JOB DESCRIPTION
Radiology Manager

Job Title:	Radiology Manager	**Date Written:**	May 23, 2013
Location:	All CDC Clinics	**Department:**	Radiology
Priority:	The Patient		
Reports To:	Medical Director and Provincial Director, Operations		

SUMMARY

With direction from the Medical Director and the Provincial Director, Operations, the Radiology Manager will plan for, organize, lead and direct the radiology department across all sites. The Manager is responsible for ensuring that all diagnostic images produced by CDC X-Ray Technologists meet the standards set out by the Medical Director and is also responsible for supervising all daily technical and administrative activities of the radiology department and equipment maintenance.

RESPONSIBILITIES

- Provides exceptional patient care and ensures patient confidentiality.
- Functions as a working supervisor, producing high quality diagnostic radiographs, and practicing radiation protection. Performs all Radiology procedures and provides exceptional patient care to patients of all ages.
- Ensures the needs of the patient are the number one priority of all X-Ray Technologists and that these needs are met effectively and efficiently.
- Ensures the safe and efficient use of radiology equipment, taking action to resolve faults/issues and advising the Provincial Director, Operations.
- Adheres to and promotes compliance with radiation safety and protection policy and associated codes of practice, and takes appropriate action where non-compliance is evident.
- Handles patient complaints and problems with the help of the Clinic Managers. Collaborates with the Provincial Director, Operations on all major problems.
- Works closely with the Director, CT and Director, Mammo/BMD and provides support as necessary.
- Maintains a positive working relationship and provides support to the Site Radiologists.
- Liaises with reception/administrative and booking staff in the booking and co-ordination of patient examinations as required.
- Problem-solves with in-house IT department and external vendors with respect to RIS and PACS issues.
- Ensures X-Ray Technologists are following imaging protocols and assists with implementing new techniques and protocols, reviews protocols periodically and amends them as required in collaboration with the Medical Director.

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- Oversees the activities of the X-Ray Technologist II (Accreditation and Quality Control) and assists as necessary.
- Oversees the performance evaluation process of the X-Ray team. Completes all written performance evaluations for Head Technologists with input from the Radiologists and Provincial Director, Operations.
- Oversees staff scheduling for all clinics.
- Handles minor staff problems, and ensures adequate staff coverage for all radiology areas.
- Works with Provincial Director, Operations and Human Resources to resolve major staffing and employee issues.
- Provides leadership for the liaison with SAIT and NAIT as well as other health partners. Such as organizing job-shadow opportunities for potential NAIT and SAIT students either by being shadowed personally or by making arrangements with one of the Head Technologists.
- Works with the Technologist III, Accreditation and Quality Control, to develop and/or deliver training programs to new employees on equipment and procedures in the area of operations in alignment with the department's training objectives and plans.
- Ensures the clinic is clean and presentable at all times and reports any deficiencies to the Clinic Manager and the Provincial Director, Operations.
- Ensures all policies are implemented and maintained in the clinic, as set down by the Provincial Director, Operations.
- Approves training courses and conference requests from X-Ray Technologists from all CDC sites.
- Approves all expense claims from X-Ray Technologists from all CDC sites.
- Provides leadership in the assessment, recruitment and training of new X-Ray Technologists.
- Provides ongoing training and coaching to Head Techs and X-Ray Technologists, identifying additional development opportunities as appropriate.
- Represents CDC at provincial and national events.
- Develops the radiology training budget ensuring appropriate engagement of Radiologists. Manages the expenditures of this budget.
- Organizes CME events.
- Assists the Provincial Director of Operations with any departmental issues such as the purchase of new equipment.
- Assists in the "start-up" of all new clinics. This includes procedure manuals, policy manuals, protocols, ordering of all supplies, protective wear and machines, etc.
- Assists in the renovation process/expansion of existing /new clinics. Acts as the primary contact for all construction requirements. Leads construction projects.
- **Note**: Although this position includes the above supervisory duties, it is a working technologist position and includes all of the technical responsibilities contained in the X-Ray Technologist position.

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QUALIFICATIONS

- 5-7 years combined education and experience as a technologist in all radiographic modalities (Mammography, General Radiography, Fluoroscopy and Bone Densitometry).
- Mammography I and II is required, CBI is an asset.
- BMD Certification (ISCD or other).
- Supervisory skills – ability to motivate and lead others to excel, address performance management concerns appropriately, and deal with staff concerns and queries, working in collaboration with management as necessary.
- Strong attention to detail and ability to work well with multiple interruptions. Must be able to multi-task in a busy work environment.
- Excellent communication skills when dealing with patients and clients.
- Ability to work well with all levels of internal management and staff.
- Ability to work well independently and within a multi-disciplinary team environment.
- Excellent organizational skills.
- Typing and computer skills in Microsoft Office and Windows.
- Radiology and CT technologists must be registered with CAMRT and ACMDTT.
- Bone Densitometry technologists must be registered with CAMRT, ACMDTT. Personnel performing these studies must have certification in diagnostic radiology, a minimum of 30 studies performed under supervision at an accredited bone density facility.
- Ability to carry out the job duties of this position and perform examinations to the standards set out by the Medical Director.

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