

UW HEALTH JOB DESCRIPTION

Radiologic Tech Lead - Mammo

Job Code: 500009	FLSA Status: Non Exempt	Mgt. Approval: G. Greenwood, Dr. Michael J. Guite	Date: June 2024
Department : Radiology		HR Approval: D. Ripp	Date: June 2024

JOB SUMMARY

The Radiologic Tech Lead – Mammo is responsible for the daily operation of the Imaging Section. The incumbent is responsible for coordinating patient scheduling and daily work assignments and serves as a resource for the Imaging technologists in the Breast Imaging. The Radiologic Tech Lead – Mammo suggests changes in procedures, policies, and quality improvement, as well as coordinates training and development of the Imaging Specialists, keeping them advised of technological changes. The incumbent identifies cost savings and assures that technical operations stay within the targeted budget. In addition to departmental oversight, the Imaging – Mammography Team Lead demonstrates mastery of all hospital or clinical imaging competencies.

The Radiologic Tech Lead – Mammo may be assigned to work in a variety of Imaging locations and may assist other radiology modalities and/or clinical services. The incumbent independently performs procedures on adults, geriatric and adolescent age groups and performs patient assessment within the scope of practice. The procedures are performed in the various Radiology Imaging locations and clinical sites, The Radiologic Tech Lead – Mammo works collaboratively with staff to prioritize and organize schedules and to triage routine and emergent procedures.

The Radiologic Tech Lead – Mammo coordinates and actively participates in the training of other Imaging technologists, fellows, residents, physicians and visiting health care professionals and serves as a clinical instructor for affiliated imaging training programs and assists in training other Imaging technologists. The incumbent assists with interviews, provides input for annual performance appraisals, evaluates students, and coordinates holiday and call coverage. The Imaging Specialist monitors equipment and provides basic maintenance as required.

The Radiologic Tech Lead – Mammo is responsible for adhering to all FDA guidelines for the Mammography section. The incumbent will initiate and maintain appropriate records for all accreditation processes and inspections. The incumbent is also responsible for the day-to-day upkeep of the structured reporting system in order to run audit reports, statistics and problem solving lists. The incumbent will oversee daily billing review and identify corrections needed.

MAJOR RESPONSIBILITIES

Department Operations

- Schedules and triages procedures based on priority level and skills needed.
- Assures the smooth flow of section activities, recognizing when other staff members need assistance or other resources.
- Provides expertise in decision making, problem solving, conflict resolution, and section operations.
- Acts as the point of contact and resource for hospital staff, physicians, patients and their families.
- Updates imaging guidelines and disseminates protocol changes to staff.
- Monitors daily attendance
- Develops and maintains schedules.
- Monitors equipment and coordinates repairs.
- Coordinates and participates in the training of new employees and staff.
- Monitors supplies and equipment inventories.
- Coordinates reconciliation of patient charges.
- Coordinates holiday and back up coverage.
- Contributes to decision making for hiring and performance evaluation of Imaging employees.
- Maintains the quality assurance program for the section.
- Develops and mentors peers along with holding others accountable..
- Develops protocols and implements quality performance standards.
- Researches and implements new imaging techniques.
- Orientates residents and medical students on diagnostic techniques used in the section.
- Reviews and develops patient education material.
- Instructs and provides guidance for affiliate imaging training program students.
- Prioritizes tasks and duties of all other staff in the section.
- Provides suggestions and recommendations regarding supplies and equipment.
- Assists with collection and data analysis.
- Implements techniques to minimize the occurrence of artifacts and repeats. Assists with special projects and other administrative duties as assigned.

Direct Patient Care

- The Radiologic Tech Lead – Mammo demonstrates mastery of all clinical or hospital-level competencies and performs patient assessment within the scope of practice. The incumbent combines clinical staffing assignments with the various team lead roles and responsibilities. The incumbent may also be removed from staffing assignments to perform assigned duties as necessary.

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Analysis and Communication

- Checks the requisition for complete information and proper procedure and schedules procedures as needed.
- Obtains sufficient information to determine whether the procedure should be performed immediately or within a specific time frame.
- Determines if additional technical support is required and follows the proper procedure for obtaining support.
- Adheres to established section and organizational protocols, QA guidelines and regulatory requirements.
- Interacts appropriately with patients and all care providers.

Imaging Procedures

- Sets up the imaging room to coincide with the examination being performed to include the use of proper isolation precautions when needed.
- Verifies two patient identifiers.
- Explains procedure to patient and provides post procedure instructions.
- Sets up trays, performs time outs and assists physicians in performing procedures.
- Safely transfers patient to and from carts, beds and wheelchairs.
- Positions the patient ensuring patient comfort and modesty.
- Selects proper imaging devices, provides proper shielding for patients and assisting personnel, and sets the machine to obtain optimal images.
- Accurately critiques images and adjusts factors if an image needs to be repeated.
- Properly tracks procedures according to imaging standards.

Responsibilities Supporting Patient Care

- Performs patient assessment and screening within the scope of practice.
- Bills procedures and associated supplies.
- Meets the daily goals of the work group by prioritizing workflow.
- Uses a variety of imaging equipment and understands the capabilities and limitations of each piece of equipment.
- Uses the image archiving system and maintains an expertise in data and image transfer.
- Enters information into the Patient Safety Net.
- Notifies the appropriate personnel when equipment malfunctions or requires maintenance.
- Properly enters service requests when equipment is down.
- Cleans, disinfects, and inspects equipment.
- Checks the status of the imaging equipment to ensure device is in proper operating condition.
- Performs testing to ensure proper calibration and optimal performance of equipment.

Responsibilities Supporting Education and Research

- Assists medical staff and physicists during research projects.
- Assists, instructs and evaluates students from the UW School of Imaging Technologies and affiliates.
- Establishes student outcomes for clinical rotations.
- Explains and demonstrates methodology of various procedures to students.
- Reviews imaging performance results with students.
- Provides guidance for improvements in technical knowledge and skill.
- Assists in record keeping and accumulates statistics and data.
- Explains methodology and demonstrates procedures, equipment, and devices to faculty, residents, and physicians, medical and technical students.

Other

Other duties as assigned.

Maintains licensure, certifications and ongoing CEUs for professional development on a timely basis.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Graduate of a School of Radiologic Technology
	Preferred	Bachelor's degree in relevant field.
Work Experience	Minimum	Two (2) years relevant clinical experience

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	Preferred	Three (3) years of relevant clinical experience One (1) year of clinical experience in a leadership role
Licenses & Certifications	Minimum	<ul style="list-style-type: none"> • ARRT Radiography (R) and Mammography (M) certification by appropriate body (ARRT) • Wisconsin Radiological License • CPR certification within 3 months of hire
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Ability to effectively motivate and lead others. • Self-motivated & directed with regard to an increasing level of understanding and knowledge. • Ability to handle multiple tasks/projects and meets objectives and deadlines. • Effective oral and written professional communication skills. • Ability to demonstrate ethical and professional behaviors at all times. • Ability to maintain patient confidentiality and privacy. • Ability to comply with all HIPAA requirements • Ability to use initiative and independent judgment. • Ability to work independently. • Excellent interpersonal skills with the ability to interact effectively with patients, families, healthcare professionals and equipment vendors. • Knowledge regarding quality improvement and standards of care within practice area. • Capable of demonstrating flexibility with demands of external/internal customers placed on operating functions of the department. • Basic computer skills. • Capable of wearing lead aprons for extended periods of time. • Physical ability to lift and position patients and assist with patient transfers utilizing beds or stretchers. • Understands/Demonstrates the UW Health mission, vision and values throughout job performance. • Ability to work overtime as needed. • Demonstrates critical care skills to patients with higher acuity. (ED, ICU, NICU, PICU, Intraoperative Neuro MR, OR)

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling	Negligible or constant push/pull of items of negligible weight

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	significant degree.		of arm/leg controls	
X	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.