

ASSISTANT CHIEF OF X-RAY (DIAGNOSTIC)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for supervising and ensuring the smooth functioning of the day-to-day operation of a large radiological department in support of a professional medical staff in the detection of foreign bodies and the diagnosis of disease and injuries in patients, or may be assigned functions to assist with the administration of various projects and initiatives in the department. This requires full knowledge of x-ray technical skills in order to direct staff and train new technicians and student interns both in regular procedures in taking radiographs of all parts of the body, and in special procedures involving work with surgeons using highly sophisticated equipment. Incumbents stay abreast of advancements in various types of x-ray equipment, and must be able to troubleshoot and make minor repairs and adjustments to equipment, as needed. Supervision is exercised over a number of Senior and X-Ray Technicians, student interns, non-professional and clerical support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises a number of X-Ray Technicians in the taking of various types of x-rays for diagnostic purposes;

Provides training and technical direction to the technicians in the taking, processing and developing of x-rays and in new and special procedures;

Supervises darkroom processing of radiographs;

Provides technical assistance to medical and nursing staff in x-ray procedures and processes;

Supervises the x-ray technician student training program instructing students in the various technical phases of radiology;

Troubleshoots equipment failure and difficulties and makes repairs where possible;

Supervises the maintenance and cleaning of equipment, and insures its continuous proper functioning so as not to cause any major interruption in the operation of the department;

Requisitions supplies and equipment to insure adequate inventory;

Personally handles or assigns and supervises emergency situations or procedures of a difficult and complex nature;

Establishes and maintains effective liaison with medical and nursing staff to ensure adequate and timely service and processing of patients;

Arranges the work and vacation schedule of the staff;

EXAMPLES OF WORK: (Cont'd.)

If assigned to administration, assists with research, planning, design and coordination of functions, such as purchase of new equipment, construction of new procedure rooms or other projects, oversight of information systems for the department, etc., to facilitate the implementation, growth, and expansion of programs in the Division of Radiology.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of all modern procedures and techniques involved in the taking of x-ray films for diagnostic purposes; thorough knowledge in the use and operation of various radiographic and related equipment; good knowledge of the human anatomy; good knowledge of specific safety precautions which must be observed in the operation and use of radiological equipment; knowledge of the techniques and methods of effective supervision; skill in the operation and maintenance of all types of radiological equipment; ability to train and supervise the work of others; ability to establish effective working relationships with medical and nursing staff; initiative; tact; sound judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Must possess a valid license and current registration, issued by the New York State Health Department, as a Radiologic Technologist in the field of Diagnostic Radiography; and four years of experience in a hospital X-ray department or a private radiological laboratory performing all types of diagnostic work.

SPECIAL REQUIREMENT: Must possess certification and maintain current registration with the American Registry of Radiologic Technologists (ARRT) in the field of Radiography.