

JOB DESCRIPTION

JOB TITLE: Radiographer Level 3, Supervisor of Specialty Area

DEPARTMENT: Radiology Department.

ROLE and FUNCTIONS:

Under the direction of the Chief Radiographer shall:

- Direct and co-ordinate activities for the delivery of diagnostic radiography services within a select specialty area of a specified radiology Facility.
- Maintain acceptable standards of radiographic practice, radiation protection and patient care among the staff assigned to the specialty area.
- Monitor performance of all technical equipment within the specialty area
- Control patient load and flow within a specialty area.
- Collaborate with ward staff, stores and maintenance personnel to ensure effective operations of the specialty area.
- Generate statistics from the specialty area to be included in reports on the operations of the Diagnostic Radiography Service.

LIST OF DUTIES:

Under the direction of the Chief Radiographer, shall be responsible on a daily basis for all administrative and technical services associated with the routine operation of a specialty area within a Radiology Facility. These include:

- Managing the operations of the Specialty area.
- Supervising the staff radiographers and other categories of workers assigned.
- Monitoring the care delivered to patients within the area including reassuring and counseling.
- Monitoring level of stock and sundries as required for use by the area
- Monitoring performance of imaging and other equipment, reporting to Chief Radiographer and liaising with maintenance department when necessary to effect routine or emergency services.
- Liaising with nursing staff and other heads of department on matters relating to patient flow within the area.
- Supervising and instructing students/interns in clinical practice.
- Compiling statistical data monthly for the specified area.
- Performing routine and emergency procedures within and outside of normal working hours.
- Any other duties within the span of control of the post which contribute to efficient operations of the service.

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QUALIFICATIONS AND EXPERIENCE

- First degree in Diagnostic Imaging or equivalent.
- Certificate in General Management
- Knowledge and certification in specific subspeciality.
- Experience:- Radiobiology

SPECIAL SKILLS AND SPECIALIZED KNOWLEDGE

- Ability to maintain professional standards and satisfactory working relationships.
- Good communication skills.
- Good interpersonal skills.
- Time management skills.
- Analytical and judgement skills.
- Ability to participate in training within the subspeciality.

REPORTING RELATIONSHIPS

Supervision received from: Department Head Level 5
Consultant Radiologist

Supervision given to: Radiographers, Levels 1 & 2
Student/Interns
Darkroom Technicians
Clerical Staff

Liaise with: Internally:
Ward supervisors
Stores Manager
Maintenance Manager

Externally:
Service Agencies
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.