

Johnson Memorial Health Services

Job Description

Position: Radiology Manager
Department: Radiology
Reports To: Hospital Director of Nursing
Days/Hours: Monday-Friday
FLSA Status: Non-Exempt Hourly
Reviewed: February 2016

JOB SUMMARY

The Radiology Manager assumes responsibility for the overall day-to-day management of the Radiology Services. The Radiology Manager serves patients by anticipating and identifying developing trends in patient care, best practice, and staff management. The Radiology Manager maintains a quality and patient centered focus and understands and upholds the regulatory requirements for the Radiology Department.

ESSENTIAL FUNCTIONS

- Accomplishes Radiology department human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation actions; enforcing policies and procedures.
- Achieves Radiology operational objectives, by contributing information and analysis to functional strategic plans and reviews; implementing production, productivity, quality, and customer-service standards; identifying and resolving problems; supporting team leaders and team members; completing audits; determining system improvements; implementing change.
- Meets Radiology financial objectives by estimating requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Creates a work environment of professional practice by encouraging innovation and collaboration; patient centered leadership and a commitment to excellence
- Maintains patient relations by facilitating open channels of communication with patients, their families, other departments, physicians, and ancillary personnel; resolving patient and visitor complaints and/or channeling them to appropriate department for solution.
- Improves quality results by developing plans and programs; introducing and evaluating new programs and technology.
- Contributes to Radiology effectiveness by identifying short-term and long-range issues that must be addressed; recommending options and courses of action; implementing directives.
- Maintains Radiology professional and technical knowledge through attending educational workshops; establishing personal networks; benchmarking state-of-the-art practices.
- Required to work alongside staff as needed.
- Accomplishes Radiology department goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

Adheres to JMHS policies and practices including:

- ❖ Demonstrates interest in and commitment to assuring service excellence
- ❖ Demonstrates teamwork
- ❖ Exhibits a positive attitude
- ❖ Participates in activities directed toward evaluating and improving service area functions
- ❖ Maintains a good record of attendance and punctuality
- ❖ Assumes responsibility for enhancing personal and professional development.
- ❖ Performs other related duties as assigned

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Good verbal and written communication skills
- Good organizational skills.
- Is knowledgeable about external rules and regulations that affect Laboratory and Radiology Services.
- Follows appropriate policies and procedures according to department needs or requirements.
- Keep appropriate and accurate Radiology records that affect compliance with rules and regulations of external agencies.
- Consistently performs duties in an independent manner with little or no supervision.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS

- Completion of a RT program
- Prefer minimum of 2 years management experience
- Maintains technical knowledge in field of expertise.

MINIMUM PHYSICAL REQUIREMENTS (if any): (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

In an 8 hour workday, employee must:									
	(Hours at full capacity for each activity)								
Position	None	1	2	3	4	5	6	7	8
Sit				x					
Stand				x					
Walk			X						

Employee's job requires he/she:					
Activity:	Not at All	Occasionally	Frequently	Continuously	Comments
Bend/Stoop			x		Positioning equipment
Squat			x		Filing
Crawl	X				
Climb (Height 8 ft)	X				
Reach above shoulder level		X			Positioning equipment
Crouch		X			Filing
Kneel		X			Filing
Balance		X			Positioning equipment
Push/Pull (# of lbs. 50)		x			Transferring patients w/assistance

Employee's job requires he/she carry:					
Weight Carried:	Not at All	Occasionally	Frequently	Continuously	Comments
Up to 10 lbs.		x			Radiology supplies
11-24 lbs.	x				
25-34 lbs.	x				
35-50 lbs.	x				
51-74 lbs.	x				
75-100 lbs.	X				
Over 100 lbs.	X				

Job requires employee must use feet for repetitive movements as in operating foot controls:		
Repetitive movements with foot controls:	YES	NO
Right		X
Left		X

Job requires employee use hands for repetitive action such as:							
Hand Repetitive Movements:	Simple Grasping		Firm Grasping		Fine Manipulating		Comments
	YES	NO	YES	NO	YES	NO	
Right Hand		x		x		x	
Left Hand		x		x		x	
Both Hands		x		x		x	

Does the employee's job require:			
Activity:	YES	NO	Describe if Yes
Working on unprotected heights?		X	
Working on uneven terrain?		X	
Working on wet/damp surfaces?		X	
Operating moving equipment?	X		Radiology equipment
Operating vehicles?		X	
Use of tools?	X		Fixing equipment
Use of telephone?	X		Calling patient and staff
Use of keyboard/computer terminal?	X		EMR
Working under time pressure?	X		Emergency situations
Working rapidly for long periods?		X	
Working alone?	X		On call
Close work?		X	
Good vision (close/distance/peripheral & depth perc)	X		CT/Radiological exams
Good color vision?		x	
Good hearing?	X		Patient communication
Good speaking?	X		Patient communication
Reading?	X		Reading policy and procedure manuals
Writing?	X		Reading policy and procedure manuals
Simple arithmetic?	X		Figuring calculations
Mathematics?	X		Figuring calculations
Weighing and /or measuring?		X	

The work environment where the job is carried out:			
Job environment:	YES	NO	% of Day Spent
Indoors	X		100%
Outdoors		X	
At a desk or bench	X		90%
In a car or truck		X	
In an office	X		

Is the employee exposed to:			
Exposed to:	YES	NO	Describe if Yes
Blood borne Pathogens/Infectious diseases?	X		Risk with body fluids – IV's in CT area
Chemicals/respiratory hazards?		X	
Noise?	X		Common Noises
Dust, fumes & gases?		X	
Extreme heat or cold?		X	
Cramped areas?		X	
Working close to electrical current?		X	
Other hazards?		X	

Exposure Determination: For More Information: See Your Supervisor					
Category I		Category II		Category III	
Tasks that routinely involve exposure or potential exposure to blood, body fluids or tissues.		Tasks that do not routinely involve exposure to blood, body fluids or tissues, but exposure or potential exposure may be required as a condition of employment.		Tasks that do not routinely involve exposure to blood, body fluids or tissues (persons in this category are not called upon to perform or assist in the emergency medical aid or to be potentially exposed in any other way as a condition of employment.	
YES	NO	YES	NO	YES	NO
		X			

MENTAL DEMANDS:

Does the employee's job require:		
Activity:	YES	NO
Ability to plan, organize and delegate responsibilities to subordinates while maintaining quality standards throughout one's own performance.	X	
Excellent communication skills are required for interactions with management, staff, patients, residents, clients, etc.	X	
Must be able to analyze situations and select a course of action.	X	
Must be capable of multi-step and sequential problem solving activities: that include comparing, analyzing and calculating data relevant to the facility.	X	
Must be flexible and willing to undertake a variety of tasks.	X	
Must possess the ability to accept change and respond appropriately.	X	
Must possess the ability to understand and communicate both verbally and in written form in the English language since instructions, labels and other documents are in English.	X	
Must possess visual and mental attention to position content with accuracy.	X	
Must possess excellent memory and organizational skills.	X	
Must possess the ability to work independently and make decisions that require initiative and judgment in order to effectively plan, organize and delegate work assignments.	X	

DISCLAIMER:

The above statements are intended to describe the general nature of job duties and responsibilities typically assigned, identify the essential functions, and list the requirements of this job. They are not intended to be an exhaustive list of all supplemental duties, responsibilities, or non-essential requirements; nor should this document limit the supervisor's right to modify assignments as necessary. This document does not create a contract for employment.

RECEIPT ACKNOWLEDGEMENT:

I acknowledge and understand that:

- Receipt of this job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation, I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- I have read and understand this job description.

I, ☐do ☐do not need accommodations under the Americans with Disabilities Act.

Employee Printed Name: _____

Employee signature: _____

Date: _____