

## **RADIOLOGIC TECHNOLOGY SUPERVISOR**

### CLASS CONCEPT

This is supervisory and administrative work in the radiology overseeing and coordinating radiography, fluoroscopy, and/or ultrasound procedures under the general supervision of a radiologist. Positions ensures that safety and health control measures are taken to prevent x-ray hazards by posting warning signs and labels, restricting hazardous areas, and by ensuring that personnel wear protective equipment, radiation monitoring badges or dosimeters. In addition, positions ensure that scanning devices are inspected as required, and that employees are measured for radiation exposure as required. Positions ensure the latest safety regulations are posted and/or available, employees/staff have been trained in procedures and report radiation incidents. Positions in this class schedule and may provide training for employees and students to include updates on the proper operation of new equipment and instruments as well as safety measures. Positions ensure that the facility(s) is arranged according to standards and that all equipment, instruments, instruction, and supervisory measures are in place and up-to-date and ensures that stationary, mobile, and portable machines/equipment are regularly inspected and registered. In addition, positions may provide oversight of other diagnostic services such as sonography, as well as services that are contracted out such as MRIs or CTs. Oversight responsibilities for contracted services include ensuring payment of invoices; monitoring frequency and quality of services; monitoring the bid and vendor selection process; and ensuring renewal options.

Positions may also perform a variety of radiologic procedures including prepping and positioning clients, measuring, aiming, and controlling radiation dosages, and processing films and plates.

### SUPERVISORY/MANAGERIAL FUNCTIONS

Supervises radiologic technologists and other diagnostic services by scheduling, assigning and prioritizing work, providing direction and counseling, and conducting performance management reviews during the interim and end-of-work-cycle periods. Positions provide input to management with regard to hiring, dismissal, promotions, and demotions. Will also identify training needs and resources.

### RECRUITMENT STANDARDS

#### Knowledge, Skills, and Abilities

Knowledge and application of the operation and safety procedures for radiography.

Knowledge of stationary, portable, and mobile x-ray machines and equipment and their use and limitations. Knowledge of processing radiographs and fluoroscopes.

Knowledge of anatomy.

Knowledge of policies, procedures, rules, and regulations relative to radiology, confidentiality, and standards administration.

Ability to communicate with a variety of contacts including facility administrators, clinical staff, and vendors.

Ability to maintain detailed records and reports.

#### Minimum Training and Experience Requirements

High school or General Education Development diploma and four years of experience in the operation of radiographic equipment and instruments; or an equivalent combination of education and experience.

#### Special Note

This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class but may not be applicable to all positions.