



Career Service Authority

Page 1 of 6

Nuclear Medicine Technologist Supervisor

GENERAL STATEMENT OF CLASS DUTIES

Supervises and performs nuclear medicine procedures and related techniques, producing images for the interpretation by, and at the request of a licensed practitioner.

DISTINGUISHING CHARACTERISTICS

The *Nuclear Medicine Technologist Supervisor* class supervises the work of Medical Technologists who prepare and administer radioactive isotopes utilizing a variety of radioisotope equipment, under direction of a physician. *Nuclear Medicine Technologist Supervisor* class incumbents engage in the same work as those supervised.

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 managerial direction, the employee has personal accountability for carrying out the work objectives of an organizational unit or section within the scope of established guidelines and the mission of the agency or department. The employee is expected to resolve problems that arise in the normal course of the work. Work may be discussed with higher level supervisors and reviewed for soundness of judgment and feasibility of decisions.

Interpersonal Communications and Purpose:

Contacts of a non-prescribed nature involving the negotiation and resolution of non-routine problems encountered and where exceptional degrees of discretion and judgment and specialized knowledge are required in carrying out the programs and policies of an organization.

Level of Supervision Exercised:

Exercises general supervision over professional personnel.

ESSENTIAL DUTIES

Supervises Medical Technologists in the preparation of and prepares radiopharmaceuticals for administration by injection, ingestion, and inhalation methods.

Calculates and calibrates isotope amounts.

Develops exposed film to produce scintillation scans using automatic processing equipment.

Positions patients and operates equipment to produce the most reliable data and provides for proper radiation safety for patients

Recalls areas of interest for computer display, orders printout of graphs for in-depth study and presents and evaluates findings to physicians.

Monitors the storage and usage of radioactive materials; utilizes radiation detectors and counters to locate and identify sources of stray radiant energy and directs procedures for the cleanup and control of radiation contamination and the disposal of radioactive waste.

Maintains established departmental policies and procedures, quality assurance, safety, environmental and infection control standards; maintains federal safety regulations and the preparation of necessary reports.

Supervises the use of and operates the bone mineral densitometry equipment.

Develops or modifies work plans, methods and procedures, determines work priorities and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult and/or unusual assignments; encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness and returns assignments with recommendations for proper completion.

Conducts hiring interviews and selects candidate(s) for job opening(s).

Resolves problems encountered during daily operations and determines appropriate solutions; promotes teamwork. Encourages regular communication, informs staff of relevant business issues and their impact on the organization.

Develops the performance enhancement plan, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Develops and implements training and development plans and opportunities for subordinate staff.

Documents causes for disciplinary action and initiates letters of reprimand and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

By position, participates in planning and managing budget systems; prepares and presents budget recommendations to higher management; adjusts work plans/activities as a result of budget changes.

Performs other related duties as assigned or requested.

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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, Knowledges & Skills:

Internal Controls/Integrity – Assures that effective internal controls are developed and maintained to ensure the integrity of the organization.

Oral Communication – Expresses ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others and facilitates an open exchange of ideas.

Problem-Solving – Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.

Written Communication – Expresses facts and ideas in writing in a succinct and organized manner.

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

Leadership – Inspires, motivates and guides others toward goals; coaches, mentors and challenges staff, adapts leadership styles to various situations, models high standards of honesty, integrity, trust, openness and respect for individuals by applying these values daily.

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

Supervising a Diverse Workforce – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce. Implements diversity policies for subordinate staff; supports opportunities to recruit, develop and retain a diverse workforce; promotes teamwork, acceptance and productivity among diverse persons.

Human Resources Management – Empowers and mentors staff by sharing power and authority; develops lower levels of leadership; shares rewards with staff; ensures staff are appraised, developed, and are otherwise treated fairly.

Interpersonal Skills – Considers and responds appropriately to the needs, feelings and capabilities of others; adjusts approaches to suit different people and situations.

Self Direction – Demonstrates belief in own abilities and ideas; is self-motivated and results-oriented; recognizes own strengths and weaknesses; seeks feedback from others and opportunities for self-learning and development.

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

Decisiveness – Makes sound and well-informed decisions; perceives the impact and implications of decisions. Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks and evaluates and chooses the best alternative in order to make a determination, draw conclusions or solve a problem.

Conflict Management – Manages and resolves conflicts, confrontations, and disagreements in a positive and constructive manner to minimize negative personal impact

Client Orientation – Anticipates and meets the needs of clients; achieves quality end-products; is committed to improving services.

Customer Service – Works with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or outside organizations) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services and evaluating customer satisfaction.

Medicine and Dentistry – Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptom, treatment alternatives, drug properties and interactions, and preventive health-care measures.

Computers and Electronics – Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Physics – Knowledge and prediction of physical principles, laws, their interrelationships, and applications to understanding fluid, material, and atmospheric dynamics, and mechanical, electrical, atomic and sub-atomic structures and processes.

Biology – Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.

Chemistry – Knowledge of the concepts, principles, theories of the composition, structure, and properties of substances, and of the chemical processes and transformations, including uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.

Mathematics – Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Public Safety and Security – Knowledge of intelligence operations; public safety and security operations; occupational health and safety; investigation and inspection techniques; or rules, regulations, precautions, and prevention techniques for the protection of people, data, and property.

Knowledge of supervisory principles and practices sufficient to be able to perform elements of full, formal supervision.

Knowledge of supervisory principles and practices sufficient to be able to develop an employee performance enhancement plan and determine priorities.

Knowledge of supervisory principles and practices sufficient to be able to determine the most appropriate course of action in responding to grievances and in problem resolution/developing alternatives.

Knowledge of the various ways in which radiopharmaceuticals may be dispensed to the patient sufficient to be able to prepare them.

Knowledge of departmental procedures sufficient to be able to administer established dosage

Knowledge of anatomy sufficient to be able to position patients and locate anatomical area to be imaged.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment.

Skill in applying existing guidelines or creating new approaches to the development and modification of work plans, methods and procedures for the work unit or function.

Skill in prioritizing and scheduling work to allow for its efficient and effective completion.

Skill in reviewing work for accuracy and completeness.

Skill in the use of automatic developing equipment used for developing nuclear medicine film.

Physical Demands:

Balancing: maintaining body equilibrium to prevent falling over

Eye/hand/foot coordination: performing work through using two or more

Feeling: perceiving attributes of objects by means of skin receptors.

Fingering: picking, pinching or otherwise working with the fingers

Handling: seizing, holding, grasping or otherwise working with hands

Hearing: perceiving the nature of sounds by the ear.

Pulling: exerting force on an object so that it is moving to the person

Pushing: exerting force upon an object so that the object is away

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

Repetitive motions: making frequent movements with a part of the body.

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

Lifting: raising or lowering an object from one level

Talking: expressing or exchanging ideas by means of spoken words.

Near vision: ability to see details at close range (within a few feet of the observer).

Accommodation: ability to adjust vision to bring objects into focus

Color vision: ability to distinguish and identify different colors

Depth perception: ability to judge distance and space relationships

Field of vision: ability to see peripherally

Working Environment:

Wet: frequent contact with water or other liquid

Hazards: conditions where there is danger to life, body, and/or health

Exposure to hazardous chemicals

Contact with patients under wide variety of circumstances

Exposed to a variety of electro-mechanical hazards

Exposed to explosive chemicals, gases and low level radiation

Exposed to hazards from electrical/mechanical/power equipment

Exposed to infections and contagious disease

Exposed to patient elements

Exposed to risk of blood borne diseases

May be exposed to radioactive substances

Education Requirement:

Completion of a two year hospital or college Nuclear Medicine program approved by the American Medical Association.

Experience Requirement:

One year of experience as a Nuclear Medicine Technologist.

Education/Experience Equivalency:

None.

Licensure and/or Certification:

Nuclear Medicine Technologist Certification through the American Registry of Registered Technologists (ARRT) or the Nuclear Medicine Technologists Certification Board (NMTCB) is required by completion of the probationary period.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 11/16/2005

REVISED BY: Earline Hill

CLASS HISTORY: Revised this classification into the new format.