

Opening Date: September 14, 2018

Closing Date: Until Filled

Position: **Medical Imaging
Supervisor**

Reports to: Medical Imaging Director

Salary/Wage: Grade 15; \$36.40 - \$40.19/HR DOE

Department: Medical Imaging

Hours: Varies depends on schedule

Location: SSMH

Brief Summary:

Responsible for performing a variety of specialized tasks involved in the performance of CT scans, x-rays and bone densitometry. Functions as the first line interface with customers in the successful accomplishment of their imaging needs.

Essential Job Functions:

Perform complex specialized tasks associated with the operation of CT scanners and related equipment in accordance with prescribed radiation safety procedures. Position patients for CT scans using immobilization and protective equipment as necessary.

Ensure required consent forms are signed prior to exam.

Will be asked to insert IV's, and inject contrast.

Evaluate CT scans for technical quality, and transmit to PACS.

Schedule patients for procedures; assist with clerical functions.

Dispense oral contrast to patients for CT scans.

Load and operate power injections for contrast media administration.

Maintain accurate patient records.

Provide orientation and training to new CT technologists.

Take call according to monthly schedule after the closing of the regular department hours.

Provide care for the psychological and physical needs of patients for CT scans.

Assist with the education and training of new physicians (interns, residents, fellows, attending).

Monitor charging of CT procedures and supplies daily to ensure correctness.

Complete CT, Diagnostic X-ray, and Bone densitometry exams.

Assess the patient's condition prior to performing the CT procedure or administering a contrast media.

Determine proper lab work has been done.

Determine proper exposure technique through the selection of voltage, current and exposure time.

Use the PACS to transmit archive images to the radiologist for the use of comparison when deemed necessary.

Distribute reports to provider in a timely manner.

Coordinate the department's in-service training, and provide staff education with an emphasis on quality

Promote effective intradepartmental and interdepartmental relationships.

Enforce Medical Imaging protocols and procedures as well as hospital-wide policies and procedures.

Assist in training ancillary personnel.

Complete all work before clocking out and leaving. This includes checking with the outpatient nurses' station/ER.

Assist with preventative maintenance on equipment and troubleshooting malfunctions.

Actively participate in quality-assurance and quality control functions of the department.

Provide care appropriate to condition and age of the patient, including pediatric, geriatric and general population.

Demonstrate CT equipment for 'site visits' for visiting physicians and administrators. Provide in-service classes to staff. Perform other related duties incidental to the work therein.

Demonstrate proficiency in all protocols at SSMH.

Act in a department leadership capacity on a routine basis.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience:

Completion of a 24-month AMA approved School of Radiologic Technology plus certification in CT through the ARRT.

2-3 years recent CT experience with one year in a leadership role.

Desired Knowledge, Skills and Abilities:

Practice skills sufficient to provide medical imaging services, meeting the needs of neonate, infant, pediatric, adolescent, adult and geriatric patients.

Ability to follow established departmental procedures.

Knowledge of quality control, preventative maintenance and quality assurance requirements.

Good interpersonal skills and the ability to work effectively in a cross-cultural environment.

Ability to work with physicians and other professional staff in a collaborative manner.

Ensure patient confidentiality at all times.

Ability to work efficiently and cope with emergency situations.

Ability to interact professionally with patients and hospital staff.

Knowledge of hospital policies and functions of other departments.

Certification/Licensure:

Registered with the American Registry of Radiologic Technologists.

Current BLS certification.

ARRT certification in CT Technology

Maintain CE compliance through the ARRT to include annual CE credits that address Radiation Dose and CT Safety

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.

PO Box 1232 * Barrow, AK 99723 * 907.852.9204 * FAX 907.852.6217

This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

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