



Job Code: 1983

Grade: 22

HCWR: N

Job Title

Assistant Manager of Imaging Services

Department

Radiology

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

Under direction, the Assistant Manager of Imaging Services assists in the planning, organizing, and managing the operations and staff in the diagnostic imaging services. Ensures that staff adheres to state and federal rules and regulations on safety and quality assurance.

General Administrative Responsibilities

Collective Bargaining

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

Discipline

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements

Management

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary



Typical Duties

- Supervises and assists with operations, both technical and clerical, in the Imaging Department, and its specialized modalities including program evaluation and implementation
- Assists with departmental reports, documents, statistical surveys, and other data collection requirements
- Ensures that all radiologic services operate in accordance with standards established by the A.R.R.T., Local, State, and Federal Governments
- Ensures safety practices are maintained in accordance with the departmental policies and procedures
- Ensures technical staff are trained in the proper use of equipment in accordance with departmental policy and procedures
- Keeps abreast of radiologic equipment innovations and techniques and makes appropriate recommendations to the Leadership regarding new equipment and/or equipment modifications
- Develops, recommends, and updates departmental policies and procedures and quality assurance programs
- Participates in departmental budget planning and preparation
- Collaborates with Leadership across CCH to resolve issues and escalate patient throughput
- Represents the department in inter and intra departmental meetings in technical and associated management affairs and keeps the Department Leadership properly informed of decisions and actions in matters of importance, as required
- Performs other duties as assigned.

Minimum Qualifications

- High School Diploma or GED
- Graduate of an accredited Radiologic Technologist Program
- Five years (5) of management experience in an Imaging Department
- Must have one (1) of the following requirements:
- Registered as a Technologist (RT) by the American Registry of Radiologic Technologists (ARRT)
- Certified Nuclear Medicine Technologist (CNMT)
- Registered in Computerized Technology
- Registered Diagnostic Medical Sonographer (RDMS)
- Current license from the Illinois Emergency Management Agency (IEMA)
- Valid Basic Life Support (BLS) certification
- Must be able to travel to CCH work sites

Preferred Qualifications

- Five years (5) of management experience in a Imaging Department with oversight of multiple imaging modalities
- Current work experience in a high-volume imaging department

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of the academic and practical requirements needed in a program for the training of radiologic technologists and ensuring these requirements are met by any program or



Knowledge, Skills, Abilities and Other Characteristics

institution affiliated with Stroger Hospital

- Thorough knowledge of radiologic procedures, techniques, equipment and of hospital policy and procedures
- Knowledge of Quality Assurance requirements
- Thorough knowledge of the hazards involved in use of x-ray equipment and of safety precautions to be taken for patients and personnel regarding the biophysical aspects of radiologic equipment and its use
- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Ability to operate radiologic equipment and to perform highly technical radiologic procedures.
- Ability to cooperate and implement the goals and objectives of the department and to plan, direct and supervise the work of others
- Ability to maintain an effective liaison with affiliates of the Cook County Health care system

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.