

**HOMER MEMORIAL HOSPITAL
RADIOLOGY DEPARTMENT
JOB DESCRIPTION**

RADIOLOGY DEPARTMENT MANAGER

STATEMENT OF PURPOSE:

To provide support for the mission and vision of the hospital through your actions, attitudes, and personal conduct as a team member of the Radiology department, an employee of the hospital, and a contributor to the health and wellbeing of the patients we service; to provide the duties outlined in this job description to the best of your abilities; and to strive for excellent service to your customers.

JOB SUMMARY:

Performs a variety of Radiological procedures at a technical level, clerical duties and is responsible for patient safety protocols. Assists the Radiologist and other specialists in performing diagnostic Radiology procedures. Functions as a team member with patients and staff for the successful accomplishment of imaging needs. Responsible for radiology department staffing and scheduling. Maintains mammography records as well as generation and distribution of mammography patient letters.

GENERAL MANAGEMENT DUTIES:

1. Support administration in the development and implementation of the hospital's mission, vision, and overall goals.
2. Develop and monitor human resources to assure the department is efficiently and effectively providing patient care. This includes the hiring process, an effective department orientation program, providing ongoing educational opportunities, honest performance evaluations, counseling when indicated, and termination when needed.
3. Provide strong leadership for the department by establishing high standards, leading by example, rewarding good behavior, and holding departmental staff accountable when they fail to meet the needs and expectations of the hospital.
4. Communicate departmental and hospital-wide issues in a timely and effective manner to all departmental staff using multiple communication mediums. This includes monthly departmental meetings, memos, e-mails, phone calls, and one-on-one training.
5. Use Performance Improvement monitoring, data collection, incident reporting, and other tools to identify patient care problems and take corrective action.

Actions may include investigating problems, improving processes, clarifying procedures, and educating the staff to assure the problems are resolved.

6. Facilitate the development of an annual department budget, three-year capital equipment estimate, and strategic planning goals.
7. Develop policies and procedures that clearly define the operational and interdepartmental guidelines of the department.
8. Manage equipment and supplies to make sure the department has the tools needed to provide patient care and to assure resources are used wisely.
9. Evaluates timecards bi-weekly and departmental operations monthly for adherence to administrative, budgetary and strategic planning goals.
10. Advocate and ensure participation in interdepartmental activities, focusing on process improvements and achieving hospital-wide goals.

Every employee is expected to follow all policies and procedures and to support and participate in programs within his/her department to maintain and monitor Performance Improvement.

SPECIFIC DUTIES:

1. Performs routine and emergent Radiology imaging procedures as stated in Radiology policy and procedures.
2. Assists the physician (Radiologist or other specialist) to perform diagnostic procedures.
3. Communicates with other caregivers to ensure continuity and appropriateness of patient care.
4. Provides patient and family education related to imaging procedures.
5. Applies knowledge of radiation safety principles to ensure patient and staff safety for radiation protection to achieve radiation exposures ALARA (as low as reasonably achievable), for patient, self and others.
6. Applies knowledge and principles of Universal Precautions, aseptic and sterile techniques, to minimize exposure to/spread of infectious organisms.
7. Records all patient procedure/history/symptoms and film information.
8. Performs clerical duties such as filing, retrieving folders and scheduling.
9. Demonstrates effective communication skills among patients and coworkers. Provides patient care and safety measures.
10. Able to accept, transcribe and implement verbal orders from physicians within their scope of care.
11. Develops films by automatic film processing and reloads cassettes with proper film size.
12. Prepares and restocks rooms for procedure readiness.
13. Maintains current professional certification, state licensure, and education requirements.
14. Assumes additional duties as assigned by the Administrative Director of Outpatient Services.

15. Maintains mammography records and generates mammography letters as recommended by the FDA and ACR.
16. Maintains instrument records and preventative maintenance.
17. Assures that all aspects of radiation safety are met.

QUALIFICATIONS:

1. Graduate of approved school of Radiologic Technology and ARRT registered or registry eligible. Must have and maintain a current Louisiana State license or have applied for a temporary license to work in Louisiana as a Radiologic Technologist.
2. Minimum length of experience required or preferred for the job.
3. Specific skills (computer, written, oral, communication, etc.) required or preferred for the job.
4. Knowledge and operation of Radiology imaging equipment. Has the ability to select technical factors to produce a quality diagnostic image. (Manual or Fixed techniques)
5. Ability to accurately position patients for Radiology procedures.
6. Knowledge of body anatomy and habitus.
7. Basic computer skills for data entry and record maintenance.
8. Ability to recognize life threatening conditions and implement basic life sustaining actions. BLS certification required.
9. Use of protective devices such as lead aprons, gloves, and shields. Wears radiation badges at neck line level to document any radiation received on a monthly basis.
10. Desire to cross-train in various modalities.
11. Tolerance for high stress environment with complex, competing customer demands. Risk of exposure to infectious organisms and radiation.

PHYSICAL DEMANDS:

1. Walking and/or standing approximately 90% of the day.
2. Must be able to lift up to 50 lbs. (no less than 20 lbs.) less than 20% of the day.
3. Workload is fast pace and heavy at times.
4. Must be able to handle Radiology equipment and patient load.
5. Must be able to bend, stoop, kneel, and reach over the head throughout the day.
6. Must be flexible with duties and willing to change suddenly, if needed.

DISCLAIMER:

This is not an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate

reflection of the current job, management reserves the right to revise the job or to require that other or different tasks to be performed when circumstances change.

RESPONSIBILITY:

The Radiology Manager is directly responsible to the Administrative Director of Outpatient Services.

DIRECT REPORTS:

Radiology Technologists

ACCEPTANCE:

Radiology Department Manager

Date