



**Job Code:** 6999

**Grade:** 20

**HCWR:** N

**Job Title**

Technical Supervisor - Mammography

**Department**

Radiology Administration

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

**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.

**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**

- 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 all Mammography 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.
- Performs other duties as assigned.

**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 Mammography procedures
- Three (3) years of work experience in a supervisory and/or management capacity
- Certification in Mammography

**Preferred Qualifications**

- NA

**Knowledge, Skills, Abilities and Other Characteristics**

- Thorough knowledge of Mammography techniques, Mammography Quality Standards Act and Program (MSQA), 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 or similar systems



**Knowledge, Skills, Abilities and Other Characteristics**

- Ability to plan, direct, assign, and supervise the work of others; to relate to a wide variety of individuals; to operate Mammography equipment
- Skilled in use of radiologic equipment and dedicated mammography 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.**