

 Oroville Hospital	Job Description for Assistant Manager		Department:	Radiology
			Dept. #:	7630
			Last Updated:	5/09/08

Reports To

Director and/or Chief Radiologic Technologist

Job Summary

Plans, directs and supervises all technical aspects of the department in regard to services, programs and evaluations of such programs.

Duties

1. Develops and implements policies and procedures to guide and support the Radiology Department, collaborating with the other departments of the hospital, and ensuring that the department goals and objectives are consistent with the hospitals mission and reason for being
2. Maintains Radiologic services in accordance with standards established by the hospital and with the state, local and federal standards which may apply
3. Is responsible for the technical aspect of Radiologic safety in the hospital, recommending programming, monitoring and location of warning or identifying devices in carrying out recommendations of the radiation safety officer
4. Recommends equipment modification, new equipment and essential constructions within the department
5. Is responsible for existing equipment and such contractual services as may be required
6. Prepares budget for the Radiology Department
7. Make recommendations regarding space and other resources required by the Radiology Department, including off-site sources for services not provided by the department
8. Coordinate departmental purchasing and is responsible for stock level, storage and utilization
9. Administers preparation of reports, documents, payroll records, statistical surveys and other data required
10. Selects employees who meet all educational; training, licensure as appropriate and experience requirements
11. Makes work assignments and coordinate request for Radiologic services with hospital routine
12. Evaluates accuracy and technical quality of x-rays
13. Demonstrates and explains difficult or new techniques and procedures to the technical staff
14. Delegates responsibility to designated staff

Title:	Radiology: Assistant Manager	May 9, 2008	Page 2 of 2
--------	-------------------------------------	--------------------	-------------

15. Assists Radiologist with difficult Radiologic procedures and performs general technical duties when workload is heavy
16. Obtains knowledge of Diagnostic radiographic units, reports and records, computers, film, high pressure injectors, protective garments, Geiger counters, film duplicating and subtraction units
17. Maintains quality control programs that assess the quality of care/service provided, effecting change for improvement as indicated

Qualifications

1. High School graduation or equivalent
2. Current BLS
3. Satisfactory completion of formal Radiologic technology training in an AMA-approved school and able to meet the requirements for registry by the American Registry of Radiologic Technologists (ARRT)
4. At least five years experience with appropriate broad experience within a department to be familiar with all aspects of departmental policy and administrative procedures

Lifting Requirements

Heavy lifting: lifting 100 lbs. maximum with frequent lifting and carrying of up to 50 lbs.