

Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612



Job Code: 6987
Grade: 17

Standard Job Description

Job Title
Technical Supervisor – CT/MRI

Department
Radiology-Sectional Imaging

Job Summary

Directs departmental activities, assumes responsibilities for professional staff and supports staff and maintains standard of quality; plans, directs, and supervises all technical aspects of the department in regard to service, programs, evaluations; responsible for day to day operations of the division and work assignments to accommodate the work requirements. Assists in performing procedures and other duties as required.

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

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 meeting

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 CCHHS system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

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

Management

- Contribute to the management of CCHHS staff and CHHSS' systemic development and success
- Discuss and develop CCHHS system policy and procedure
- 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

- Schedules and coordinates the activities of the technical and clerical staff and patient flow in the functional areas of the Department of Radiology.
- Responsible for the delivery of professional services and the provisions of high quality care regardless of ability to pay.
- Assists in performing CT/MRI procedures in emergencies or as needed.
- Prepares work schedules and work assignments for technical and clerical staff in functional area. Reviews job duties, performance volume and quality of work of technical staff in assigned areas. Responsible for clinical instructions of students and other technologist in the divisions.
- Evaluates professional and support employees, responds to grievances, and recommends disciplinary actions.
- Orders routine supplies.
- Ensures that all work areas are properly cleaned and prepared.
- Assists the Assistant Manager of Diagnostic Radiology with a variety of administrative duties.
- Delegates appropriate responsibility to designated staff.
- Meets with staff and radiology administration and represent department at meetings, activities, external agencies and organizations as assigned.
- Completes time cards, reviews and approves request for time off.
- Monitors the quality control activities and maintains infection control.
- Maintains radiation protection and safety as it relates to patient's staff and equipment.
- Pursues continuing education in professional practice and management skills.

Reporting Relationships

Reports to the Assistant Manager of Diagnostic Radiology

Minimum Qualifications

- Graduate of an American Medical Association (AMA) approved school of Radiology Technology
- Registered by the American Registry of Radiologic Technologist (ARRT)
- Active license by Illinois Emergency Management Agency (IEMA) or able to obtain Illinois State licensure prior to starting employment.
- Completion of American Medical Association (AMA) approved course in Radiologic Technology with one (1) year of specialized training in CT/MRI procedures
- Three (3) years of work experience in a supervisory and/or management capacity

Preferred Qualifications

- Certification in CT and/or MRI

Knowledge, Skills, Abilities and Other Characteristics

- Thorough knowledge of CT/MR techniques, Food and Drug Administration (FDA), American College of Radiology (ACR) Policies and Procedures, hospital policies and procedures
- Thorough knowledge of Cerner, SMS, PC and PACS System
- Ability to plan, direct, assign, and supervise the work of others; to relate to a wide variety of individuals; to operate radiologic equipment
- Skilled in use of radiologic equipment and dedicated CT/MRI machinery

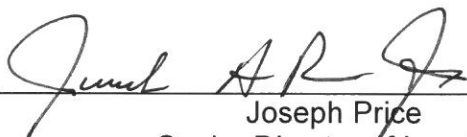
Physical and Environmental Demands

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.

Approval:



Joseph Price
Senior Director of Imaging

10/17/17
Date

Approval:

Gladys Lopez
Chief Human Resources Officer

Date