AUBURN
Human Resources

Mgr, Radiology Services

Job Description

JOB INFORMATION

Job Code	IA10
Job Description Title	Mgr, Radiology Services
Pay Grade	HW13
Range Minimum	$80,310
33rd %	$101,720
Range Midpoint	$112,430
67th %	$123,140
Range Maximum	$144,550
Exemption Status	Exempt
Approved Date:	8/3/2021 11:54:26 AM
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JOB FAMILY AND FUNCTION

Job Family:	Health & Wellness
Job Function:	Lab

JOB SUMMARY

The Manager of Radiology Services conducts radiography of animals; lectures and instructs veterinary students in radiological technology. Hires, onboards, trains, manages, and performs annual performance reviews of the radiologic technologists. Develops and implements radiology department policies and procedures. Reconciles daily billing, exam reports and images sent to PACS and performs corrective actions as needed. Monitors and tracks all dosimeter badges for faculty, staff, and students throughout the AUCVM. Provides and documents all Radiation Safety for faculty, staff, and students. (Approximately 450 badges).

RESPONSIBILITIES

- Performs Small and Large Animal Radiography as well as Large and Small Computed Tomography, Magnetic Resonance Imaging and Nuclear Medicine on patients from the Veterinary Teaching Hospital. Uses radiation safety measures and protection devices to comply with government regulations and to ensure safety of patients, staff, and students. Adhere to established policies and procedures and maintain open communication with departmental leadership and other staff regarding patient care delivery, technical operations, equipment utilization, regulatory compliance, and continuing education.
- Instructs senior veterinary clinical students in the principles of radiation safety & veterinary radiologic technology utilizing the clinical caseload as laboratories for students.
- Works with technologists and support staff to coordinate patient flow by monitoring hospital information and scheduling systems.
- Oversees the development and implementation of training programs to meet the compliance and safety needs of personnel working in areas relevant to safety and health programs. Facilitates orientation and training for program participants. Ensure all established policies, procedures, standards of practice, and conduct guidelines are followed in accordance with all applicable rules, regulations, and hospital policy.
- Maintains and coordinates all radiology aspects of the computerized veterinary information system as a super-user.
- Answers questions from clients, students, clinicians, and referring veterinarians regarding radiographic technology, equipment, and supplies, as well as the scheduling of exams and duplication/digitization of radiographic images.
- Monitors and maintains all clinical case schedules, logs, charges, files, and locations of clinical case files.
- Keeps radiographic equipment operating by following operating instructions and established procedures; troubleshooting breakdowns; maintaining supplies; performing daily preventative maintenance QA; Scheduling repairs and yearly Preventative Maintenance.
- Provides suggestions and recommendations regarding supplies and equipment purchases. Tracks, maintains, and purchases inventory needs specific to the veterinary radiology section.

RESPONSIBILITIES

- Performs routine back-up, transfer, archive, and retrieval of imaging studies and maintain all necessary records and reports in a correct, timely, and efficient manner as well as create and evaluate softcopy and hardcopy production as needed.
- Provides expertise in decision making, problem solving, conflict resolution, and section operations.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Some college; vocational or Associate's Degree	Coursework in Radiological Technology.	and	5 years of	Experience in radiological methods.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of radiology, associated technology, and safety guidelines and procedures. Developed supervisory skills.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
ARRT - American Registry of Radiologic Technologists		Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting			X			
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:

Ability to see information in print and/or electronically.

Additional Special Requirements:

Rabies vaccine will be required.