

DAVIS COUNTY HOSPITAL  
Job Description

TITLE: Ancillary Services Manager

DEPARTMENT: Radiology, Laboratory, Respiratory Care

JOB GRADE:

APPROVED BY: Debbie Scott

FORMER REVISION: New

LATEST REVISION 09/09

LATEST REVIEW

JOB SPECIFICATIONS:

Education & Training: A high school diploma and completion of an AMA approved school in radiological technology is mandatory. Certification by a membership in the American Registry of Radiological Technology is mandatory.

Experience: Qualification for MRI certification and a minimum of 3 years MRI testing experience is required. Three to five years of management/leadership experience desired. Must possess a current license to practice in Iowa.

REPORTS TO: Chief Operating Officer

**JOB SUMMARY:**

Has primary responsibility for directing and coordinating hospital ancillary activities in the areas of Laboratory, Radiology, and Respiratory therapy. Assumes full time accountability for the departments' services including overseeing the preparation of the operating and capital budgets. Assumes 24 hour responsibility for the management and evaluation of all the services and facilitates maximum accuracy, cost efficiency and productivity for testing, exams and personnel. Works scheduled shifts including weekends, holidays and ON CALL as needed.

Must maintain confidentiality regarding all patients and personnel information for all service departments. Responsible for the knowledge, awareness and the practice of the Davis County Hospital's Safety, Quality, Behavioral Standards and Corporate Compliance Plan.

## **RADIOLOGY**

### ***ESSENTIAL FUNCTIONS:***

- Performs MRI patient exams.
- Instructs/Trains Radiology staff to perform MRI patient exams.
- Maintains open and positive communication with staff, physicians, other hospital departments and others.
- Presents a positive image to community and professional contacts.
- Promotes professionalism within the department, hospital, and community; acts as a role model.
- Oversees continuing education, orientation and competency assessment of personnel.
- Counsels and monitors performance of staff, conducts performance appraisals; promotes staff development, performs disciplinary action when indicated.
- Conducts interviews for perspective employees; works with Human Resource in hiring new personnel.
- Participates in meetings and on committees as requested.
- Holds regular departmental meetings with staff.
- Participates in marketing Radiological services.
- Assures economic success by appropriate allocation of fiscal resources through budgetary preparation and assignment of human and material resources needed to effectively accomplish objectives.
- Review monthly financial sheets for accuracy and take corrective action to rectify discrepancies and patient charge structure annually
- Works closely with the Medical Director of Radiology and functions as a liaison between physicians and management.
- Acts as a resource person for the Radiology staff.

## **RESPIRATORY**

### ***ESSENTIAL FUNCTIONS:***

- Manages the fiscal, personnel and operational functions of Respiratory Care Services and Pulmonary Function Diagnostics.
- Conducts interviews with the Lead Therapist for perspective employees; works with Human Resource in hiring new personnel.
- Counsels and monitors performance of staff, conducts performance appraisals; promotes staff development, performs disciplinary action when indicated.
- Provides leadership and direction to assure excellence, expertise and positive outcomes with regard to technical, clinical and customer satisfaction aspects of service to a diverse patient population.
- Assures, with the assistance of the department Lead Therapist, economic success by appropriate allocation of fiscal resources through budgetary preparation and assignment of human and material resources needed to effectively accomplish objectives.
- Collaborates with the Lead Therapist and Respiratory Medical Director on departmental initiatives and improvements within the scope of Respiratory Care services.
- Provides leadership in multi-disciplinary collaboration, teamwork and effective communication.

- Oversees continuing education, orientation and competency assessment of personnel.
- Generates strategies along with the Lead Therapist for improving operations through active participation in continuous quality improvement.
- Assures department compliance with CLIA and OSHA regulations and standards.
- Participates in the evaluation of equipment and supplies.
- Acts as a resource person for the Respiratory Care staff.

## **LABORATORY**

### ***ESSENTIAL FUNCTIONS:***

- Facilitates maximum accuracy, cost efficiency and productivity of laboratory testing and personnel.
- Conducts interviews with the Lead Technologist for perspective employees; works with Human Resource in hiring new personnel.
- Counsels and monitors performance of staff, conducts performance appraisals; promotes staff development, performs disciplinary action when indicated.
- Evaluates, recommends and coordinates implementation of new tests, instrumentation, and/or methods along with the Lead Technologist.
- Assists the Laboratory Medical Director and Lead Technologist with the development of new tests, equipment evaluations and budgets and monitors expenses. Utilizes quality improvement methods and analysis to increase efficiency and improve cost effectiveness without compromising quality of service necessary for patient care.
- Assures, with the assistance of the department Lead Technologist, economic success by appropriate allocation of fiscal resources through budgetary preparation and assignment of human and material resources needed to effectively accomplish objectives.
- Assures compliance with requirements of laboratory regulatory ( i.e. CLIA) and accrediting agencies (i.e. CMS).
- Coordinates and facilitates the change process.
- Provides input to the development and implementation of departmental goals
- Oversees continuing education, orientation and competency assessment of personnel.
- Acts as a resource person for the Laboratory staff.

### **WORKING CONDITIONS:**

1. Employee is subject to inside environmental conditions more than 99% of the time.
2. Is subject to noise: air conditioning and heating system noise, printer noise, patient call system, buzzers and alarms.
3. Works in well-illuminated (fluorescent lighting) climate-controlled indoor environment.
4. May experience occasional interruptions by telephone calls from people needing information.
5. Possibility exists of exposure to communicable disease.
6. Involvement in patient care may result in unavoidable work-related illness or injury.

7. Is occasionally subject to paint fumes and floor wax. Daily is subject to numerous cleaning chemicals. Chemical hygiene and Bloodborne pathogen guidelines are in place for employee safety.
8. Frequent exposure to Bloodborne and body fluid pathogens. Employees in this job classification have been identified as having the likelihood of occupational exposure to blood or other potentially infectious materials, therefore are included in the OSHA Exposure Control Plan with its specification for preventing contact with the above materials.

PHYSICAL ACTIVITY REQUIREMENTS: (Constant = 67-100% of work day, Frequent = 34-66% of work day, Occasional = 33% or less of work day.)

**Constant**      **STANDING and WALKING:** The amount of time spent standing or walking varies daily, depending on number and types of treatments scheduled. May be standing or walking for more than 50% of a day. This individual may work in all areas of the hospital. Person must be able to move about to accomplish tasks, particularly for long distances.

**TALK and HEAR:** This individual needs to be able to communicate effectively with patients, staff, other medical service providers, etc., throughout the day.

**SEE:** The ability to see is an essential part of this job, this individual must be able to read and monitor the printouts for EKGs, gauges, conduct chart reviews, scan halter print-outs, etc. these functions are performed daily.

**Frequent**      **SITTING:** The time spent sitting varies daily in this position, according to the number and types of treatments. This individual can expect to be sitting approximately 50% of a typical day.

**LIFT, TURN, CARRY, PUSH, and PULL:** This individual is required to transfer and assist patients from sitting to standing, etc. The approximate force required in pounds to assist a 130-pound person from sitting to standing is a maximum of 60 pounds; a 190-pound person requires approximately 140 of maximum force. Some assists may need to be performed with the assistance of another co-worker. Pushing and pulling patients in wheelchairs may be required. The force required for pushing a 130-pound person is approximately 15 pounds and for pushing a 190-pound person, approximately 40 pounds. The equipment used in the respiratory therapy department, with bases on wheels, requires less than 10 pounds of force to move. This individual is required to lift objects from a lower to a higher position or move objects horizontally from position to position.

**REACH, HANDLE, FINGER, FEEL:** The person in this position needs to have good manual and finger dexterity. This is necessary for the proper application of equipment and monitors on patients. In addition, this individual need to be able to open and mix certain medications, handle syringes, etc.

**GRASPING:** Applying pressure to an object with fingers and palm.

REPETITIVE MOTIONS: Substantial movements of the wrist, hands, and/or fingers.

Occasional STOOP, BEND, KNEEL, CROUCH, CRAWL: This individual can expect to bend and kneel occasionally throughout the shift, when setting up and adjusting equipment, or setting patients up on equipment and monitors.

INTELLECTUAL AND EMOTIONAL REQUIREMENTS:

1. Must be self organized, able to work independently, and accept responsibility for completion of daily assignments.
2. Must be able to work under stress when confronted with emergency or critical situations.
3. Must be able to work staying within an exact set of limits, tolerance, or standards.
4. Must demonstrate effective communication skills with staff, patients, and families. Must be able to communicate information, as well as certain patient problems and concerns.
5. Willingness and ability to learn basic purpose, practice, and basis of Radiology, Laboratory and Respiratory services.
6. Learning new techniques, equipment functions, policies and procedures, quickly and effectively as they are revised, devised, and added to the department.
7. Initiative and judgment to complete assignments and make necessary decisions without direct supervision.
8. Able to stay within 30 minutes call time response area.
9. Appearance is to be clean and neat and to have a personality for meeting and working with the public.
10. Stable mental and physical health.
11. To have sight, hearing and tactical senses function well. (Eye glasses, contact lenses, and hearing aide acceptable.)
12. Must have reliable transportation and phone.

TOOLS/EQUIPMENT:

May use screwdrivers and wrenches for disassembling of equipment for minor maintenance and cleaning of equipment.