



Career Service Authority

Diagnostic Imaging Supervisor

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GENERAL STATEMENT OF CLASS DUTIES

Supervises and performs radiographic procedures and related techniques used for the diagnosis of disease or trauma.

DISTINGUISHING CHARACTERISTICS

The Diagnostic Imaging Supervisor is distinguished from the Diagnostic Imaging Technologist which performs diagnostic medical radiographs for the diagnosis of disease or trauma and does not have the supervisory responsibilities. This class is distinguished from Imaging Operations Supervisor which supervises and coordinates the daily operations of the Diagnostic Imaging Department and supervises technological staff operating diagnostic and specialty imaging equipment and has second level supervisory responsibilities. In addition, the Diagnostic Imaging Supervisor is distinguished from the Electrocardiograph Technician Supervisor which supervises the work of electrocardiograph Technicians performing electrocardiographs (EKG's) and other examinations.

Guidelines, Difficulty and Decision Making Level:

Guidelines are in the form of stated objectives for the section, unit, function, or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit, or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability, and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs, or projects in various stages of completion.

Level of Supervision Received and Quality Review:

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program, or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy, and conformance to policy.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

-OR-

Contacts with people under stress or emergency conditions where an immediate service is rendered according to established procedures or instructions.

Level of Supervision Exercised:

Supervises two or more employees who do not supervise.

ESSENTIAL DUTIES

Supervises a shift of diagnostic imaging technologists, resident technologists and student technologists operating radiographic equipment used for the diagnosis of disease or trauma in a teaching hospital.

Assigns patients to exam rooms based on patient condition and exam type.

Authorizes the release of patients upon the completion of radiographic examination.

Examines and approves radiographic film for quality.

Develops and implements staff training and development plans to provide cross training of employees, specific job related training and other approaches to provide opportunities for staff flexibility and development.

Plans, schedules, coordinate, and assign work and establish goals and priorities for subordinate employees.

Resolves unit operational problems and handles patients' complaints.

Develops the performance evaluation program for functions within the unit, monitors and documents employee performance, provides ongoing feedback regarding levels of performance and formally evaluates employees in relation to performance.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Technical Competence – Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise (for example, engineering, physical science, law, or accounting) and maintains credibility with others on technical matters.

Integrity/Honesty - Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

Interpersonal Skills - Shows understanding, courtesy, tact, empathy, concern; develops & maintains relationships; may deal with people who are difficult, hostile, distressed; relates well to people from varied backgrounds & situations; is sensitive to individual differences.

Team Building – Manages group processes, encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

Human Resources Management – Empowers staff by sharing power and authority, develops lower levels of leadership, pushing authority down and out throughout the organization, shares rewards with staff, and ensures staff is properly selected, used, appraised, developed, and are treated fairly.

Managing Diverse Workforce – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce and manages workforce diversity.

Planning and Evaluating – Determines objectives and strategies, coordinates with other parts of the organization to accomplish goals, monitors and evaluates the progress and outcomes of operational plans, and anticipates potential threats or opportunities.

Oral Communication - Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Writing - Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Decision Making - Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

Stress Tolerance - Deals calmly and effectively with high stress situations (for example, tight deadlines, hostile individuals, emergency situations, dangerous situations).

Flexibility - Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with ambiguity.

Customer Service - Works with customers to assess needs, provide assistance, resolve problems, satisfy expectations; knows products and services; is committed to providing quality products and services.

Physical Demands (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Standing: remaining on one's feet in an upright position.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Stooping: bending the body by bending spine at the waist.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s)

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words. Repetitive motions: making frequent movements with a part of the body.
Eye/hand/foot coordination: performing work through using two or more.

Working Environment:

Exposed to biohazardous radioactive substances
Exposed to explosive chemicals, gases and low-level radiation
Exposed to odorous chemical and specimens
Exposed to patient elements
Exposed to unpleasant elements (accidents, injuries and illness)
Subject to electrical and radiant energy hazards

Education Requirement:

Completion of a two year program approved by the American Registry of Radiological Technologists in Radiological Technology at a hospital or college.

Experience Requirement:

One year of experience of the type and at the level of Diagnostic Imaging Technologist.

Education/Experience Equivalency:

None

Licensure and/or Certification:

Completion of a Career Service Authority supervisory training module prior to completion of the probationary period.

Current certification as a Registered Radiological Technologist (RT) with the American Registry of Radiological Technologists (ARRT) at the time of application

CLASS DETAIL

FLSA CODE: Exempt
ESTABLISHED DATE: 09/16/95
ESTABLISHED BY: Monika S. MacRossie
REVISED DATE: 11/9/09
REVISED BY: Hameed Pousti

CLASS HISTORY

09/95: The class was originally created.

11/29/09: The spec was updated, Competencies were added, and the spec was placed in to new format.