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## Auburn University Job Description

Job Title: **Mgr, Radiology Services**

Job Family: No Family

Job Code: **IA10**

Grade HW13: \$70,000 - \$126,000

FLSA status: Exempt

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### 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).

### Essential Functions

1. 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.
  2. Instructs senior veterinary clinical students in the principles of radiation safety & veterinary radiologic technology utilizing the clinical caseload as laboratories for students.
  3. Works with technologists and support staff to coordinate patient flow by monitoring hospital information and scheduling systems.
  4. 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.
  5. Maintains and coordinates all radiology aspects of the computerized veterinary information system as a super-user.
  6. 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.
  7. Monitors and maintains all clinical case schedules, logs, charges, files, and locations of clinical case files.
  8. 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.
  9. Provides suggestions and recommendations regarding supplies and equipment purchases. Tracks, maintains, and purchases inventory needs specific to the veterinary radiology section.
  10. 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.
  11. Provides expertise in decision making, problem solving, conflict resolution, and section operations.
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12. Performs other duties.

### **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.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*



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## Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Some college; vocational or Associate's Degree	Coursework in Radiological Technology.
<b>Experience (yrs.)</b>	5	Experience in radiological methods.

**Substitutions allowed for Education:**  
Indicated education is required; no substitutions allowed.

**Substitutions allowed for Experience:**  
Indicated experience is required; no substitutions allowed.

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

**Certification or Licensure Requirements**  
Registered Radiological Technologist

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## Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, reaching, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires sitting, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 12/9/2022

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