



Job Code: 7160

Grade: 23

HCWR: N

### Job Title

Manager of Imaging Services

### Department

Radiology

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

### Job Summary

Under the direction of the Senior Director of Imaging and the Medical Department Chair of Radiology, the Manager of Imaging Services is responsible for planning, organizing, and managing the operations and staff in the diagnostic imaging services areas throughout Cook County Health & Hospitals System (CCHHS). 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**

- Manages the operations and staff supporting the diagnostic imaging services
- Participates in the interview, selection, and hiring process
- Participates in the orientation, supervision, and disciplinary processes for staff
- Monitors the performance standards of staff to ensure compliance
- Implements all policies and procedures pertaining to diagnostic imaging services
- Ensures that staff maintains patient confidentiality and are compliant with community standards as well as relevant federal, state and accreditation agencies
- Reviews equipment maintenance schedules. Immediately addresses any issues or concerns raised with medical-technical equipment
- Monitors inventory control to minimize waste of supplies. Assures that materials and supplies are maintained in a secure and organized manner per the department's inventory list
- Utilizes established work performance standards and conducts performance evaluations
- Ensures performance evaluations are thoroughly documented. Addresses any performance issues and takes corrective action immediately to address factors impacting patient care and safety
- Implements administrative decisions in a timely and effective manner as documented in staff meeting minutes
- Maintains effective communication with unit staff, administration and other managers as indicated by feedback; reports all negative situations with a plan of action to correct or prevent reoccurrence
- Recommends appropriate staffing levels, assuring employee and patient safety; assures that competent and qualified candidates are selected by the following appropriate recruitment and hiring procedures
- Guides and motivates others to perform to the maximum of their ability, which results in high morale and productivity in the work unit, as measured by the absence of complaints
- Facilitates the systematic problem-solving process to resolve hospital problems or clarify discrepancies using the appropriate chain of command or report system
- Attends department or committee meetings as needed
- Performs other duties as assigned

**Minimum Qualifications**

- High School Diploma or GED
- Graduate of an accredited Radiologic Technologist Program
- Must complete 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
- Ten years (10) of management experience in a large Imaging Department with oversight of



### **Minimum Qualifications**

multiple imaging modalities

- Current work experience in a high-volume imaging department
- Must be able to travel to CCH work sites

### **Preferred Qualifications**

- Bachelor's degree from an accredited college or university
- Experience with a unionized workforce
- Previous public healthcare system experience

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

- Knowledge of current radiologic techniques, methods, and apparatus; operation and care of radiographic equipment; principles of PACS, CR and DR Imagery; basic hospital and nursing care procedures; structural and organic anatomy
- Knowledge of principles and practices of effective management, including work planning, organization, and delegation; personnel practices and employee training and development; principles and practices of quality assurance; safety policies and procedures related to diagnostic imaging services.
- Communicate effectively with a wide variety of people, including patients, physicians, nurses and other hospital staff, vendors, and other healthcare industry personnel; appraise performance, counsel, motivate and train employees
- Skill and ability to analyze, evaluate and draw logical conclusions from complex data; evaluate problems, policies and procedures and formulate an effective course of action in support of broad organizational objectives.
- Think creatively to develop new methods procedures or approaches to achieve program goals and facilitate change; exercise initiative, ingenuity, and sound judgment in identifying and solving difficult administrative problems.
- Prepare documentation and implement corrective and disciplinary measures as necessary to gain and maintain the confidence and cooperation of those contacted in the course of work and present ideas and information clearly, both orally and in writing.

### **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.