

SUPERVISOR OF RADIOLOGY SERVICES *

Function of Job:

Under general direction of assigned Health Services supervisor, manage radiology departmental unit by training, scheduling, and supervising radiological technologist.

Characteristic Duties and Responsibilities:

1. Supervise and participate in complex technical activities associated with the operation of x-ray machines and related equipment in accordance with prescribed radiation safety procedures and in compliance with State and Federal regulations.
2. Perform radiograph exams as required by staff practitioners, set up and explain x-ray procedures; position patients for x-rays using immobilization and protective devices as required; report any changes in patient's condition to attending physician.
3. Perform limited evaluation of radiological examinations in order to determine if additional projections are required.
4. Supervise, hire, train, evaluate and schedule work for departmental staff.
5. Manage department budget, including financial projections, labor and materials management and procurement, and cost benefit analysis.
6. Maintain confidentiality of medical information as required by USNH policy and the Health Insurance & Accountability Act (HIPAA).
7. Clean, adjust, and perform routine maintenance on equipment; maintain inventory of supplies.
8. Plan, schedule, and assign work for department, ensuring coverage for all hours of operation.
9. Purchase necessary supplies/equipment and maintain an adequate inventory to meet normal operations.
10. Serve as primary liaison with radiologists and manage service levels and costs of their services.
11. Maintain records of departmental films; compile reports and analysis of operations as required.
12. Maintain departmental policies and procedures and revise as needed.
13. Maintain quality control and safety of daily operations and equipment.
14. Advise health service staff concerning radiology needs, techniques, and perspectives.
15. Perform other related duties, as assigned.

Minimum Acceptable Qualifications:

1. Associate's degree in Science in Radiologic Technology and five years of experience or BS in Radiologic Sciences with three years of experience; experience to include two years of departmental level supervisory and scheduling experience.
2. Current registration and license with the American Registry of Radiological Technologists (ARRT).
3. Experience with PACS and CR systems' operation, and maintenance.
4. Computer skills as required by department.
5. Written and oral communication skills.

11/18/05
System Approval

11/18/05
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

*Revised – original approved on 8/30/95 as Supervisor of X-Ray Services.