

JOB DESCRIPTION

JOB TITLE: Level 2 Radiographer, Department Head C Hospital

DEPARTMENT: Radiology Department.

ROLE and FUNCTIONS:

Under the direction of the Senior Medical Officer shall:

- Develop strategies for delivery of Imaging Services within an Organizational environment.
- Direct and co-ordinate activities for the delivery of diagnostic radiography services within the specified radiology Facility.
- Maintain acceptable standards of radiographic practice, radiation protection and patient care among the staff within the specified radiology Facility.
- Monitor performance of all systems and technical equipment within the specified radiology Facility.
- Collaborate with Administrative and Technical personnel within the specified Facility to ensure effective operations of the Diagnostic Radiography Service.
- Generate local statistics and reports on the operations of the Diagnostic Radiography Service for purposes of planning and decision-making within the specified Facility.

LIST OF DUTIES:

Under the supervision of the Senior Medical Officer, shall be responsible on a daily basis for all administrative and technical services associated with the routine operation of the specified Radiology Facility These include:

1. Performing routine and emergency radiography according to International standards and as per clinical requisition.
2. Managing the operations of the radiation area assigned to ensure judicious radiation protection and optimum patient care.
3. Supervising staff assigned to the area.
4. Monitoring levels of stock and sundries within the area.

5. Monitoring performance of imaging equipment within the area.
6. Conducting performance evaluations of staff assigned.
7. Liaising with ward/clinic staff and other Heads of Departments to ensure optimum operations between departments.
8. Liaising with maintenance contractors and associated companies to ensure regular preventive maintenance and prompt corrective action
9. Supervising and instructing students/interns assigned on clinical rotation.
10. Compiling statistical data associated with the department.
11. Budgeting for the needs and requirements of the department.
12. Other associated duties within the span of control of the post.

QUALIFICATIONS AND EXPERIENCE

- First degree in Diagnostic Imaging or equivalent.
- Certificate in Supervisory Management..
- Minimum of two (2) years experience in the related area.

SPECIAL SKILLS AND SPECIALIZED KNOWLEDGE

- Ability to maintain professional standards and satisfactory working relationships.
- Good communication skills.
- Good planning skills.
- Good interpersonal skills.
- Time management skills.
- Analytical and judgement skills.

REPORTING RELATIONSHIPS

Supervision received from:

- Senior Medical Officer
- Radiographer with responsibility for Region
- Chief Executive Officer

Supervision given to:

- Radiographers Level I
- Student Radiographers/Interns
- Darkroom Technicians

- Clerical Staff

Liaise with:

- Internally: Chief Executive Officer and other Hospital Administrative staff
Other Department Heads

- Externally: Maintenance contractors and associated suppliers
School of Medical Radiation Technology, Faculty of Medical Sciences,
UWI
Society of Radiographers (Jamaica)
Registrar, Council for Professions Supplementary to Medicine
Members of the Public

Performance Criteria:

The job is satisfactorily performed when:

- Deadlines are consistently met
- Norms and standards are consistent with International standards
- Referring physicians are consistently satisfied
- Radiographers are consistently satisfied
- Clients are consistently satisfied.