



**Job Code:** 9046

**Grade:** 20

**HCWR:** N

**Job Title**

Technical Supervisor-Ultrasound

**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 Ultrasound 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. Supervises purchases of supplies and equipment.
- Ensures that all work areas are properly cleaned and prepared.
- Assists the Manager of Imaging Services 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 and attendance records, reviews and approves request for time off.
- Monitors the quality control activities and maintains infection control, which may include Ultrasound equipment.
- Checks the quality of images and ensure proper identification and labeling.
- Maintains radiation protection and safety as it relates to patient's staff and equipment.
- Pursues continuing education in professional practice and management skills.
- Takes and responds to after hour calls as required,
- Performs other duties as assigned.

**Minimum Qualifications**

- Registered by the American Registry for Diagnostic Medical Sonography (ARDMS)
- Completion of an approved program in Diagnostic Ultrasound Radiologic Technology
- Three (3) years of work experience in Ultrasound
- One (1) year of work experience in Ultrasound as a lead and/or supervisor
- Must be able to travel to work sites within Cook County Health

**Preferred Qualifications**

- Graduate of an American Medical Association (AMA) approved school of Ultrasound

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

- Thorough knowledge of Diagnostic Ultrasound, 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



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

- Skilled in use of radiologic equipment and dedicated Ultrasound 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.**