Agency

## Return of Qualified Afghans Programme **TERMS OF REFERENCE**

I. POSITION INFORMATION	
Position title:	X RAY Technician
Host Institution:	City Medical Complex
City:	Kabul
Position number:	2
Organizational unit: Reporting directly to: Overall supervision by:	Radiology Head of Radiology Department Head of Radiology Department
Managerial responsibility: Directly reporting staff:	Manage and take care of Radiology Department machine Head of Radiology Department

II. ORGANIZATIONAL CONTEXT AND SCOPE
<p>Under the direct supervision of the Head of Department the candidate will be primarily responsible for :</p> <ul style="list-style-type: none"> <li>• Explaining procedures to patients and answering questions.</li> <li>• Preparing equipment for use as needed.</li> <li>• Preparing examination rooms for patient exams.</li> <li>• Positioning patients for imaging exams.</li> <li>• Monitoring patients during exams.</li> <li>• Documenting information with computers.</li> <li>• Reporting important information to the physician.</li> <li>• Ensuring safety of patients during exams.</li> <li>• Producing diagnostic images of soft tissues.</li> <li>• Using sound waves to obtain images of organs and tissues in the body.</li> <li>• Administering targeted doses of radiation to the patient’s body to treat cancer or other diseases.</li> <li>• Administering trace amounts of radiopharmaceuticals to a patient to obtain functional information about organs, tissues and bone.</li> <li>• Measuring bone mineral density at a specific anatomical site.</li> </ul>



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**III. RESPONSIBILITIES AND ACCOUNTABILITIES**

Main duties and responsibilities:

As an x-ray technician, you receive instructions from doctors regarding the x-rays patients require. You are responsible for getting clear imaging results, which requires proper use of the equipment and keeping patients calm and informed throughout the x-ray procedure. If a patient has any questions or concerns about the procedure, you can provide answers and assistance. You must comply with the safety regulations involving the use of radiation to protect yourself, patients and other staff members from over-exposure to radiation. To lessen radiation risks, you will use a technique called patient-shielding, which involves placing lead shields or aprons on parts of a patient's body that aren't being photographed. Alternatively, you may adjust x-ray beams so they cover a limited area. You must also position the radiographic machinery so it is at a proper distance, angle and height from the patient. Other duties include keeping equipment in good working order, maintaining patient records and developing exposed radiographs. You may use portable x-ray equipment to conduct x-rays in patients' hospital rooms. You may work in a hospitals or medical center's radiology department or work in emergency rooms. Some x-ray technicians specialize in areas such as computed tomography (CT) scanning, magnetic resonance imaging (MRI) and mammography

**IV. COMPETENCIES**

The incumbent is expected to demonstrate the following technical and behavioural competencies:

**Behavioural**

**Accountability**

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

**Client Orientation**

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients

**Continuous Learning**

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

**Communication**

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and



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procedures

- Writes clearly and effectively, adapting wording and style to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

### **Creativity and Initiative**

- Proactively develops new ways to resolve problems

### **Leadership and Negotiation**

- Convinces others to share resources
- Presents goals as shared interests

### **Performance Management**

- Provides constructive feedback to colleagues
- Provides fair, accurate, timely, and constructive staff evaluations

### **Planning and Organizing**

- Sets clear and achievable goals consistent with agreed priorities for self and others
- Identifies priority activities and assignments for self and others
- Organizes and documents work to allow for planned and unplanned handovers
- Identifies risks and makes contingency plans

### **Professionalism**

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity

### **Teamwork**

- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

### **Technological Awareness**

- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply it to appropriate work



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Technical (*specific to the job family*)

- The technical requirements Find out trouble shooting in the Radiology Department machine

**V. EDUCATION AND EXPERIENCE** (*specific to the category and (expected) level of the position* )

- A Completed university degree in Radiology
- Minimum one years of relevant work experience in Radiology with demonstrable successes
- Excellent verbal and written communication skills in Dari/Pashto.

**VI. LANGUAGES**

Required

- |                                                                                               |                            |
|-----------------------------------------------------------------------------------------------|----------------------------|
| <ul style="list-style-type: none"> <li>▪ Dari</li> <li>▪ Pashto</li> <li>▪ English</li> </ul> | Fluent<br>Fluent<br>Medium |
|-----------------------------------------------------------------------------------------------|----------------------------|