

JOB DESCRIPTION

JOB TITLE: Radiographer Level 5, Department Head A Hospital

DEPARTMENT: Radiology Department.

ROLE and FUNCTIONS:

Under the direction of the Senior Medical Officer shall:

- Develop strategies for delivery of imaging services within a Regional and 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 direction of the Senior Medical Officer, shall be responsible on a daily basis for all administrative and technical services associated with the routine operation of specified Radiology Facility. These include:

- Managing the Imaging Services of a Type A Hospital.
- Planning manpower requirements for the service and allocating staff to cover all sections of the department.
- Preparing or reviewing budget submissions for the department.
- Maintaining personnel records for staff.
- Arranging leave and allocating replacement from within the department or liaising with the HR department for outside replacements.
- Ensuring maintenance of quality and safety practices.
- Ensuring maintenance of imaging equipment,
- Liaising with radiologists re imaging policies and procedures.
- Maintaining departmental records and submitting statistics accordingly.

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- Maintaining adequate stocks of supplies in proper storage conditions. Arranging for stock to be issued in a timely manner and as needed.
- Conducting and reviewing performance evaluations of staff assigned.
- Reviewing progress of students/interns assigned to the department.
- Ensuring maintenance of optimum records practices.
- Liaising with heads of other departments to ensure integration of the Imaging services with other services.
- Handling disciplinary issues within the department and referring to HR when appropriate.
- Supervising, consulting on and performing all levels of routine and emergency procedures as required.
- Supervising peripheral hospitals within a specified Region.
- Any other duties as determined by the function of the department and exigencies of the Services, that are within the span of control of the post and which contribute to efficient operations of the Service.

QUALIFICATIONS AND EXPERIENCE

- First degree in Diagnostic Imaging or equivalent.
- Diploma in General Management
- Experience in Quality Assurance
- Very good knowledge of Special Imaging Procedures and other imaging modalities.
- Courses: - Conflict Resolution, Stress Management
- Experience:- Radiobiology, Counseling

SPECIAL SKILLS AND SPECIALIZED KNOWLEDGE

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

REPORTING RELATIONSHIPS

Supervision received from: National Coordinator 6
 Consultant Radiologist
 Senior Medical Officer
 Chief Executive Officer

Supervision given to: Radiographers, Levels 1,2,3,4

Students/Interns/Clinical trainees

Darkroom Technicians

Clerical Staff

Ancillary Staff

Liaise with:

Internally:

Department of Medical Physics

HODs

Maint.

All other depts..

Externally:

Personnel Monitoring Service

Service Agencies

Training Agencies

School of Medical radiation Technology

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
- Clients are consistently satisfied.