

JOB DESCRIPTION

JOB TITLE		Grade*	<input type="checkbox"/> SCH	<input type="checkbox"/> SJMC	Job Code	Eff. Date
Coord, Breast Imaging Services		42	<input checked="" type="checkbox"/> SFH		1178	9/05
<input checked="" type="checkbox"/> Exempt	<input checked="" type="checkbox"/> New	Dept No:	7480		Reports to	
<input type="checkbox"/> Non-Exempt	<input type="checkbox"/> Replaces	Dept Name:	AS Women's Center		Regional ; Directors Diagnostic Imaging and Women's Care	

*Per union contract for jobs covered by a collective bargaining agreement.

JOB SUMMARY

This job is responsible for directly overseeing all daily operations within the Breast Imaging service location, including the clinical and technical activities of each breast imaging site. An incumbent is expected to apply principles of supervision, human relations, and continuous performance improvement in the overall clinical outcomes to include Federal and State regulatory compliance and quality performance activities.

ESSENTIAL JOB FUNCTIONS:

The following section contains representative examples of job duties that might be performed in positions allocated to this job class. This is a dynamic organization, and the environment can be fluid. Roles and responsibilities may be altered to accommodate changing business conditions and objectives as well as to tap into the skills and experience of its employees. Accordingly, employees may be asked to perform duties that are outside the specific work that is listed. It is not required that any position perform all duties listed, so long as primary responsibilities are consistent with the work as described. Performance standards developed for incumbents allocated to this job class may also contain relevant job content information and are referenced hereto.

1. Responsibility for the regional service operation including accountability for daily clinical operations involving regionalization of clinical performance and regulatory compliances. Assists both Regional Directors, Diagnostic Services, and Women's Care Services in determining clinical and performance compliances across the FHS Region. Assesses performance of all personnel in each service location.
2. Identifies, interviews, selects, and participates in the evaluation process providing direction and clinical leadership in meeting performance standards across the regional breast imaging program.
3. Keeps technical skills current, demonstrating evidence of continuing education including department meetings and individualized learning opportunities.
4. May (on occasion) personally demonstrate, or educate other technicians in, the delivery of patient care to women requiring diagnostic breast imaging service when needed.
5. Insures Quality Assurance and Regulatory standards consistently are followed across the region in Breast Diagnostic Services.
6. Adheres to Diagnostic Imaging's policies and procedures, safety, and risk management policies.

Performs related duties as required.

SECURITY ACCESS: CONFIDENTIAL INFORMATION Incumbents may have access to confidential patient, employee and/or organizational information as it applies to their job responsibilities and must comply with the terms of policies in protecting that information.

UNIVERSAL CAUTIONS STATEMENT:

Uses Standard Precautions including personal protective equipment for anticipated contact with blood or other potentially infectious materials.

AGE SPECIFIC CRITERIA

Demonstrates competency in adjusting the delivery of care and/or clinical technique appropriate to address the age specific needs of the patient.
 Demonstrates competency in adjusting interactions appropriately to address the age specific needs of the customer.

VALUE BEHAVIORS

It is essential that incumbents be able to support the values of the § and interact effectively with physicians, patients, visitors and staff. Each employee is expected to demonstrate a commitment to service, hospital values, and professionalism through appropriate conduct and demeanor at all times.

REVERENCE: Awe, respect and love—the essence of our ministry

1. Treat all members of the hospital community with respect as unique, valued individuals and provide the highest level of service to everyone regardless of who they are.
2. Listen, show empathy and understand other people's feelings, perceptions, and points of view.
3. Create an environment where people feel supported and can safely express needs and issues so we can respond to them.
4. Consider the impact of decisions, processes, actions, and outcomes on the patients, families, employees, and physical environment

INTEGRITY: Trust, honesty, wholeness, commitment

1. Communicate effectively by giving clear and truthful messages, by fully sharing information people need to do their job, and by expressing my ideas, opinions, and reactions constructively.
2. Look for solutions rather than complaining when I encounter problems.
3. Care for all the resources entrusted to me with as much care as I show my own. Resources include people, traditions, time, money, equipment, and facilities.
4. Be ethical in my behaviors, including avoiding any conflict of interest or appearance of conflict of interest.

COMPASSION: Caring deeply for all people, especially for the poor

1. Contribute positively to the healing environment and mission of I
2. Be responsive to people and issues promptly and appropriately.
3. Go directly, as soon as possible, to individuals to resolve problems, issues and conflicts and then let it go.
4. Behave in a professional, collaborative, supportive manner regardless of my personal feelings.
5. Maintain the confidentiality and privacy of patients, visitors, co-workers and the organization.

EXCELLENCE: Innovation, quality, collaboration and stewardship.

1. Encourage and support innovative ideas and ways of doing things that promote resource management and generation of new resources.
2. Seek feedback and give others constructive feedback.
3. Demonstrate that helping is our business through good service behavior, especially a genuine willingness to assist.
4. Maintain a high level of competence, continue to grow in skill, and encourage others to do so also.
5. Support quality performance by others through frequent encouragement and recognition of contribution and efforts.

MINIMUM JOB QUALIFICATIONS: The following section contains representative examples of competencies and job qualifications directly related to successful performance in the position. The categories are broad, reflecting minimum requirements. It is not intended to be an exhaustive list of all possible requirements nor does it include general competencies, expectations and/or skills that are universally applicable to the work, but are not critical for recruitment purposes or to overall job performance.

Education/Work Experience

Graduation from an accredited school of Radiological Technology, including specialized training in Breast Diagnostics, and three to five years of recent related work experience as a supervisor/manager in a breast diagnostic imaging setting.

Job Knowledge/Skills:

- Knowledge of, and experience in, current technical aspects of patient care in a Breast Diagnostic Imaging Center, Comprehensive Breast Center, or Women's Center offering Breast Imaging.
- Knowledge of computer applications including keyboarding skills, databases, word processing, and spreadsheets.
- Ability to prioritize daily activities to assure efficient operation of patient flow.
- Knowledge of the practices, standards, techniques, regulatory requirements and tools/equipment applicable to matters within designated scope of authority.
- Knowledge of the principles and practices of clinical operations, including clinical performance and regulatory compliance.
- Ability to utilize excellent verbal and written communication skills needed to carry out and direct daily operations.

- Ability to effectively communicate with a variety of clinical and ancillary departments, staff, physicians, and visitors.
- Ability to use office equipment and automated systems/applications/software at an acceptable level of proficiency.
- Ability to demonstrate leadership and organizational capabilities.
- Ability to establish and maintain effective working relationships as required by the duties of the position.

Licensure/Certification

State of Washington Registration.
 American Registry of Radiological Technologists (ARRT).
 Nationally-recognized certification in Mammography preferred, or certification obtained within one year of employment.
 Current CPR certification.
 Current driver's license valid in the state of Washington.

Physical/Mental Job Requirements:

See attached Physical/Functional Job Requirements

Working/Environmental Conditions

See attached Physical/Functional Job Requirements

Physical/Functional Job Requirements

Job Code: 1178

Job Title: Breast Imaging Services Coordinator

Activity	Essential to Job performance	Non-essential to job performance	Not Present in Job (less than 1%)	Occasionally (1%-33%)	Frequently (34%-65%)	Continuously (66%-100%)
Postures/Movements						
Balancing	X					
Climbing		X				
Crouching/Crawling/Kneeling/Squatting	X					
Hand/Finger Dexterity	X					
Hand/Eye Coordination	X					
Lifting/Carrying (Over 100#)		X				
Lifting/Carrying (50#to 100#)		X				
Lifting/Carrying (20# to 49#)		X				
Lifting/Carrying (5# to 19#)	X					
Pushing/Pulling: Avg 10#/Max 30#	X					
Pushing/Pulling: Avg 10+#/Max 30+#		X				
Reaching/Grasping (below shoulder level)	X					
Reaching/Grasping (Overhead/Extension)	X					
Repetitive Motions (substantial movement of wrists, hands or fingers)	X					
Sitting	X					
Standing/Walking	X					
Stooping (Bend spine at Waist)	X					
Twisting (Back/Neck/Waist/Knees)	X					
Cognitive/Sensory Demands						
Hearing (In Person)	X					
Hearing (Telephone)	X					
Seeing (Color/Depth Perception)	X					
Seeing (Near/Far Field of Vision)	X					
Smelling/Tasting		X				
Talking (In Person)	X					
Talking (Telephone)	X					
Mental Demands						
Acute Medical Situations	X					
Contact with Physician/Patient/Family	X					
Frequent Training/Re-Training		X				
High attention to detail and mental focus	X					
Management of people, resources	X					
Working Conditions						
24-hour Telephone/Pager accessibility	X					
Day/Night/Weekend/Flexible Shifts		X				
On-call/Overtime/Shift Reduced or Cut		X				
Regular travel between facilities	X					
Environmental Conditions/Exposures						
Blood-borne Pathogens (skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious material)	X					
Noise	X					
Mechanical Hazards		X				
Electrical Hazards	X					
Chemical Hazards		X				
Radiation	X					
Fumes/Odors/Gases/Mist		X				
Temperature Extremes (Hot/Cold)		X				
Inside Environmental Conditions	X					
Outside Environmental Conditions		X				
Stringent Hygiene Standards	X					

Note: When physical requirements are essential to job functions, reasonable accommodation may be made for individuals with disabilities.