




JOB DESCRIPTION

Job Title: Diagnostic Supervisor Job Code: 200360 FLSA: Non-exempt

Department: Imaging	
Effective Date: 08/10/94	Revised: 11/29/12, 07/26/16
Approving Signatures	
Director	
Administrative V.P.	
V. P. Human Resources	

JOB SUMMARY: Organizes and directs the operations, human resources and budget for the Diagnostics section of the Imaging Department. Serves as the Radiation Safety Specialist for the department, while maintaining up-to-date documents related to inspections, equipment registrations, and modality certifications set forth by The Joint Commission and The American College of Radiology.

EDUCATION, CREDENTIALS AND TRAINING REQUIRED: Required: Graduate of an accredited school or training program for Radiologic Technologists. Registered by American Registry of Radiologic Technologists (ARRT). Incumbent will be required to demonstrate competence in the performance of duties specific to the age groups of the patients for whom s/he will be assigned. Preferred: BS degree, supervisory and management training and development.

EXPERIENCE REQUIRED: Requires a minimum of two years of radiology experience. Demonstrated supervisory and administrative ability. Given training and on-the-job experience, incumbent should be proficient in the basic aspects of the job within 3 months. : Interpersonal skills. Empathy and compassion. Organizational skills. Problem solving and decision making skills. Leadership skills.

REPORTING RELATIONSHIPS:

Supervises: Diagnostic Radiologic Technologists, Radiologic Assistants, Radiologic Tech Assistants and Transporters
Reports To: Imaging Manager/Radiation Safety Officer

WORKING ENVIRONMENT: Usually works in light and temperature controlled environment. Some exposure to somewhat unpleasant odors and fumes. Required to work around radiation producing equipment on a constant basis. Slight potential exposure to air and blood borne pathogens when assisting Technologists. Occasionally exposed to combative patient.

WORK AIDS: Radiographic equipment and supplies. Patient records. Employee records. Administrative supplies, records and reports. This list is not all-inclusive.

Essential Functions

- The overall average first time acceptance rate for the diagnostic section is 96-98% for those turned into Radiologist. Coordinates or collaborates with physicians and nursing staff as needed.
- Ensures that designated procedures for the safe administration of ionizing radiation, in preparation for and during exams/procedures are effectively applied for diagnostic and special procedures, with no more than 3-6 noted exceptions on average per assigned employee, and no exceptions resulting in the need for medical intervention.
- Stays within 5% of approved budget for areas of responsibility.
- Ensures compliance with legal, regulatory and policy requirements pertaining to assigned financial, operational and human resources responsibilities, with no more than 1-2 noted exceptions, and with no litigation or sanctions resulting in adverse outcomes for the hospital.
- Effectively resolves staffing problems due to absence or fluctuations in workload, so that delays in service do not occur on more than 2-4 noted occasions per year.
- Maintains records for and acts as a support component for radiation safety, providing support for regulatory inspections from a number of different agencies.
- Produces routine, portable and surgical radiographs on inpatients, outpatients and emergency patients as needed, providing emotional support and information to patients. Documents to the patient record.

Marginal Functions

- Assist in the performance of clinical procedures or research projects
- Provide support for regulatory inspections from a number of different agencies
- Maintains equipment
- Keeps procedure rooms stocked and organized, and prepares various contrasts for procedures
- Performs miscellaneous duties as needed

Protected Health Information

Will limit access to protected health information (PHI) to the information reasonably necessary to do the job. Will share information only on a need to know basis for work purposes. Access to verbal, written and electronic PHI for this job has been determined based on the job level and job responsibility within the organization. Computerized access to PHI for this job has been determined as described above and is controlled via user ID and password.

The above statements are intended to describe the general nature of and level of work being performed by people assigned this job classification. They are not to be construed as an all-inclusive list of duties, skills, and responsibilities of people so assigned.

PHYSICAL DEMANDS ANALYSIS

Job Title Diagnostic Supervisor

Department Imaging

Check appropriate box for each of the following items to best describe the extent of the specific activity performed by the staff members in this position.

R = Rarely O = Occasionally F = Frequently C = Constantly

PHYSICAL DEMANDS

On-the-job time is spent in the following physical activities. Show the frequency by checking the appropriate boxes.

	R	O	F	C
Stand			✓	
Walk			✓	
Sit		✓		
Run	✓			
Talk/hear			✓	
Use hands to handle or feel			✓	
Push/Pull			✓	
Stoop, kneel, crouch or crawl			✓	
Reach with hands and arms			✓	
Taste or smell	✓			

This job requires that weight be **lifted** or **force** be exerted. Show how much and how often by checking the appropriate boxes.

	R	O	F	C
Up to 10 pounds:		✓		
Up to 25 pounds:		✓		
Up to 50 pounds:		✓		
Up to 100 pounds:	✓			
More than 100 pounds:	✓			

This job has special vision requirements. Check all that apply.

- Close vision (clear vision at 20 inches or less)
- Distance Vision (clear vision at 20 feet or more)
- Color Vision (ability to identify and distinguish colors)
- Peripheral Vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth Perception (three-dimensional vision; ability to judge distances and spatial relationships)
- Ability to Adjust Focus (ability to adjust eye to bring an object into sharp focus)
- No Special Vision Requirements

Specify demands not listed: _____

WORK ENVIRONMENT

This job requires exposure to the following environmental conditions. Show the amount of time by checking the appropriate boxes.

	R	O	F	C
Wet, humid (non-weather)	✓			
Work near moving machine parts		✓		
Fumes or airborne particles		✓		
Toxic or caustic chemicals	✓			
Outdoor weather conditions	✓			
Extreme cold (non-weather)	✓			
Extreme heat (non-weather)	✓			
Risk of electrical shock	✓			
Risk of radiation		✓		
Vibration	✓	✓		

Typical noise level in work environment: (Check all that apply.)

- Very Quiet
- Quiet
- Moderate Noise
- Loud Noise
- Very Loud Noise

Hearing:

- Ability to hear alarms on equipment
- Ability to hear client call
- Ability to hear instructions from physicians/department staff

REPETITIVE MOTION ACTIONS

R=Right L=Left B=Both	-Number of Hours per Day-				
Enter "R" "L" or "B"	<1	1-2	3-4	5-6	7+
Repetitive use of foot control	✓				
Repetitive use of hands		✓			
Grasping: simple/light		✓			
Grasping: firm/heavy	✓				
Fine Dexterity	✓				

