SUMMARY

The Radiology Chief Technologist role is responsible for multiple departments at various locations within medical center campus, responsible for a staff of more than 20 employees (FTE’s), has 24-hour/7 day inpatient/outpatient responsibility, participates in a hospital committee as a representative of the Radiology Department, participates in construction projects and new equipment selection and has supervisors reporting to them. They are responsible for supervising all supervisors that report to them, technologists and ancillary support staff under their direct supervision. They are responsible for hiring new employees, organizing the workflow, coordination of daily work schedules, knowledgeable in all procedures, and enhancing image quality and enforcing patient safety. They are responsible for the productivity of the department and initiate projects for improvement of service levels and staffing. They have budgetary responsibility as it relates to labor and non-labor expenses. Strong leadership skills are required. The ability to effectively communicate with staff, departments and physicians is required. They are responsible for enforcing the National Patient Safety Goals to all employees and following up on all safety related issues. They are also responsible for implementing the customer service program and ensuring that each employee is responsible. The Chief Technologist needs to demonstrate a commitment to the requirements of the clinical training program by the colleges that are associated with UCSF and actively have their departments and staff participate in training students.

DUTIES & ESSENTIAL JOB FUNCTIONS

A. LEADERSHIP/SUPERVISION 55%

1. Supervises employees in their daily work assignments.
2. Coordinates the schedules and maintains adequate staffing in areas of supervision. Schedules daily work assignments, vacation and holiday personnel, and ensuring adequate coverage at all times.
3. Responsible for coordinating orientation and training of staff to create a positive work environment and increase job skills. Updates and utilizes the appropriate forms for orientation and equipment orientation.

4. Reviews and evaluates job performances on an ongoing basis, communicates any job performance issues to employee in a timely manner.

5. Performs written performance appraisals, completed and given by the appraisal due date.

6. Maintains current licenses and certifications for all employees.

7. Organizes the workflow according to the degree of urgency and or acuity level.

8. Coordinates patient examinations that have special circumstances and or multiple examinations that have to interface with other radiology sections or departments.

9. Monitors and insures equitable distribution of workload and work assignments for employees.

10. Maintains patient waiting times to a minimum by exercising good planning and organization to achieve maximum utilization of resources that are assigned. Maintains flexibility in the daily routine in order to handle the unexpected problem.

11. Coaches and instructs the technologist as necessary in correct performance of department procedures, image quality, patient positioning and proper use of equipment. Encourages teamwork and cooperation.

12. Responsible for hiring new employees.

13. Responsible for the formal performance evaluation process.

14. Responsible for the disciplinary action process.

15. Remains current on all procedures and troubleshooting of equipment problems. Make recommendations for replacement of equipment and places service calls.

16. Initiates projects for improvement of service levels and staffing.

17. Is a member of a hospital committee, attends and reports back to the leadership group of Radiology.

18. Participates in new construction, programs and the selection of new equipment in their section.

19. Role model for customer service. Implements program for Customer Service and enforces program to each member of the department.


B. ADHERES TO POLICIES AND PROCEDURES 10%

1. Is knowledgeable and enforces UCSF and department polices and procedures. Keeps current on patient safety to include electrical, mechanical, fire, safety and disaster procedures.

2. Provides excellent customer service to patients, co-workers, physicians and other departments.

3. Assures that work environment is clean and in compliance with infection control and environmental health and safety standards.

4. Adheres to all regulatory agencies, Department of Health, JCAHO, Title 17, MQSA.

5. Is a role model by maintaining a professional, neat appearance and adhering to the department dress code policy. Displays the hospital identification badge and radiation badge at all times.

6. Enforces established department and hospital guidelines for attendance and tardiness.

7. Adheres to all hospital and department policies and procedures. Remains current on patient safety to include electrical, mechanical, fire, safety and disaster procedures.
C. INFORMATION MANAGEMENT 15%

1. Demonstrates competency in the Radiology Information System (Decrad).
2. Demonstrates competency in the IDX System for the selection of the Visit Number.
3. Insures clinical data is correct and appropriate for specific procedures being requested.
4. Utilizes hospital/department computers for hospital business only.
5. Demonstrates confidentiality using own password.
6. Ensures that all exams have the proper billing codes and proper mnemonics.
7. Demonstrates competency in word processing and excel spreadsheets.
8. Audits patient safety in IDXrad.

D. DEVELOPMENT 5%

1. Assumes responsibility and accountability for own professional growth and practice. Maintains current licensure and completion of all required continuing education.
2. Attends assigned staff development activities for the department.
3. Participates in cross training activities when necessary.
4. Recognizes and performs duties which need to be performed although not directly assigned.
5. Attends professional meetings or seminars to keep current within the field of Radiology or supervisory/management.
6. Enforces the department employee expectations and practice standards.
7. Demonstrates commitment to the training program and assists in developing those students skills in radiology.

E. PERFORMANCE IMPROVEMENT 5%

1. Assures that the performance and documentation of the Daily, Monthly, or Annual Quality Control tests are complete and accurate. Reports any non-compliance to the appropriate resource.
2. Insures that appropriate documentation occurs and reporting of incidents in a timely manner regarding patients, employees and physicians. This includes patient and employee injuries.
3. Participates in and encourages staff participation in the department’s Performance Improvement activities.

F. BUDGETARY 10%

1. Responsible for maintaining adequate level of supplies in the department using PMM.
2. Responsible for knowledge and compliance with the budget and staffing standards. Budget variances are reported and documented.
3. Identifies opportunities for cost containment.
4. Communicates any suggestions to increase productivity or quality of work.
5. Assures patient information and billing codes are appropriate. At the end of the shift, all billing is complete.
6. Responsible for input on the Radiology operational and capital equipment.

OTHER FUNCTIONS AND RESPONSIBILITIES

1. Performs other duties as assigned within the general scope of job, training and licensure.
2. Assists other departments when necessary
SUPERVISION

A. SUPERVISES: Principle Radiology Supervisor, Principle Radiology Technologists, Senior Radiology Technologist, Support Staff to Include Hospital Assistants and Administrative Assistants
B. SUPERVISORY AUTHORITY:
   - Hiring, terminations, and disciplinary actions.
   - Responsible for improving technologist performance, appraisals, work assignments.
B. SUPERVISED BY: Operations Director

QUALIFICATIONS

REQUIRED

Requires excellent organizational skills and communication skills.
Requires the ability to prioritize duties and responsibilities.
Requires 3-5 years previous management or supervisory experience in a acute care setting
Requires competency in word processing and excel spreadsheets.

PREFERRED

Prefer BCLS
Prefer ACLS

REQUIRED LICENSES/CERTIFICATIONS

Requires (CRT) California Radiology Technologist
Requires advanced level testing in MR, CT or applicable.

REQUIRED AGE-SPECIFIC COMPETENCIES

Demonstrates ability to provide appropriate care based on the needs of patients of ages: Infant, Child, Adolescent, Adult and Geriatric.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

Attach Physical Requirements for Employment form which describes activities such as bending, lifting, walking, sitting, turning, repetitive motion, and environmental conditions to the extent that the physician performing the pre-employment physical examination can determine whether the person is physically fit to perform the duties without injuring themselves or others. This form also addresses exposure risks to the employee (i.e., blood, body fluids or tissues).
Note: For most office positions the statement “Work is primarily sedentary in nature, no special demands are required.” Is sufficient.
The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Physical Job Requirements</th>
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<tbody>
<tr>
<td>Sitting</td>
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<tr>
<td>Standing</td>
<td>✗</td>
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<tr>
<td>Walking</td>
<td>✗</td>
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<tr>
<td>Squatting</td>
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<td>Bending</td>
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<td>Waist Twisting</td>
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<td>Kneeling</td>
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<tr>
<td>Crawling</td>
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<tr>
<td>Climbing stairs</td>
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<td>Climbing ladders</td>
<td>✗</td>
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<tr>
<td>Other:</td>
<td>✗</td>
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<tr>
<td>Reaching Overhead</td>
<td>✗</td>
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<tr>
<td>Reaching shoulder height</td>
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<tr>
<td>Reaching below shoulder height</td>
<td>✗</td>
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<tr>
<td>Lifting</td>
<td>✗</td>
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<tr>
<td>Lifting 0-20 lbs.</td>
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<tr>
<td>Lifting 21- 30 lbs.</td>
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The table above outlines various physical activities and their frequency categories. The corresponding activities are:

- **Pull**: Pulling 0-20 lbs., Pulling 21-30 lbs., Pulling 31-60 lbs., Pulling over 60 lbs.
- **Hand/Arm**: Fine finger manipulation, Gross manipulation, Simple grasp, Power grasp, Repetitive hand/arm use
- **Exposures**: Loud noise, Background noise, Dim or bright lighting, Dust, fumes or gases, Chemicals or toxic substances, Latex, Radiation
<table>
<thead>
<tr>
<th>Carrying</th>
<th>Pushing</th>
<th>Lifting 31-60 lbs.</th>
<th>Lifting over 60 lbs.</th>
<th>Lifting up to _______ lbs. overhead</th>
<th>Lifting up to _______ lbs. above waist</th>
<th>Lifting up to _______ lbs. below waist</th>
<th>Combative patients</th>
<th>Ability to differentiate color</th>
<th>Verbal communication</th>
<th>Operating motor vehicles</th>
<th>Use of protective equipment</th>
<th>Other:_______________</th>
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**BLOOD/FLUID EXPOSURE RISK:** (check the right category) N/A

_____ Category I: Tasks involve exposure to blood, fluids or tissue
_____ Category II: Usual tasks do not involve exposure to blood, body fluid, or tissues but job may require performing unplanned Category I task.
___X___ Category III: Tasks involve no exposure to blood, body fluids, or tissues. Category I task are not a condition of employment.
ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents.

________________________________________ _________________________
Employee Name  (PRINT)    Date

_________________________________________ _________________________
Employee Signature     Date

_________________________________________ _________________________
Supervisor’s Signature     Date