

## Job Title: MANAGER – BREAST IMAGING

### GENERAL SUMMARY:

Under the direction of the Administrative Director of Oncology Services, directs and organizes the technical and ancillary operations of all Breast Imaging Services at \_\_\_\_\_, including the ambulatory sites at \_\_\_\_\_. Provides direction for all staff responsible for the day to day operation of breast imaging. Interacts with each breast imaging center to ensure consistency throughout the organization. Assists with capital and operational budget preparation and implementation. Demonstrates commitment to system values through customer focus and continuous process improvement.

### TYPICAL DUTIES AND RESPONSIBILITIES:

**Essential Job Functions** Duties and responsibilities necessary for successful job performance:

1. Demonstrates personal commitment to the organization's core values through active involvement in the quality improvement process.
2. Provides a safe environment for all customers and associates by maintaining and communicating department safety policies and procedures; assuring staff has appropriate safety training. Maintains all equipment to operate safely implementing preventive action maintenance and scheduling all equipment for repairs, as needed.
3. Investigates and reports incidents/accidents and improves patient safety in the delivery of health care by understanding and applying the patient safety goal for \_\_\_\_\_ of no preventable deaths or injuries.
4. Demonstrates leadership skills consistent with Mission and Values of organization to select, train, develop, empower coach, delegate work assignments, evaluate performance, assess competency and administer corrective action.
5. Oversees and manages all of Breast Imaging Services. Provides appropriate delegation of accountability/responsibility to maintain standards of department policy during his/her absence.
6. Assists in the development of the department's capital, operations and manpower budgets according to financial and organization guidelines. Assists with cost and feasibility studies regarding operational and capital expenditures for recommendations made to administration. Provides recommendations for new methods and techniques, which may improve department operations and/or patient care, in conjunction with staff. Monitors monthly budgetary compliance for all sites.
7. Formulates, recommends, communicates and administers departmental policies and procedures for Breast Imaging Services. Ensures all department operations are in compliance with JCAHO, NRC, MQSA, ARC, FDA, and other related regulatory agencies in conjunction with Administrative Director.
8. Assures department goals are integrated with \_\_\_\_\_ organization's strategic plan. and all department operations are in compliance with JCAHO standards and other applicable regulatory and accrediting agencies.
9. Assists in preparation of periodic financial, operational, and other related reports and identifies appropriate work plan to address potential deficits. Prepares special reports and analysis as needed.
10. Maintains system for ensuring process improvement and necessary quality control regarding patient care. Develop and implements a Quality Assurance Program in compliance with MQSA standards. Participates with the Administrative Director & Medical Director in the improvement process, including the operation of the radiologist performance improvement committee (RPIC) and Radiation Safety.

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11. Prepares for and participates in outside regulatory and accreditation agency reviews.
12. Maintains current knowledge of competitive breast care programs and makes recommendations of sound business strategies to enhance the :
13. Assures effective and appropriate use of all departmental information systems: i.e. PACS, RIS, personal computer applications, voice-mail, e-mail, facsimile machines, pagers, etc. Assures department information systems are in compliance with copyright laws and regulations as well as organizational policies regarding the integrity, appropriate use, and confidentiality of information.
14. Actively seeks methods of concurrent and retrospective feedback from customers, listens to customer issues and implements solutions and /or interventions as appropriate.
15. Ensures the development, delivery and maintenance of technical in-service and continuing education programs to ensure the continuing evolution of staff competence.

**Supplemental Job Functions** Other duties and/or responsibilities that are (a) important but may not be required of all incumbent for successful job performance, (b) do not take much time to complete, and/or (c) do not significantly alter the outcome successful job performance:

16. Performs all other duties and projects as assigned.

#### **Education/Training**

Registered Radiologic Technologist with current Advanced Certification in Mammography by the American Registry of Radiologic Technologists (ARRT). Bachelor's degree in health care or business or equivalent management experience. Masters degree in Business Administration, Hospital Administration or related field preferred.

#### **Experience**

Three years progressive management experience in an imaging department, with experience in Breast Imaging. Experience in the development and implementation of budgets. Process improvement experience. Familiarity with the requirements of related regulatory agencies i.e., JCAHO, NRC, MQSA, etc. Familiarity with the use of radiology information systems.

#### **Licensure, Certification, Registration**

Certification by the AART, ARDMS, or NMTCB.

**Required Skills and Abilities** Those skills necessary to perform essential job functions:

1. Demonstrates effective written and oral communication skills consistent with mission and values.
2. Demonstrates technical skills to administer direct patient care tasks and strong knowledge of mammography and related radiographic procedures and equipment.
3. Demonstrates capability of evaluating radiographic quality and determining corrective actions if needed.
4. Demonstrates ability to interpret and comply with outside accreditation and licensure.
5. Demonstrates interpersonal skills necessary to interact effectively with all levels of the organization.
6. Demonstrates effective management/leadership skills including goal setting, planning, assessment and development of associates.
7. Demonstrates ability to prioritize multiple demands.
8. Demonstrates effective team building skills, including empowerment, open communication and flexibility.
9. Demonstrates proficiency in the use of personal computers and various software applications; i.e. word processing, spreadsheets, etc.

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**Working Conditions** Environment within which the work is performed:  
Normal office and hospital environment.

**Reporting Relationships**

Reports to: Administrative Director -

Supervises: All staff relating to Breast Imaging Services at all sites throughout

### MINIMUM QUALIFICATIONS

APPROVALS	
Human Resources: _____	New Entry Date:
Department Head: _____	Revision Date: 1/02, 2/07

The primary intent of this job description is to set a fair and equitable rate of pay for this classification. Only those key duties necessary for proper job evaluation and/or labor market analysis have been included. Other duties may be assigned by the supervisor.