

Shamrock General Hospital

The following position is available. If interested, please see Human Resources.

Position Description

Job Title: Radiology Director

Department: Radiology

Reports To: Administrator

FLSA Status: Exempt

SUMMARY: To oversee and guide all aspects of the Radiology Department and to ensure proper care and courtesy to patients and families. To maintain open communication with patients and other departments within the hospital and with the Administrator. To work towards the department mission in support of the hospital mission.

QUALIFICATIONS:

- Support the Administrator as part of the leadership team.
- Participates in strategy formulation, strategic plans execution, strategic process improvements, and communication of strategies to all stakeholders.
- Analyzes department performance, trends, existing or new regulatory requirements and their impact on department operations.
- Knowledgeable about state and federal regulations of radiology.
- Develop, review, revise and enforce policies, procedures, quality assurance or any other hospital and/or state requirements.
- Supports and enforces infection control policies and procedures.
- Maintain discretion and confidentiality in communications.
- Knowledgeable about policies and procedures regarding reporting and release of protected health information (PHI).
- Knowledgeable of imaging creation and archival – all imaging X-Ray and ultrasound equipment, CR unit, PACs, hard copy files, remote access stations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, develop and implement budget for department.
- Plan and implement new equipment, processes, technology and department growth for the future.
- Oversee radiology staff's work, safety, licensing, qualifications, behavior, training and time cards.
- Schedule staff duties.
- Order and maintain equipment and supplies.
- Record clinical documentation according to accepted regulatory and professional guidelines.
- Perform billing and maintain other business records as required.
- Participate in various committees, meetings, in-service training as required.
- Participate actively in quality improvement programs.
- Perform preventive maintenance checks and report any problems to appropriate personnel.
- Participates as an active member of the hospital and departmental team to support special projects and activities.
- Maintain acceptable standards of patient treatment.
- Perform radiological exams on patients in a timely and professional manner.
- Must be able to relate to and work with ill, disabled, elderly, emotionally upset, and at times, hostile people within the facility.
- Accurately and promptly implements provider's orders.
- Maintains a professional approach with confidential hospital and patient information and ensures safe patient environment.
- Observes and supports hospital policy.
- Responsible for the implementation of and compliance with all safety policies and procedures within the department.
- Keep work area clean and orderly.
- Miscellaneous duties as assigned requested or required.
- Maintain certifications and continuing education requirements needed to perform job.

EDUCATION and/or EXPERIENCE:

- 2-year MRT License
- 2 years diagnostic experience, preferred
- 1 year CT, preferred
- Basic Life Support (BLS) certificate