

Job Description – Breast Imaging Manager

Basic Function: (Provide a brief explanation of the purpose of the position.)

Direct responsibility for the operations (Project Management, Budget, Staffing, and Performance) of Breast Imaging services. Functions as expert consultant to radiology services in the region related to breast imaging. Implements established Radiology management objectives in order to support key operating strategies of the corporate strategic plan.

Major Responsibilities (List job responsibilities in order of priority.)

1. Provide appropriate level of management for all activities in Breast Imaging Section of Radiology. Develops Breast Imaging service goals based on department and organization's strategic plan.
2. Partners with Regional Administration and systems managers to provide leadership and direction in the operation of the Mammography sections of the regional clinics.
3. Direct responsibility for the planning, scheduling, and procedural changes in Breast Imaging. Provides consultative recommendations in the above areas for regional radiology services.
4. Ensures compliance with licensing and regulatory standards (Federal, State, and ACR) in Mammography including assurance of accurate audit of required statistics. Manage and help implement appropriate data collection of information needed to monitor clinical, operational, and financial outcomes, as well as MQSA QA/QC standards.
5. Direct impact on annual budgeting and cost management in Breast Imaging. Provides input to budgeting related to regional radiology services.
6. Direct responsibility of personnel performance evaluations for Breast Imaging. Collaborates with Regional Radiology managers regarding performance and reviews. Provides assistance in making decisions on appropriate staffing, termination, and other personnel activities. Plans, implements, and evaluates staff development.
7. Develops, implements, and evaluates new and existing programs to ensure high-level of services for Breast Imaging.
8. Maintain and update the Breast Imaging Policy and Procedure manual.
9. Evaluates and makes purchasing recommendations for equipment, as well as assuring appropriate medical supplies are available for services provided in Breast Imaging.
10. Work effectively and provide direct communication with Breast Imaging Radiologists to ensure superior patient care and services.
11. Performs other job-related responsibilities as requested, to include but not limited to manage and implementation.

Scope of the Job (Define the job as it relates to the larger scheme of the organization.)

Budget Authority/Responsibility: Capital and/or Project/Operating Budget; Annual Salaries

Total number of employees this position oversees: 23

Number of direct report: 19

Number of indirect reports: 4

Title of direct reports: Technologists, Office assistants, Patient liaisons, RNs

Principle Interfaces

List the titles of individuals with whom this position interacts, both inside and outside the organization:

Internal: Physicians, Healthcare Providers (PA,RN-NP), co-workers, support, and paramedical staff, administrative staff.

External: Patients, patient's families, service engineers, applications representatives, sales representatives, referring regional physicians, and healthcare providers.

Position Qualifications

Education/Learning Experience

Required: Certificate or Associates degree in Allied Health

Desired: Bachelors degree, or equivalent work experience, ARRT certified in Mammography

Work Experience

Required: 2 years supervisory experience

Desired: 3 - 5 years supervisory experience at Gundersen Lutheran

Skills/Knowledge

Required:

Ability to work effectively with and provide direction/leadership to the radiology team.

Effective verbal, nonverbal, and written communications skills.

Ability to adapt to a changing work environment.

Ability to follow tasks and assignments to completion.

Desired skills:

1. Strategic planning
2. Budget management
3. Staff development
4. Human resource management
5. Compliance management
6. Leadership
7. Organized
8. Process improvement
9. Appropriate delegation of responsibilities

Additional Comments

OSHA Category: II

Physical Requirements: Walking, Twisting, Lifting, Bending

Age Specific Population Served: All ages

Note: This document is intended to describe the general nature and level of work performed. It is not intended to serve as an exhaustive list of all duties, skills, and responsibilities required of personnel so classified.