

POSITION DESCRIPTION

DEPARTMENT: Imaging

POSITION TITLE: Mammography Supervisor

SUPERVISOR: Imaging Director

DATE REVISED: 07/07/03

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There is an expectation that you will observe all values and the Code of Ethics, and that you will embrace the philosophy and mission for patient centered care. In an effort to promote teamwork, your job responsibilities are flexible and may include more or less than is shown here.

POSITION SUMMARY

Perform mammographic procedures at a level that does not require constant supervision. Acts as a problem solving leader and organizer, by communicating well with staff, radiologists and patients.

JOB QUALIFICATIONS

EDUCATIONAL OR FORMAL TRAINING

1. Satisfactory completion from a Radiologic Technology program.
2. Specific mammography training to meet MQSA requirements.

SPECIAL QUALIFICATIONS (licensure, registration, etc.)

1. ARRT registered in Radiology Technology
2. ARRT registered in Mammography
3. BLS required by end of conditional period.
4. Continuing education to meet ARRT and MQSA requirements

KNOWLEDGE, SKILL AND ABILITY

1. Able to take mammogram films, evaluate them, and decide on additional views, if needed
2. Need to have basic clerical skills
3. Must have thorough knowledge of quality control requirements for mammography

EXPERIENCE

Five years experience if coming from outside Hospital, 2 years post outside training for Hospital employees.

MATERIAL AND EQUIPMENT DIRECTLY USED

Mammography Units
Quality Control Equipment
Smartlight Viewer
Computer
Telephone System
Processors
Biopsy Trays

WORKING ENVIRONMENT/PHYSICAL ACTIVITIES

1. Lifting, moving and helping patients
2. Very busy and fast-paced – must be able to stay on schedule
3. While performing the duties of this job, the employee is required to constantly stand and walk. The employee frequently is required to stoop, crouch, and twist. The employee is occasionally required to kneel, squat, and sit.
4. The employee must be able to consistently support, push, pull and/or lift up to 10 pounds, frequently support, push, pull and/or lift up to 30 pounds and occasionally support, push, pull and/or transfer up to 50 pounds (for example, moving a patient from a wheelchair to a bed.
5. Functional physical demands include manual dexterity, fine motor skills and reaching. The following senses will be needed for essential duties of the job: speech, vision, hearing, and touch.

INTERRELATIONSHIPS

1. Patients, X-ray technologists, doctors/doctor offices, other hospital personnel (nurses), clerical and X-ray staff
2. Good interpersonal relations with mammography patients (need a lot of empathy, compassion, and understanding)

SUPERVISORY DUTIES

1. Must be able to work independently.
2. Must be a QI/QC committee member.
3. Must be a problem-solving leader.
4. Does performance reviews/skills review.
5. Acts as the training coordinator
6. Is responsible for department statistics
7. Is responsible for regulatory requirements
8. Is responsible for supervising and scheduling mammography staff at multiple sites.

ESSENTIAL DUTIES/RESPONSIBILITIES

1. Performs mammograms, needle localizations and stereotactic biopsies
2. Completes all mammography paperwork/filing
3. Answer phones and makes appointments
4. Keeps things organized (i.e., incoming mammogram films)
5. Participates in quality improvement
6. Keeps current with continuing education
7. Stocks rooms and cleans cassettes
8. Ability to assess, treat, and/or care for patients of all ages.
9. Must adhere to Universal Precautions which includes:
 - a) The use of protective barriers as appropriate;
 - *gloves
 - *masks
 - *safety glasses
 - *gowns
 - *pocket masks
 - b) Handling and disposing of infectious waste appropriately.
 - c) Hand washing as appropriate.
10. Performs other duties as assigned.
11. Is familiar with organization, department and job specific Environment of Care areas, including Life Safety, Utilities Management, Hazardous Materials Communications, Emergency Preparedness, Infection Control and Medical Equipment Failure.

PATIENT CARE/INTERACTION

When applicable, employees must be able to adjust the essential functions they perform appropriately to the age of their patient/customer. Employees must demonstrate knowledge of the principles of growth and development and the knowledge and skills necessary to provide for the primary population of patients served in the department. Employees demonstrate the ability to alter care and patient/family education based on the age or developmental level of the patient.

Primary patient population served. (Check all that apply)

Neonate/Infant (birth – 12 months) Adult (17 – 69 years)

Child (13 months – 12 years) Older Adult (70+ years)

Adolescent (13 – 17 years)

This position does not have regular patient contact.

OTHER DUTIES/RESPONSIBILITIES

1. Assists in other areas of the department when needed, including the clerical area
2. Keeps the department clean
3. Assists the physicians and radiologists

EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL DUTIES OF THIS JOB

A detailed list of all competencies is listed in the competency-based orientation checklist that is an addendum to this job description.

The department director is responsible for designating appropriate security responsibilities and levels of supervision required for any _____ access this position might have. This is done on the _____ form.