

UW HEALTH JOB DESCRIPTION

Radiologic Tech Lead - Interventional

Job Code: 500007	FLSA Status:	Mgt. Approval: G. Greenwood C. Hassemer	Date: June 2021
Department: Interventional Radiology/AFCH Hybrid OR/OR22 (80240/14930/52580)		HR Approval: J. Theisen	Date: June 2021

JOB SUMMARY

The Radiologic Tech Lead – Interventional functions independently as a member of the Vascular and Interventional Radiology (VIR), Neuro Endovascular Radiology and Vascular Surgery teams. Team members include registered nurses, IR imaging technologists, nurse practitioners, physician assistants, interventional radiology fellows and residents, neurosurgery fellows and residents, vascular surgery fellows and residents, and faculty physicians. In addition to performing procedures, this position acts as the principal radiologic technologist overseeing the technical operations required for the performance of routine and advanced procedures. This individual is responsible for coordinating work assignments including on-call schedule; reviews and updates procedure manuals and protocols; assists in staff education, maintaining competencies and training; performs proficiency testing; ensures daily quality controls and testing for all equipment; provides input to IR Manager regarding hiring and annual performance appraisals for IR Technologist objective staff; and assists in coordination of research and quality improvement projects in the department. The Radiologic Tech Lead – Interv develops and implements systems to assure the smooth and efficient flow of patients for procedures in IR. Duties for this Radiologic Tech Lead – Interv also include all of the objective Interventional Radiology Technologist duties but are not limited to: circulating and scrubbing roles during procedures, patient teaching, assisting with patient care within scope of practice, inventory management and schedule coordination.

This position requires the individual to be flexible in their work schedule. This individual is considered an expert-level IR Tech. The ability to self-direct and to organize a varied workload is required. This incumbent demonstrates competency in assisting with VIR, Neuro Endovascular procedures and Vascular Surgery procedures from newborn thru geriatric patient population.

MAJOR RESPONSIBILITIES

A. Leadership and Staff Education

1. In conjunction with the IR Manager, Medical Directors and Radiology Director, supports development and achievement of organizational goals and objectives.
2. Works to identify and solve operational problems, reduce costs, improve efficiency, and continually improve overall operation of Interventional Radiology.
3. Assists with on-call and late IR Technologist schedules for IR staff including weekdays, weekends, and holiday rotation in collaboration with IR Manager. Submits monthly on-call schedule to paging department.
4. Maintain and controls the supply and equipment inventory par levels and expense for the department.
5. Facilitates product review meetings for VIR and Neuro Endovascular Radiology.
6. Reviews, reconciles, and validates accurate patient procedure and supply charge entry for IR patient procedure hospital billing daily.
7. Reviews, edits, corrects, and validates PACS to ensure accurate patient procedure image labeling for IR patient procedures daily.
8. Reviews, edits, correct and validate Inventory Management documentation to ensure accurate patient supply charge entry and par levels daily.
9. Promotes and models appropriate open and effective communication among staff, patients, and providers.
10. Maintains constructive, positive working relationships with other units and support staff.
11. Shares responsibility for ensuring a safe and therapeutic environment for patients, families, visitors, and staff.
12. Assists with planning to modify policies, procedures, staffing and expenses as required by new administrative strategies, CMS and TJC regulations and conditions of coverage or as reimbursement changes dictate.
13. Works to identify cost effective alternatives for staffing, equipment and supplies while maintaining high level quality of care.
14. Collaborates with the IR Manager and Medical Directors in planning, guiding, and evaluating technical staff's clinical skills and competency.
15. Serves as a clinical and technical expert resource to all staff, fellows, and physicians as appropriate.
16. Precepts newly hired IR Technologists. In conjunction with the IR Manager ensures new IR Technologists receive adequate and appropriate training, education, and clinical support during orientation.
17. Precept and train all staff, including fellows to the scrub role. Assists with cross-training nursing staff.
18. Communicates and interacts with all staff, internal and external customers in a professional manner.
19. Creates and promotes a healthy positive work environment.
20. Participates in the process to ensure established IR Technologists perform annual competencies, complete required testing and have access to appropriate continuing education opportunities.
21. Provide educational training and review sessions to prepare IR Technologists for the VI examination and certification.
22. Serves as a role model to all personnel by demonstrating a high level of expertise with IR systems, including trouble-shooting skills, effective interactions with patients & staff, leadership ability and professional behavior.
23. Provides feedback on staff members as requested by Manager for annual performance evaluation process.
24. Participates in activities supporting the advancement of clinical practice through best practice literature, professional organizations, research and hospital committees and councils.

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B. Direct Patient Care and Clinical Skills

1. Implements safe, competent, and efficient procedure care to IR patients within policies, procedures, and standards of care across a variety of populations and complexity of situations within the scope of practice.
2. Demonstrates expertise in IR Technologist technical skills, image-acquisition, transferring and archiving of images, trouble shooting skills and expert knowledge of supplies and equipment used during IR procedures.
3. Responsible for initiating and collecting IR Technologist dosimeters in conjunction with the UWHC Radiation Safety Officer.
4. Oversees and actively participates in annual and monthly IR competencies.
5. Demonstrates an expert knowledge of radiological equipment & safety, shielding techniques, expert imaging skills and equipment trouble-shooting skills, analyzing and recording equipment and other equipment utilized in the IR department.
6. Duties for this position include but are not limited to circulating and scrubbing roles during procedures, patient teaching, assisting with patient care within scope of practice, inventory management and schedule coordination.
7. Systematically and continuously collects, assesses, and documents data in collaboration with the multidisciplinary team to provide procedural care for the patient. Documentation of the procedure and medical care during procedure will require basic computer skills to complete electronic medical record.
8. Performs at an expert clinical level and assists the physician in the performance of pediatric and adult VIR, Neuro Endovascular procedures and Vascular Surgery procedures, including both diagnostic and interventional.
9. Assures that informed consent has been obtained on the patient prior to the start of the procedure and that all questions and concerns have been answered to the patient's satisfaction. Actively participates in the Universal Protocol for all procedures.
10. Implements safe, competent, and efficient care to patients within UW Health and departmental policies, procedures, and standards across a variety of populations and complexity of situations.
11. Able to identify adverse events or unanticipated outcomes using critical thinking skills and notifies the medical staff including nurses and physicians appropriately.
12. Demonstrates technical skills, trouble-shooting skills and expert knowledge of supplies and equipment used during VIR, Neuro Endovascular procedures and Vascular Surgery.
13. Practices Radiation Safety in accordance with regulations. Selects accurate technical factors on an individual patient basis. Applies knowledge of radiation physics and safety regulations to limit radiation exposure of the general public, patient, fellow workers and self to as low as reasonably achievable (ALARA) and exercises discretion and judgement in the performance of radiographic procedures.

C. Quality Care and Performance Improvement Initiatives (PDCA)

1. Supports medical and nursing management of patient-family centered care daily.
2. Supports patient advocacy, patient rights and responsibilities and service standards.
3. Assists IR Manager with accurate data collection, documentation, and data entry for compliance of TJC Comprehensive Stroke Center and Trauma accreditations
4. Maintains documentation and records, staff competencies, monitors and performs all relevant technical quality indicators as required by TJC standards.
5. Collaborates with and contacts outside consultants as needed to ensure equipment functionality, maintenance and other services are performed on schedule.
6. Performs specialty equipment troubleshooting, repair and maintenance as indicated or instructed by vendor or clinical engineering.
7. Analyzes and assists in resolving problems resulting in improvement of patient care, practice, and system operations.
8. Initiates PDCA projects which improve clinical practice, patient outcomes and delivery of patient-family centered care in the IR Department.
9. Participates in and assists with IR clinical research programs.
10. Actively participates in quality improvement projects (i.e.NES)

D. Professional Development

1. Develops and plans individual own professional growth and development in relation to expectations for practice in our specialty area.
2. Attend continuing educational programs, in-services, and conferences to maintain and advance expert skills and knowledge level.
3. Maintain VI certification.
4. Maintain current BLS certification.
5. Participate in ongoing, unit-based quality improvement programs.
6. Continue to enhance all clinical skills and expertise.
7. Provide monthly unit-based in-services, educational programs, and training opportunities for staff.
8. Membership to professional organization related to specialty.

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
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	Preferred	Bachelor's degree in relevant field.
Work Experience	Minimum	Two (2) years clinical experience
	Preferred	Three (3) years of clinical experience One (1) year of clinical experience in a leadership role
Licenses & Certifications	Minimum	<ul style="list-style-type: none"> • Certification by appropriate body (ARRT) and valid Wisconsin Radiological License - ARRT (R) (VI) or (CV) • CPR certification required 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 external 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 required. • 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. <p>Demonstrates critical care skills to patients with higher acuity. (ED, ICU, NICU, PICU, Intraoperative Neuro MR, OR)</p>

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,

<input checked="" type="checkbox"/>	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
<input checked="" type="checkbox"/>	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
<input checked="" type="checkbox"/>	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
<input checked="" type="checkbox"/>	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.	Up to 20#	Up to 10# or requires significant	Negligible or constant push/pull of items of

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	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 significant degree.		walking or standing, or requires pushing/pulling of arm/leg controls	negligible weight
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.