

Department of Radiology and Radiological Sciences  
**Competency Assessment**

Position: Senior Mammographer

Employee: \_\_\_\_\_ Hire Date: \_\_\_\_\_

☐ Annual SSN#: \_\_\_\_\_

**Validation Methods:**

**LS**-License/Registration/Certification

**F**-Feedback, **AR** Attendance Record

**D**-Documentation, **VR**-Video Review

**DO**-Direct Observation

Key Functions and Criteria for Expected Performance	Self Evaluation Yes / No	Date	Competent Yes/No/NA	Validation Method	Preceptor's Initials	Comments / Recommendations
Manages and Supervises Mammographers						
Ensures staffing in compliance with budgetary guidelines (monitor overtime)						
Responsible for Orientation and Competency documentation of new staff (Maintains Documentation)						
Assists with Candidate Interviews						
Documents staff performance and assist with annual performance evaluations						
Responsible for compliance of MQSA Standards						
Ensures efficient patient throughput						
Monitors patient flow						
Problem solves procedure inquires and addresses patient complaints						
<b>Provides Patient Education (Demonstrates knowledge and skills necessary to provide care appropriate to age of patient)</b>						
Schedules staff breaks and attendance						
Performs or designates daily QA duties						
Communicates with patient regarding procedures, uses supplemental explanations with appropriate rationale, and considers the needs of the patient and family. Ensures that the patient understands by using language appropriate to the patient / demonstration / and other teaching methods.						

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Practices Radiation Safety						
Responsible for staff / self Pick-up / return Dosimeter badges in timely manner.						
Demonstrates knowledge and skills necessary to produce quality x-rays						
Complies with exam protocols.						
Applies appropriate compression						
Collimates appropriately						
Selects appropriate exam technique						
Uses appropriate film size						
Demonstrates knowledge of Breast Anatomy						
Reviews exposed Radiographs for proper positioning, technique, labeling and position markers.						
Demonstrates working knowledge of equipment use in Mammography Area.						
Ensures patient safety while performing exams.						
Complies with Quality Control and Performance Improvement Initiatives						
Maintains QA / QC documentation as required by ACR / MQSA						
Places repeat films in Control Box.						
Reports to Manager clear concise information regarding service needs and mechanical problems						
Key Functions and Criteria for Expected Performance	Self Evaluation	Date	Competent	Validation Method	Preceptor's Initials	Comments / Recommendations

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	Yes / No		Yes/No/NA			
Records Service Issues into Logs						
Assures compliance with Department Standards for Repeat/reject rate.						
Responsible for Film Handling, supervises File Room personnel.						
Practices Universal Precautions.						
Responsible for proper handling of all patient film files.						
Demonstrates proper use of Body Mechanics (Lifting Techniques)						
Complies with Release of Information Procedures						
Safely handles / cleans / disposes of contaminated equipment.						
Practices Vision. Mission and Values of Vanderbilt University Medical Center. Maintains a positive attitude and commitment to interpersonal services towards patients, visitors, and coworkers as demonstrated by routine helpfulness and is consistently polite to all the above.						
Serves internal and external customers in a timely courteous manner.						
Assist in scheduling patients						
Identifies ethical issues and seeks solutions						
Respects patient's rights, privacy and confidentiality						
<b>Key Functions and Criteria for Expected Performance</b>	<b>Self Evaluation Yes / No</b>	<b>Date</b>	<b>Competent Yes/No/NA</b>	<b>Validation Method</b>	<b>Preceptor's Initials</b>	<b>Comments / Recommendations</b>

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Works collaboratively with the Nursing staff for Patient management flow.						
Maintains cleanliness and order of all supplies and equipment in the work area.						
Encourages and supports others						
Participate in in-services or staff meetings						
Attends educational programs and shares knowledge						
<b>Mandatory Requirements</b>						
Complies with annual TB Skin Test						
Participates in Annual Safety Training (Fire and General)						
Reports safety and environmental hazards						
Responds appropriately to fire drills, codes, etc...						
Adheres to time and attendance policy						
Demonstrates compliance with standard infection precautions (Universal Precautions)						
Completes Risk Management / First Report Work Injury Forms as needed						
Provides current Certification / Credentials * ARRT ®, (M)						
Maintains CPR credentials						

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COMMENTS:

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Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* If competency level is not obtained, consult with Supervisor for additional training.