



JOB DESCRIPTION

Director of Radiology

REPORTS TO: Chief Operating Officer

EDUCATION & EXPERIENCE: Certificate or Diploma in Diagnostic Imaging
ARRT(RT) or ARDMS registered
Licensed by the Texas Medical Board (MRT)
Bachelor's degree preferred
5-years minimum full-time employment in Radiology
3-years supervisory experience

SKILLS: Excellent verbal and written communication skills. Excellent interpersonal and customer service skills. Excellent time management skills with the ability to meet deadlines. Strong analytical and problem-solving skills. Strong supervisory and leadership skills. Ability to prioritize tasks and to delegate them when appropriate. Ability to function well in a high-paced and at times stressful environment. Expert in Picture Archiving and Communication Systems (PACS), and proficient with Excel and other Microsoft Programs

PRIMARY DUTIES:

Coordinate and oversee activities involving Radiology staff and equipment to ensure optimal diagnostic imaging and safe operation of equipment in accordance with the Texas Department of State Health Services (DSHS) while developing and implementing plans, policies, and procedures.

- Manage and Lead Radiology staff, delegate staff scheduling duties and conduct regular staff meetings
- Troubleshoot imaging and/or order problems, place service calls or preventive maintenance calls
- Ensure safe operation of imaging equipment and provide technical assistance to staff
- Oversee the Radiation Safety Officer (RSO) when implementing/monitoring radiation safety measures
- Work cohesively with other departments while responding to issues relating to Radiology or PACS
- Review imaging studies in PACS for QA purposes and provide feedback or technical support to staff
- Approve/review time off requests, approve/review timesheets bi-weekly in the timekeeping system
- Generate monthly statistical reports and periodically review exam reimbursements with billing department
- Ensure staff compliance with the Operation and Safety Procedures outlined by the Texas DSHS
- Perform staff performance evaluations annually or as often as necessary
- Submit annual budget requests, review, and approve expense-related submissions
- Attend meetings as requested or required, discuss and/or respond to issues related to radiology or PACS
- Negotiate and purchase necessary imaging equipment and order radiology-related medical supplies
- Demonstrate and present new techniques to staff and develop and implement plans policies or procedures
- Other duties as assigned by supervisor

PHYSICAL AND MENTAL REQUIREMENTS:

- Visual and auditory accuracy
- Shift length - 8 hours
- Indoor setting
- Continuous use of computer
- Long periods of sitting

- Frequent use of telephone
- Continuous repetitive grasping and manipulation of both hands
- Continuous conversational communication
- Occasional reaching, walking, squatting, bending, kneeling, twisting, and climbing
- Occasionally carrying, lifting, pushing, and pulling of up to 50 lbs.
- Occasionally working in confined, noisy, dusty areas
- Occasional use of personal car
- Understand/carry out simple/detailed, oral/written instructions
- Memorize and retain instructions
- Read and interpret detailed specifications

REVIEWED WITH EMPLOYEE:

Employee

Supervisor

Date

7/26/2023