



Employment at Morrow County Health District

Morrow County Health District believes that each employee makes a significant contribution to those we serve and the District as a whole. Every day our patients, families, other healthcare providers, visitors and coworkers are always deserving of exceptional, friendly service and the highest level of quality care possible. This is made possible by all employees agreeing to adhere to the District's Promise of Excellence and upholding our True North Statement of "Welcoming our patients and providing exceptional care."

Your contribution to the District and those we care for is not limited by the responsibilities set forth in this position description. This description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary.

Title: Radiology Director

Department: Radiology

Exempt/Non-Exempt: Non-Exempt

Reports to: CEO/Administrator

Pay Equity Group: _____

Effective Date: 1/16/19

General Position Summary:

The Radiology Manager oversees the operation of the Radiology Department at Pioneer Memorial Hospital and the Radiology services offered at Irrigon Medical Clinic. The manager is a working manager and performs diagnostic testing for all modalities for which he/she is licensed and is required to share 24-hour call responsibilities. The Radiology Manager ensures that department staff are properly credentialed and trained, that all equipment is tested, serviced and functions properly. The manager reports to and works with the Radiology Director physician to ensure that all radiology sites meet or exceed established state and federal guidelines and that all locations are in compliance with all regulating agencies. The radiology manager works collaboratively with physicians, medical providers and other hospital departments in the delivery of patient care. This is a leadership position and requires leadership skills and experience.

Essential Functions:

1. Manage the operations and delivery of inpatient and outpatient radiology services while maintaining a culture of "Welcoming our Patients and Providing Exceptional Care".
2. Maintain open and positive communication with the CEO and Radiology Director regarding department operations.

3. Manages personnel actions including, but not limited to, hiring, performance evaluations, discipline process, submission of time cards, tracking of time and attendance and management of schedules and vacation coverage for staff. Work collaboratively with the Human Resources Director for assistance in areas related to personnel.
4. Investigates and manages all incident reports and complaints associated with radiology service and staff.
5. Ensure staff have proper and current credentials.
6. Ensure that all staff who perform diagnostic imaging functions follow written policies and procedures.
7. Ensure that all staff maintain strict patient confidentiality and follow all HIPAA regulations.
8. When paged or called, must be able to respond to hospital within twenty minutes in professional condition as to perform requested imaging.
9. Travel to Irrigon Medical Clinic weekly to perform diagnostic imaging testing (currently ultrasound).
10. Work with Radiology Director to ensure all policies and procedures are reviewed annually and updated as needed.
11. Arranges for repair of equipment when necessary and keeps medical staff apprised of the time frame for the repairs.
12. Responsible for staff radiation badge submission and monitoring for radiation exposure.
13. Ensure smooth rapid flow of test requests and reporting of results to medical staff.
14. Attend monthly Department Manager Meetings and if requested, Board of Director's meetings. Attend required in-services and educational programs.
15. May perform EKG testing if needed.
16. Prepare annual budget for the department in conjunction with the Chief Financial Officer and ensures appropriate fiscal management practices are followed. Approve and submit invoices as needed to Accounts Payable Department.
17. Orders supplies for department
18. Make patient appointments for MRI testing. Help with scheduling of mammography van when it is on site quarterly.
19. Must follow Record Retention Requirements for inspections, surveys, equipment servicing.
20. Ensures that the department and its equipment is in compliance with licensure and regulations and that the department is prepared for surveys by regulating bodies.
21. Participates in all trainings, education and meetings as requested.

Secondary Functions:

1. Oversee and ensure the implementation of standards of work in the department. This includes proper training of all staff, policy education, and verification of competency through regular observation and testing.
2. Provide leadership, counseling and training for staff.
3. Ensure that department staff members annually review policies and complete all required training programs.
4. Participate in an open line of communication between Medical Staff, Nursing and ancillary departments to ensure quality healthcare for patients.
5. Ensure supply inventory is current.
6. Ensure all safety inspections, drills and staff education are completed as per policy.
7. Prepares department report as part of annual Critical Access Hospital Report and participate in annual meeting.
8. Take dirty gowns and laundry downstairs to laundry department.
9. Empty trash as necessary.

10. Other duties as assigned by CEO/Administrator.

Job Scope:

Supervisory Responsibility:

The Radiology Manager has direct supervision of one full-time technologist and several fill-in technologists. Will schedule or oversee staff schedule, oversee training of staff, track required licensing of all department staff, track required staff trainings, and conduct annual performance evaluations. Will work with inspectors/surveyors as appropriate. Must be available to take On-call position if required. Will approve time sheets, vacation requests as per policy and other time off. Will work with the Human Resources Director on employee issues when needed.

Interpersonal Contacts:

Excellent professional interpersonal communication skills are required for in-person, phone and email communications. The Manager is in constant communication with patients, medical providers and hospital and clinic staff and has various interactions with other District staff, patient family members, local, state and federal organizations. May represent the District at public meetings and events in a variety of settings with diverse communities. Demonstrated understanding and appreciation for diverse cultures is required.

Specific Job Ability:

The Radiology Manager must possess excellent organizational and leadership skills. Demonstrated effective analytical and problem solving skills will be used on a regular basis.

Will read and answer all communications directed to the department. Will write and update various policies and procedures for the department. Will troubleshoot equipment issues and request repairs as needed and provide updates on such repairs to relevant staff.

Must have managerial skills to schedule and oversee staff. Responsible for quality assurance monitoring and reporting. Assists lab and other departments as needed.

The manager must be skilled in general office operations and have experience in Microsoft Office programs and be an expert user of the District's Electronic Medical Record software as it pertains to the department.

Specific Job Effort:

Must be able to receive and understand written and verbal orders and instructions. Requires ability to position patients with equipment for various testing procedures. Must work with vendors for maintenance, repairs, etc. for the department. Must be able to maintain professional composure under stressful situations.

Education, Experience and Certification/Licensure:

Must have graduated from an accredited college with a two or four-year degree in radiology technology. Current Oregon license in X-ray and CT required, with ultrasound preferred. Experience in Dexascan also preferred. Must have a minimum of five years of experience in a hospital setting. Two years of experience as a radiology supervisor or Department Head preferred. Combination of education and work experience will be considered.

Job Conditions

- Subject to exposure to blood, body fluids, infectious substances, hazardous chemicals, toxins and noise.
- Occasional exposure to grease, oils and dust.
- Requires manual dexterity including manipulating tools, equipment and other items on a regular basis.
- Position will require some travel between various points within the District, and some out of town travel and occasional overnight stays for trainings.

(s)

Date