

Job Description

Job Status:	Draft	Job Code:	
Job Title:	Lead Technologist	Department:	Women's Wellness Center
Department #:		FLSA Status:	Non-exempt
Reports To:	WWC Manager		
Prepared By:		Prepared Date:	October 27, 2000
Approved By:		Approved Date:	

Summary

Provide technical leadership and coordinate patient flow. Assist new staff with orientation of duties. Coordinate and evaluate staff competencies. Perform imaging duties as described for a clinical mammographer. Assist with clerical functions and basic nursing skills as needed. Act as charge person in the absence of the department manager.

Maintain a positive customer service attitude when performing all duties.

Essential Duties and Responsibilities

Perform as a positive role model for all staff.

Provide clinical expertise in area of specialty.

Organize work flow, including staff scheduling

Complete staff competencies.

Analyze problems, determine solutions, provide guidance.

Develop effective working relationships with all radiologists and physicians.

Encourage, motivate and support staff members.

Communicate information to department manager and follow through and expedite all directives from management.

Initiate intervention to resolve conflicts between employees, and between physicians and employees.

Perform all functions of a clinical mammographer.

Thoroughly understand, operate and troubleshoot the Radiology and Mammography information systems as they pertain to your job functions.

Responsible for maintaining confidentiality of patient data.

Participates in department quality improvement activities.

Other duties as assigned.

Leadership Responsibilities

Organize workflow of the daily patient schedule. Intervene in situations involving employees and or physicians when needed. Be a positive example to all staff members.

Corporate Responsibilities

Be aware of and in compliance with the Corporate Responsibility Program, which includes executing duties in accordance with all policies and regulations affecting one's job. Report all concerns or violations of medical center policies, procedures and governmental regulations.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Certifications, Licenses, Registrations

Registered in radiography and mammography through the ARRT

Licensed Radiologic Technologist in the State of

Certified in Cardiopulmonary Resuscitation

Education and/or Experience

Associate's degree in radiology or equivalent from two-year college or technical school. Prefer minimum of 5 years previous experience in mammography.

Communication / Interpersonal Skills

Incumbents must be able to explain instructions/policies/procedures to patients and their families, and/or employees, visitors. Such situations require the incumbent to be able to communicate clearly, however, communications of this nature are not highly sensitive or complex.

Analytical Skills

The work requires the ability to analyze and solve problems that require the use of basic clinical or technical principles. Examples at this level include: resolving less complex employee relations issues, responding to inquiries requiring knowledge of intradepartmental functions, organizing departmental files and record, and resolving patient and staff scheduling conflicts

Decision Making

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Work is generally performed according to existing procedures and instructions. Deviation from existing procedure may be required when special problems arise.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to risk of radiation and contagious and infectious diseases. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate.