

CHIEF OF XRAY

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, the incumbent of this class is responsible for managing all the technical and administrative aspects of the Radiology Department at the Medical Center. Responsibility involves planning and directing the development and implementation of diagnostic radiological services and programs of the department, the evaluation of the operation of the department to ensure efficient and effective services to patients as part of overall comprehensive services of the Medical Center, and the supervision and training of the technical staff. Responsibility also involves the implementation and interpretation of standards and regulations in the field of Radiology as well as safety and quality control standards. Supervision is exercised over a large number of XRay Technologists and clerical support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs the recruitment, selection, training, evaluation and supervision of a large staff of X Ray Technologists involved in the taking of various types of X-rays for diagnostic purposes;

Implements procedures to ensure that safety and quality control standards are met;

Evaluates and recommends new equipment purchases, and monitors contractual agreements for regular maintenance and repair service to equipment;

Insures that adequate supplies and equipment are maintained;

Ensures the preparation of required reports, records, documentation, statistical and other data, required to meet reporting standards;

Coordinates radiological services with other hospital divisions to ensure efficient and effective services to patients and to meet hospital administrative requirements;

Monitors service delivery by technologists to ensure conformance to internal and regulatory standards and procedures, and implements improvements where necessary;

Evaluates the accuracy and technical quality of X-rays;

Directs the X-ray technician student training program;

Keeps abreast of new developments in the technical field and instructs staff in new techniques and procedures;

Attends meetings and conferences as departmental representative;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of all the modern procedures and techniques involved in the taking of xray films for diagnostic purposes; thorough knowledge in the use and operation of various radiographic and related equipment; thorough knowledge of specific safety precautions which must be observed in the operation and use of radiological equipment; good knowledge of human anatomy; good knowledge of public health administration and the operation of a large hospital; skill in the operation and maintenance of all types of radiological equipment; ability to compile reports; ability to train and supervise the work of x-ray technologists; ability to work cooperatively with a large medical and nursing staff; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; initiative; tact; sound judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of 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 certification and current registration by the American Registry of Radiologic Technologists in the field of Radiography, and either a Bachelor's Degree* in Radiology or a Bachelor's Degree* supplemented by satisfactory completion of an approved program in X-Ray Technology, or the equivalent of such a course of study as determined by the New York State Department of Health, or the New York State Department of Education; and five years of experience where the primary function of the position was in a hospital X-Ray department or a radiological laboratory performing all types of diagnostic work, two of which must have been at the supervisory level.

SUBSTITUTION: Satisfactory completion of 30 credits toward a Master's Degree* in Radiology, Health Care Administration, Public or Business Administration may be substituted for each year of the required experience, exclusive of the supervisory experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

***SPECIAL NOTE:** Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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J. C.: Non-Competitive†
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Job Group: XVI

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