

RADIOLOGY INFORMATION SYSTEMS ANALYST

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Assistant Chief of Radiology-Information Systems, an incumbent in this class assists in the technical implementation, maintenance and operation of the automated information system in the Division of Radiology at the Westchester Medical Center. This system provides a comprehensive database for the Division of Radiology for physician order entries, diagnostic reporting, inventory, scheduling, patient information and data tracking to provide accessible, accurate and complete patient, billing and departmental information. In addition, an incumbent may perform various diagnostic radiologic procedures. Consultative supervision may be exercised as part of the training and development function. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in maintaining, operating and updating the automated database for the Division of Radiology to track physician orders, inventory, scheduling and patient information;

Assists the Assistant Chief of Radiology-Information Systems in training and assisting in-house users to help ensure smooth workflow and develop employee skills;

Updates several data tables consisting of information for the user;

Identifies and troubleshoots any software, hardware, and equipment problems or failures, and takes appropriate action to address problems quickly to insure continued operations;

Works closely with the Information Systems division and software vendors to ensure proper interfacing and that automation meets multidisciplinary requirements;

Reviews and installs any software upgrades to ensure the most up-to-date applications;

Monitors darkroom processing of studies;

Analyzes existing systems, and makes recommendations for new systems to meet the operational needs of the department;

Generates reports regularly for management decision making;

Attends seminars and conferences and keeps abreast of radiological procedures as they relate to automation capabilities;

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

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

May position and provide instruction to patients for radiological procedures and perform scans;

EXAMPLES OF WORK: (Illustrative Only) (Cont.)

May conduct quality assurance tasks, such as FDA certifications, ACD certifications, and pathology tracking;

May perform other incidental tasks, as needed. .

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the application of a systems approach to management informational requirements as it applies to the procedures of radiology; thorough knowledge of techniques, practices and procedures of radiological operations; good knowledge of all aspects of computers and information systems including equipment, programs, systems and functional capabilities; good knowledge of the functional aspects, professional relationships and procedures existing within a large, tertiary care, teaching medical center as they relate to radiology; ability to analyze and understand the various functions, operations, objectives and goals of radiology to adapt automated information systems to meet its needs; ability to establish and maintain effective working relationships with administrative, professional, clerical and other staff; ability to clearly instruct and assist employees and clerical technical personnel in the operation of automated systems; ability to communicate effectively both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; thoroughness; resourcefulness; initiative; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and completion of an approved two year course 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 equivalent of such a course of study in a college as determined by the New York State Department of Education; and two years of experience in a hospital radiology department or a private radiology service performing all types of diagnostic work, one year of which must have included systems analysis and development.

SPECIAL REQUIREMENT: Possession of a license to practice X-Ray Technology issued by the New York State Department of Health at the time of appointment.

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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Job Class Code: C3217
Job Group: XII