



Diagnostic Imaging Supervisor

Job Title: Diagnostic Imaging Supervisor

Job Code:

Reports to: Sr. Manager Clinical Operations

Status: NA

Overview/Job Purpose

The Diagnostic Imaging Supervisor is responsible for overseeing the daily operations of the Imaging Department to ensure efficient, safe operation, and the delivery of the highest quality patient care possible. They ensure clinical quality, service quality, and assists leadership and Clinical manager(s) to make sure that operations are meeting organizational goals and objectives and appropriate regulatory requirements.

Summary of Primary Duties:

- Works with Clinical Manager(s)/Supervisors to ensure that each imaging team members understand their job description, the desired results associated with their work, and the resources available to achieve the results
- Monitors performance of imaging staff across DCUC network to ensure tasks are completed appropriately including over-read reconciliation, outpatient imaging follow-up, equipment maintenance, clinical training, and other duties.
- Works with Clinical Supervisors to develop the staff training and orientation schedule for imaging departments
- Ensures appropriate and consistent training and development imaging staff to ensure they are capable of performing their duties while assisting with the development of ongoing training/continuing education programs
- Oversees radiation exposure compliance program
- Responsible for planning and executing the implementation of advanced imaging modalities (CT, Ultrasound, MRI, etc.) across the DCUC network as directed by leadership
- Responsible for implementation and oversight of DCUC's mobile imaging operations if applicable
- Communicates with outside provider offices to alert them to imaging services and develop referral relationships
- Works with Sr. Manager of Facilities to manage vendor service contracts and warranties
- Responsible for coordinating all equipment maintenance/testing with direction from Sr. Manager of Facilities
- Performs team member reviews and develops performance improvement plans as needed.
- Plans, assigns, and directs work; reviews department performance for image quality and consistency, addresses complaints and resolves problems within the imaging department
- Responsible for recruiting of imaging staff and participates in interviews and hiring decisions with input from Clinical Manager(s)/Supervisors
- Ensures at all times the department consistently operates in a high quality manner.
- Assists Clinical Manager(s)/Supervisors in leading team meetings, and leads imaging-specific meetings

- Supervises, as required, the imaging team in the conduct of clinical care and provides quality oversight
- Provides consistent weekly communication to the Clinical Manager(s)/Supervisor(s), ensuring that information, reports, and materials are provided, to clearly describe clinic activities and progress toward agreed-upon objectives
- Monitors department performance and works with Clinical Manager(s)/Supervisor(s) to identify areas in need of improvement and develops action plans to resolve issues
- Reconciles imaging over reads and reports and outpatient imaging results

Performance Requirements:

- Courteous, honest, and professional at all times
- Able to communicate and relate well with patients, providers, and other clinical staff
- Able to provide innovative input into the development and ongoing improvement of the clinic and its processes
- Maintains appropriate licensure and certification including meeting and/or exceeding CME requirements
- Efficient, organized and accurate

Education and Experience:

- Graduate from an accredited school of Radiation, Ultrasound, MRI, or CT Technology required, Bachelor's Degree or higher preferred
- Current State of New Mexico licensure
- CPR certification required (must be obtained within 30 days of employment)
- Experience in urgent care preferred
- Two or more year proven supervisor experience required
- Three to five years' experience in an outpatient clinic environment required
- Must have an understanding of ethics of confidentiality.
- High level of computer proficiency

Physical Demands Requirements:

- Heavy Work: Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects or people. Physical Demand requirements are in excess of those for Medium Work

Testing Requirements:

- Tuberculin Skin Test required annually