DIAGNOSTIC IMAGING SUPERVISOR

DEFINITION
Under general direction, supervises and performs various diagnostic imaging examinations of patients as ordered by physicians for diagnostic and treatment purposes; provides administrative and supervisory support to the Director of Diagnostic Imaging by assigning, scheduling, monitoring and/or evaluating the work of assigned staff; directs and monitors diagnostic imaging student/intern programs and ensures that program agreements and training requirements are met; may perform the more complex and difficult diagnostic imaging procedures as needed; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS
This is the supervisory level class of the Radiology Technologist series. An incumbent in this class works within the Diagnostic Imaging Department at Natividad Medical Center. Preponderant duties emphasize the direct/technical supervision of Radiologic Technologists as well as clerical and transport staff, and the indirect/administrative supervision of technology staff performing examinations using ultrasound, nuclear medicine and/or other specialized modalities. Although assignments are primarily supervisory in nature, incumbents may also serve as technical specialists in one or more modalities, assisting with complex and difficult diagnostic imaging procedures as needed. This class may be distinguished from the lower level class of Senior Radiologic Technologist by its supervisory role.

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. Assigns, directs and schedules the day-to-day work of assigned staff in the Diagnostic Imaging Department of Natividad Medical Center; arranges and makes room assignments; establishes and coordinates schedules; monitors and makes staffing assignments in order to ensure appropriate coverage on a day-to-day basis; organizes the daily workload for assigned work unit(s).

2. Monitors and evaluates the work of assigned subordinate employees; assists management in establishing employee performance expectations, objectives and goals; monitors and reviews the quality and quantity of employee work; initiates and implements disciplinary action if necessary.

3. Orients and trains new employees on departmental policies and procedures and the proper use of diagnostic imaging equipment; develops in-service training programs to help staff maintain competency and/or to learn how to use new procedures/equipment; ensures that all assigned staff have the required core competencies.

4. Coaches and encourages staff in a manner that fosters a teamwork approach to resolving disputes; facilitates good working relationships between department personnel and other hospital employees, including physician staff.

5. Oversees students/interns and ensures that program agreements and training requirements are met.

6. Reviews procedures to ensure that they are being performed in a manner consistent with defined protocols and standards; assists management in the development of departmental policies and procedures pertaining to personnel, supplies, equipment and patient care.

7. Participates in the development and maintenance of effective quality control and quality assurance processes; participates in accreditation processes, including those required by the Joint Commission on Accreditation of Health Care Organizations (JCAHCO).
8. Receives and reviews complaints, and keeps management informed regarding work unit concerns and issues; researches, analyzes and resolves problems as assigned.

9. Assists management in evaluating the need for new equipment and supplies; prepares cost/benefit analyses as assigned; prepares supportive documents to justify recommendations; assists with equipment selection and procurement.

10. Prepares reports, correspondence and other documents; analyzes data and develops logical conclusions and recommendations; utilizes standard office administrative tools, including computers, to facilitate communication and work efficiency.

11. Participates in the efficient operation of the assigned work unit by performing diagnostic imaging procedures as needed; may perform the most complex and difficult procedures in area(s) of specialization.

12. Schedules and coordinates equipment maintenance or repair as needed.

13. Performs other 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. The theories and principles pertaining to a wide variety of diagnostic imaging procedures including x-ray, bone density, computerized tomography (CT), magnetic resonance imaging (MRI), and mammography procedures.

2. Advanced methods and techniques pertaining to a wide variety of x-ray procedures.

3. The operation and care of standard radiology equipment and the methods of positioning patients for examinations.

4. Medical terminology, anatomy, and physiology necessary to perform diagnostic imaging procedures.

5. Routine functions and activities of an acute care hospital diagnostic imaging unit, including standard procedures, materials and equipment.

6. Safety requirements of a hospital diagnostic imaging unit, including the appropriate use of universal precautions.

Working knowledge of:

1. Methods and techniques used to perform bone density, CT, MRI and mammogram procedures.

2. Theories, methods, techniques and procedures pertaining to diagnostic nuclear medicine and ultrasound procedures.

3. Methods of explaining diagnostic imaging procedures to patients and providing customer service in a health care environment.

4. Principles and practices of personnel administration and supervision including training, scheduling, performance evaluation and discipline.

Some knowledge of:

1. The use of office automation equipment, including computers and business software, for communication and productivity purposes.
Skill and Ability to:

1. Supervise the day-to-day activities and staff within an acute care hospital diagnostic imaging department, including the work of subordinate Radiologic Technologists and student interns.
2. Schedule, direct, monitor and oversee the day-to-day activities within a diagnostic imaging department and ensure that operations run smoothly, effectively and efficiently.
3. Perform complex x-ray procedures; perform other diagnostic imaging procedures if qualified.
4. Position patients for a variety of x-ray examinations.
5. Operate and maintain standard x-ray and related equipment.
6. Maintain safe working conditions by complying with established safety policies and procedures.
7. Communicate effectively with patients, physicians, and other medical professionals.
8. Operate a personal computer and utilize standard business software.
9. Maintain detailed patient records, compile statistics, and analyze data.
10. Communicate clearly and concisely, both orally and in writing; prepare reports and other written communications.
11. Provide sensitive and competent service to customers who may be anxious or in substantial distress.
12. Establish and maintain cooperative working relationships with others including physicians, nurses, administrators, managers, vendors, contractors and other health care industry personnel.

REQUIRED CONDITIONS OF EMPLOYMENT

As a condition of employment, the following will be required:

Licenses/Certificates:

   Incumbent must be registered with the American Registry of Radiologic Technologists, and certified by the Department of Health, State of California, as a Radiologic Technologist.

Other Requirements

   Some positions in this class may require a valid Class C driver’s 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 required is:

Experience:

   Three years of experience performing diagnostic imaging examinations in an acute care hospital setting, including one year in a supervisory or formal leadership capacity. Experience must have required the performance of advanced x-ray procedures, as well as some familiarity with bone density, CT scan, MRI and mammography procedures. Experience performing nuclear medicine and/or sonography procedures is desirable.

Education:

   Sufficient for licenses/certificates above.
PHYSICAL AND SENSORY REQUIREMENTS
The physical and sensory requirements for this classification include:

1. Ability to sit for extended periods of time while working on a computer or performing other administrative work.
2. Ability to stand for extended periods of time while examining patients and processing test results.
3. Ability to lift up to 50 pounds in order to turn, position and move patients and equipment.
4. Ability to read patient information on papers, computer screens and physician orders; ability to use a computer screen on a constant basis.
5. Ability to perform repetitive motions pertaining to the performance of x-ray examinations and the use of equipment; ability to write, operate a computer keyboard and finely manipulate small objects.
6. Ability to hear normal speech when talking to patients and staff; ability to hear and talk on the telephone and in person.
7. Ability to concentrate and make decisions; ability to provide services to people who are anxious and/or under substantial stress.
8. Ability to work in an environment that has frequent risk of exposure to hazardous materials, infectious agents and radiation.

CLASS HISTORY

Class Code: 50R25
Established Date: March 2009
Revised Date:
Former Title:

CLASS DATA

Job Group: 13
EEO Category: T
Work Comp. Code: 9043
Bargaining/Employee Unit: F
FLSA: C
MOCO OT: N

Prepared by: CPS Personnel Services

Approved by:

____________________________________
NMC Human Resources Administrator

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Date