



## **GOODLAND REGIONAL MEDICAL CENTER** **JOB DESCRIPTION**

**JOB TITLE:** Radiology Director

**RESPONSIBLE TO:** Director of Patient Care Services

**JOB SUMMARY & SKILLS NECESSARY:** Responsible for planning, organizing and directing the overall operation of the Imaging Services Department. Ensures compliance with patient care quality standards as it relates to the care provided to all age groups of patients ranging from newborn to elderly. Assures competency of all personnel. Assist in formulating the budget. Maintains efficient and effective department operation while requiring compliance with all state, federal, and local regulatory laws, standard and protocols.

**ESSENTIAL JOB FUNCTIONS:** (8 items below to be part of all job descriptions)

1. Demonstrates behaviors consistent with organizational mission & goals.
2. Demonstrates practices to keep all medical information confidential.
3. Demonstrates behaviors that promote positive patient/staff relations.
4. Comes to work as scheduled; arrives for work on time.
5. Demonstrates proper safety practices in carrying out job duties.
6. Appearance is appropriate to job duties; wears identification on duty.
7. Demonstrates appropriate job competencies
8. Complies with organizational policies in course of duties.
9. Works with Hospital administration on planning, organizing and directing Imaging Services operations and ensuring compliance with all local, state and federal regulations.
10. Makes daily rounds in Imaging Services to judge effectiveness of operation, utilization of personnel and supplies, and general ethical and professional atmosphere.
11. Secures and maintains the physical facilities, equipment and supplies which are required to carry out effective patient care and create an optimum physical environment.
12. Carries on continuous analysis, evaluation and audit of Imaging Services.
13. Initiates and actuates improved methods of imaging services and directs their implementation.
14. Prepares department budgets for personnel, operating expenses and capital equipment. Responsible for fiscal operation of the department.
15. Communicates appropriately and clearly to physicians, staff and administration.

16. Interacts professionally with patient/family. Consults other departments, as appropriate, to collaborate in patient care and performance improvement activities.
17. Performs all aspects of patient care in an environment that optimizes patient safety and reduces the likelihood of medical/health care errors.
18. Ensures that the staff technicians are not allowed to perform independent fluoroscopic examinations.
19. Delegates authority and responsibility to the Imaging Services personnel.
20. Establishes and maintains standards of performance.
21. Directs and participates in the human resource management function for the department by coordinating the selection, promotion, orientation and performance appraisal processes.
22. Coordinates the department's inservice training.
23. Promotes effective intradepartmental and interdepartment relationships.
24. Initiates, interprets and enforces Imaging Services procedures and maintains and interprets hospital policies and procedures.
25. Cooperates in planning programs and safety and preparedness for fire and disaster.
26. Attends and participates on hospital committees, as appropriate.
27. Is responsible for the implementation, monitoring and evaluation of performance improvement and CQI activities.
28. Provides staff education with an emphasis on the organizational performance quality improvement program.
29. Ensures that there is adequate storage for supplies and equipment. Films and supplies shall be stored in the Imaging Services area. No film shall be stored in the x-ray room itself. Barium and contrast material and the like may be placed in the cabinets.
30. Promotes and advances Hospital-community relationships and participates in community affairs.
31. Ensures preventive maintenance of equipment.
32. Provides care appropriate to condition and age of the patient, including pediatric, geriatric and general population.
33. Actively participates in performance improvement and continuous quality improvement (CQI) activities

**\*\*\* (PLEASE LIST ALL ESSENTIAL FUNCTIONS OF POSITION INVOLVED; SOME POSITIONS WILL HAVE MORE FUNCTIONS THAN OTHERS)**

**POSITION QUALIFICATIONS:**

**Minimum Education:** Graduated from an accredited Radiology program with ARRT certification

**Minimum Experience:** Prefer 1 – 3 years of managerial experience. Applicants must be willing to cross train in all departmental modalities.

**Certification or Registration if required:** ARRT Certified, KS RT License, CPR Certified, if not KSRT or CPR certified must acquire these certifications within appropriate time period after employment.

**PHYSICAL DEMANDS:** (Please indicate appropriate code for each from those below)

**Stand:** F  
**Walk:** F  
**Sit:** F  
**Squat/Kneel:** F  
**Bend:** F

<b>Lift/Carry:</b>		<b>Push/Pull</b>	
0-10 pounds:	F	10-25 pounds:	F
10-20 pounds:	F	25-50 pounds:	F
20-50 pounds:	F	50-100 pounds:	F
50-100 pounds:	F	100 + pounds:	F
100 + pounds:	O		

**(N) Non-Applicable; (O) Occasionally; (F) Frequently (C) Constantly**

\*\*Reasonable accommodations may be made to enable individuals with disabilities to perform the position accountabilities without compromising patient care or departmental efficiency. However, should it be determined that the employee cannot meet the position accountabilities with or without accommodation, it is the right of GRMC to release the individual under Kansas "Employment at Will" doctrine\*\*

**Working conditions:** Contact with patients under wide variety of circumstances  
May be exposed to/occasionally exposed to patient elements  
Exposed to unpleasant elements (accidents, injuries and illness)  
Subject to varying and unpredictable situations  
Handles emergency or crisis situations  
May assist in emergency care  
Subject to many interruptions  
Occasionally subjected to irregular hours  
Occasional pressure due to multiple calls and inquiries  
Exposure to radiation / chemicals

**Professional Requirements:** Complete annual educational requirements  
Maintain regulatory requirements, maintains appropriate certifications  
Complies with all organizational policies regarding ethical business practices, department operations, fire, safety, and infection control  
Communicate the mission, ethics and goals of the facility, as well as the focus statement of the department  
Works at maintaining, a good rapport and a cooperative working relationship with physicians, other departments and staff.  
Resolves personnel concerns at the departmental level, patients level, other departmental level, and physicians concerns.  
Attends committee, CQI and management meetings, as appropriate  
Effectively and consistently communicates administrative directives to personnel and encourages interactive departmental meetings and discussions.

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I have received, read, and understand this job description for my position at GRMC:

Name/Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Job Description Prepared by: \_\_\_\_\_

Signature/Title \_\_\_\_\_ Date: \_\_\_\_\_