

## **JOB DESCRIPTION**

**JOB TITLE: BREAST CENTER MANAGER**

**DEPARTMENT: MAMMOGRAPHY**

**FLSA STATUS:        \* EXEMPT       NON-EXEMPT**

### **JOB SUMMARY:**

**The primary function of the Breast Center Manager is to assist the Department Head of Imaging Services in directing, planning, organizing and administering the mammography departments. Responsible for introductory and annual evaluations, competencies and staff scheduling. Responsible for compliance with MQSA, FDA, ACR and JCAHO regulations. Oversees the daily operations of the Breast Center. Responsible for the hiring and disciplinary process within the department. Indirectly responsible for the financial performance of the Breast Center. Responsible for patient satisfaction within the Breast Center. Maintains current policy and procedures for the Breast Center.**

**JOB REPORTS TO: Department Head/Imaging Services**

**PATIENT POPULATION SERVED: Adult**

## ***JOB SPECIFICATIONS***

### **EDUCATION, EXPERIENCE, AND TRAINING QUALIFICATIONS:**

**Five (5) years of practical experience in Diagnostic Radiology or Mammography as a supervisor. Must possess a Louisiana Radiographer License to practice as a Radiological Technologist. Registered in Mammography. B.S. degree preferred.**

### **LICENSE/CERTIFICATIONS:**

**Licensure in Radiology and Mammography.**

### **OTHER SKILLS AND ABILITIES QUALIFICATIONS:**

**Must possess and demonstrate excellent communication skills, initiative, tact, diplomacy and dependability to manage all of the duties of this job. Must possess the necessary discretion to deal with confidential information. Must have the ability to establish and maintain rapport with all levels of hospital employees and external contacts. Must make decisions and organize system procedures to make the most effective and economical use of resources.**

## PHYSICAL/ ENVIRONMENTAL WORKING CONDITIONS

### 1. WORK POSITIONS AND ACTIVITIES

In a scheduled workday, employee is required to:

A. Sitting \_\_\_\_\_ 6 \_\_\_\_\_ hours  
B. Standing \_\_\_\_\_ 1 \_\_\_\_\_ hours  
C. Walking \_\_\_\_\_ 1 \_\_\_\_\_ hours  
D. Walking – Distance \_\_\_\_\_ hours

In a scheduled workday, employee must:

N= Not at all O= Occasionally (1-33%)

F = Frequently (34-66%) C = Constant (67-100%)

A. Lifting \_\_\_\_\_ O \_\_\_\_\_  
B. Carrying \_\_\_\_\_ 0 \_\_\_\_\_  
C. Pushing/Pulling \_\_\_\_\_ O \_\_\_\_\_  
D. Climbing (stairs, ladders, poles, etc.) \_\_\_\_\_ N \_\_\_\_\_  
E. Balancing \_\_\_\_\_ O \_\_\_\_\_  
F. Stooping \_\_\_\_\_ O \_\_\_\_\_  
  
G. Crouching \_\_\_\_\_ O \_\_\_\_\_  
H. Crawling \_\_\_\_\_ O \_\_\_\_\_  
I. Reaching \_\_\_\_\_ O \_\_\_\_\_  
J. Handling/Feeling \_\_\_\_\_ O \_\_\_\_\_  
K. Talking \_\_\_\_\_ F \_\_\_\_\_  
L. Hearing \_\_\_\_\_ F \_\_\_\_\_  
M. Seeing \_\_\_\_\_ C \_\_\_\_\_

On the job, employees uses feet for repetitive movements such as foot controls:

	Yes	No
Right	_____	_____
Left	_____	_____
Both	_____	_____ *

On the job, employee uses hands for repetitive movements such as:

	<i>Grasping</i>				<i>Grasping &amp; Turning</i>				<i>Fine Manipulation</i>			
A. Right	Yes	<input type="checkbox"/>	No	■	Yes	<input type="checkbox"/>	No	■	Yes	<input type="checkbox"/>	No	■
B. Left	Yes	<input type="checkbox"/>	No	■	Yes	<input type="checkbox"/>	No	■	Yes	<input type="checkbox"/>	No	■

### 2. STRENGTH RATING

In a scheduled workday, employee must be able to lift/assist:

A. Up to 10 pounds (sedentary) \_\_\_\_\_  
B. 11-20 pounds (light) \_\_\_\_\_  
C. 21-50 pounds (medium) \_\_\_\_\_ \*  
D. 51-199 pounds(Heavy) \_\_\_\_\_  
E. > 100 pounds (very heavy) \_\_\_\_\_

### 3. WORK ENVIRONMENT

A. Inside Work \_\_\_\_\_ \*

B. Outside Work \_\_\_\_\_

C. Noise \_\_\_\_\_

D. Vibration \_\_\_\_\_

E. Wet and/or Humid \_\_\_\_\_

**Hazards: Situation in which the individual is exposed to definite risk of bodily injury**

F. Mechanical \_\_\_\_\_

G. Electrical \_\_\_\_\_

H. Explosives \_\_\_\_\_

I. Radiation \_\_\_\_\_ \*

J. Burns \_\_\_\_\_

K. Chemicals \_\_\_\_\_

L. Fumes/Gases/Odor \_\_\_\_\_

M. Toxic Waste \_\_\_\_\_

N. Long or irregular \_\_\_\_\_

O. Excessive travel \_\_\_\_\_

P. Being around moving machinery \_\_\_\_\_

Q. Driving automatic equipment \_\_\_\_\_

# ESSENTIAL FUNCTIONS

## A. Customer Service

1. Create a Positive First Impression
  - Be Courteous and Compassionate at All Times
  - Professional Image-Always Dresses Professionally
2. Anticipate the needs of the Customer
  - Communication
  - Utilization of Problem Solving Skills and Initiative
3. Respect Patients, Staff and Customers
  - Respect the time of Others-Attendance and Punctuality
  - Respect the Privacy of the Customer and the Confidentiality of Records
4. Efficient Delivery of Service
  - Minimize Customer Waiting by Providing Timely Service
  - Financial and Resource Management
5. Safety first and Foremost
  - Provide a Safe Environment
  - Utilize Proper Infection Control Techniques

## B. Job Specific

### 1. Staff Responsibilities

Responsible for staff under their direction.

Participates actively in staff development by ensuring staff are competent in the performance of their duties.

Provides pertinent information to clinical staff.

Responsible for daily staffing and obtaining adequate staffing for emergency and scheduled procedures within the Mammography Department.

Prepares monthly staffing schedule.

Responsible for introductory and annual evaluations by appointed due date.

Responsible for introductory and annual competencies on all staff under their direction.

Assures that requested time off is granted when the staffing is adequate.

Schedules per diem on an as needed basis.

Hires appropriate personnel for the efficient function of the Breast Center.

Has thorough knowledge of the hiring and termination procedures as directed by Human Resources.

**2. Regulatory Responsibilities**

Assists in quarterly safety inspections within the department.  
Assists in MQSA, FDA, ACR and JCAHO inspections and preparedness.  
Responsible for patient safety in mammography.  
Responsible for any quality control measures within the department.  
Ensures patient safety goals are followed within the department.  
Maintains current policy and procedures for the Mammography department.

**3. Supply Responsibilities**

Ensures that supplies are ordered as needed.  
Obtain specifications of any specialty items requested by physicians.  
Assist in the yearly inventory of intra-departmental stock and non-stock items.  
Ensures supplies are used in a cost effective manner.

**4. Professional Standards and Development**

Provides assistance when patient load demands exceed staffing capabilities.  
Maintains current CPR certification and La. State license.  
Maintains biannual CE requirements of 24 hours.  
Conducts staff meetings, at least monthly.  
Compliant with all mandatory requirements by the appointed due date.  
When asked to serve, participates on work teams, committees or task forces.  
Assists in the preparation of the annual budget.  
Explains monthly expense variations in EPSI.  
Serves as a role model to all staff.

**5. Age-specific care**

Applies knowledge of growth and development in customer interactions and treatment to assigned patients.  
Understands normal ranges of physiological development standards for age groups addressed in the department.  
Identifies appropriate methods of communication and evaluation appropriate to the age group including equipment and safety precautions.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK FOR THIS JOB. THEY ARE NOT INTENDED TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES, FUNCTIONS, AND SKILLS REQUIRED. THIS POSITION DESCRIPTION IS NOT INTENDED TO BE CONSIDERED AN OFFER OF EMPLOYMENT OR AN EMPLOYMENT CONTRACT.

Revision Date: 8/9/06

APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

Department Head

\_\_\_\_\_ DATE: \_\_\_\_\_

Human Resources