General Statement of 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.

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 & 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 Communication & 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 goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

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.

**Competencies**

"Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

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

Teaching Others - Helps others learn through formal or informal methods; identifies training needs; provides constructive feedback; coaches others on how to perform tasks; acts as a mentor.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

**Knowledge & Skills**

None

**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 (1) year of experience of the type and at the level of Diagnostic Imaging Technologist.
**Education & Experience Equivalency**

No substitution of experience for education is permitted.

Additional appropriate education may be substituted for experience requirements.

**Licensure & Certification**

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

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

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

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**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.
Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

**Background Check Requirement**

Criminal Check
Education Check
Employment Verification
Licensure/Certification

**Assessment Requirement**

Professional Supervisor

**Probation Period**

Six (6) months.
Class Detail

Pay Grade: O-810
FLSA Code: Y
Management Level: 7
Established Date: 9/21/2018
Established By: Lori Schumann
Revised Date: 6/11/2019
Revised By: Ryland Feno
Class History:
6/11/19 - Updated working environment verbiage.