

MANAGER OF DIAGNOSTIC IMAGING SERVICES

DEFINITION

Under general direction, plans, organizes, directs and manages the operation of Natividad Medical Center's (NMC) Diagnostic Imaging Services Department; recommends, develops, implements and evaluates goals, objectives, policies, and procedures related to diagnostic imaging; provides staff support to higher level management within NMC; and selects, trains and supervises subordinate clinical, technical and clerical staff.

DISTINGUISHING CHARACTERISTICS

This single position class is responsible for administering all non-physician aspects of Diagnostic Imaging Services in consultation with staff radiologists. This class is distinguished from that of Supervising Radiologic Technologist by its administrative responsibility for managing all aspects of the department.

Administrative supervision of this class is provided by the Assistant Administrator. Medical consultation and advice is received from a contracted Radiology group.

EXAMPLES OF DUTIES

Nothing in this specification restricts management's right to assign or reassign duties and responsibilities to this job at any time.

1. Organize, supervise and monitor the provision of the specialized clinical services, practices and procedures of the Diagnostic Imaging Department; ensure all applicable guidelines for accreditation, quality assurance and safe patient care are met
2. Participate in the development of goals, objectives, policies, procedures and priorities within the Diagnostic Imaging Department
3. Act as liaison to contracted Physicians group
4. Prepare cost estimates and justifications for budget recommendations; monitor and control expenditures to ensure the accomplishment of objectives within the approved budget
5. Negotiate contracts with outside vendors, consultants or organizations for services within the Diagnostic Imaging Department; administer and monitor contracts
6. Maintain an effective working relationship with a variety of organizations, including medical, nursing and clinical staff in throughout NMC, County departments, other agencies and private health care providers
7. Answer questions and provide information to the public; enforce applicable clinical standards, codes and regulations as required
8. Provide staff assistance to higher level management on clinical issues within the area of specialization
9. Select, supervise, train and evaluate clinical, professional, technical and clerical subordinates
10. Organize available staff in such a way as to maximize quality patient care. Develop work schedules, on-call assignments, and other methods of assuring adequate staff coverage; manage the scheduling of patients
11. Interpret and apply departmental administrative and personnel policies to the Diagnostic Imaging department

12. Prepare a variety of reports and statistics relating to service activities
13. Approve all payroll documents including those dealing with sick leave, vacation, overtime, on-call pay, and related matters
14. Serve as department representative on numerous commission, tasks forces and committees
15. Perform related duties as assigned

QUALIFICATIONS

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

Knowledge and Skills:

Thorough knowledge of:

1. Principles, practices, trends and technological developments in the area of diagnostic imaging
2. Clinical practices, procedures and techniques in the area of diagnostic imaging
3. Laws, regulations, accreditation standards and safety guidelines, related to diagnostic imaging services
4. Principles of budget preparation and monitoring
5. Principles of personnel training, supervision and evaluation
6. Principles of imaging methods and image/film management
7. The occupational hazards and safety precautions associated with diagnostic imaging

Working knowledge of:

1. Modern principles of hospital administration including budget forecasting and control, inventory control, and management information systems
2. Principles and practices of program management, including program planning, implementation and evaluation
3. Modern imaging equipment, including CT, MRI, X-Ray, Ultrasound, Mammogram, Nuclear Medicine
4. Anatomy, physiology, and physics as applied to diagnostic imaging of the human body
5. The care and operation of diagnostic imaging equipment
6. Current computer software such as Microsoft Office, including email and calendar usage

Skill and Ability to:

1. Organize, direct, coordinate and evaluate specialized diagnostic imaging to ensure quality patient diagnosis and care that conforms with prescribed standards and regulations
2. Analyze service delivery problems accurately, develop recommendations and take appropriate actions to resolve them
3. Develop evaluate and maintain accurate record keeping systems, prepare complex and detailed written reports, procedures and contracts
4. Communicate effectively with administrative, medical, professional and clinical staff and citizen groups

5. Work cooperatively with other NMC and County departments, public and private organizations, including public and private medical providers
6. Train staff and coordinate activities of contractors, volunteer groups and staff, as appropriate
7. Work tactfully, sympathetically and effectively with various types and conditions of patients
8. Learn, use and adapt to new computer technologies, including changes to Meditech and other electronic medical records programs

REQUIRED CONDITIONS OF EMPLOYMENT

As a condition of employment, the incumbent will be required to:

- Have and maintain a license as a Radiologic Technologist
- Have and maintain a current California Drivers License

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING

Any combination of training, education and/or experience which provides the knowledge, skills and abilities and required conditions of employment listed above is qualifying. An example of a way these requirements might be acquired is:

Education

Completion of a certified Radiologic Technology program

AND

Certificate

American Registry of Radiologic Technologist (ARRT)

AND

Experience

Four years of increasingly responsible supervisory duties in a full imaging department, including Mammography and Nuclear Medicine

PHYSICAL AND SENSORY REQUIREMENTS

The physical and sensory abilities required for this classification include:

1. Manual dexterity sufficient to operate imaging equipment, operate a computer, and to handle supplies/medications
2. Mobility, flexibility, gross body coordination, and dexterity sufficient to work in a typical hospital environment
3. Ability to sit and/or stand for long periods of time (meeting/event attendance, or at a computer).
4. Vision, hearing, and voice typical for a hospital/ office environment
5. Ability to speak clearly and with the volume required to carry on clear conversations in person, over the phone and at public events
6. Ability to work with and around potentially hazardous materials and disease

CLASS HISTORY

Class Code: 14K31
Established Date: Unknown
Revised Date: September 2009
Former Title: (New)

CLASS DATA

Job Group: 2
EEO Category: P
Work Comp. Code: 9043
Bargaining/Employee Unit: X
FLSA: E
MOCO OT: N

Prepared by: Gerta McClay, SPHR, IPMA-CP
Management Specialist

Approved by: Janine Bouyea, PHR
NMC Human Resources Administrator

/s/ Janine Bouyea

10/27/2009

Date