



Department: Radiology	Job Description Position: Radiology Department Manager
Responsible to: Chief Nursing Officer	
Formulated: 9-03	Revised: 9-15-2022
Approved by:	Date:

OVERVIEW:

Under the direction of the Medical Director, the Radiology Department Manager is accountable for administering all aspects of services within the radiologic department. Basic accountabilities include responsibility for establishing and achieving quality standards in the delivery of care, selecting, and maintaining staff, assuring appropriate continuing education experiences and establishing and accomplishing the cost-effective budgeting goals. Functions related to positive medical staff and interdepartmental relations are important aspect of this position.

JOB DUTIES/RESPONSIBILITIES:

Every effort has been made to identify the essential job functions of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of this position.

- Oversees the technical and scientific tests/procedures of the Radiologic Department of the Diagnostic Services Department.
- Maintains radiology equipment, methods and techniques according to professional practice standards and ethical conduct.
- Designs and implements departmental policies and procedures to ensure the effective, efficient delivery of radiology care.
- Participates in an ongoing continuous quality improvement program to assure the continuation of quality radiology care.
- Plans, prepares and monitors budget for assigned areas.
- Attends meetings and in-services.
- Since the hospital is required to have personnel on-call from this department, the radiology technology manager must be willing to assume call, and will be compensated according to the HCHC Employees Personnel Policy Manual.

QUALIFICATIONS/EDUCATION:

- Registered by the American Registry of Radiologic Technologists (ARRT).
- Must have a license through the Kansas Board of Healing Arts.
- Maintain current license.
- Maintains CEU's as per State of Kansas requirements.
- Must live within the city limits and able to respond within 30 minutes as to take call.
- Able to work flexible schedules and take call.
- Possess interpersonal skills necessary to deal courteously and effectively with diverse groups of people.
- Able to project a professional and caring image to patients, physicians, clinic staff and hospital staff.
- CT registered preferred, however willing to cross-train the right individual. Although at this time CT registry is not required in Kansas, we highly encourage CT registered.

PERSONAL RESPONSIBILITIES:

- Meets dress code standards, appearance is neat and clean.
- Demonstrates appropriate punctuality and attendance.
- Wears identification while on duty; uses time-clock system correctly.
- Represents the organization in a positive and professional manner in the community.
- Maintains patient confidentiality at all times. Agrees not to disclose patient's protected health information and promptly report suspected or known violations of such disclosure to the Administrator.
- Completes annual educational requirements.
- Actively participates in annual review of work performance.
- Abides by Hodgeman County Health Center Standards of Performance and General Rules of Conduct.
- Complies with all organizational policies regarding ethical medical practices.

WORKING CONDITIONS:

- Works in office area(s) as well as throughout the nursing service area (i.e., drug rooms, nurses' stations, resident rooms, patient rooms, etc.).
- Moves intermittently during working hours.
- Is subject to frequent interruptions.
- Is involved with residents, patients, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.
- Is subject to hostile and emotionally upset patients, residents, family members, personnel, and visitors.
- Communicates with medical staff, nursing personnel, and other department directors.
- Works beyond normal working hours and on weekends and holidays when necessary. On call 24 hours per day, 7 days per week.
- Is subject to call back during emergency conditions (e.g., severe weather, evacuation, post-disaster, etc.).
- Is involved in community/civic health matters/projects as appropriate.

RADIOLOGY DEPARTMENT MANAGER

- Attends and participates in continuing educational programs.
- Is subject to injury from falls, burns from equipment, odors, etc., throughout the workday, as well as to reactions from dust, disinfectants, tobacco smoke, and other air contaminants.
- Is subject to exposure to infectious waste, diseases, conditions, etc., including **TB** and the **AIDS** and **Hepatitis B** viruses.
- May be subject to the handling of and exposure to hazardous chemicals.
- Maintains a liaison with the residents, patients, their families, support departments, etc., to adequately plan for the resident's and patient's needs.

POSITION ACKNOWLEDGMENT

I have read this job description and fully understand that the requirements set forth therein have been determined to be essential to this position. I hereby accept the position of **Radiology Department Manager** and agree to perform the tasks outlined in this job description in a safe manner and in accordance with the facility's established procedures. I understand that as a result of my employment, I may be exposed to blood, body fluids, infectious diseases, air contaminants, and hazardous chemicals and that the facility will provide to me instructions on how to prevent and control such exposures. I further understand that I may also be exposed to the **Hepatitis B Virus** and that the facility will make available to me, free of charge, the hepatitis B vaccination. I also understand I may not release/disclose protected health or facility information without proper authorization.

I understand that my employment is at-will, and thereby understand that my employment may be terminated at-will either by the facility or myself, and that such termination can be made with or without notice.

Date: _____ Signature Employee: _____

Date: _____ Signature HR: _____