

## RADIOLOGY UNIT LEADER

Position Assigned To: Michael D'Alessandro, M.D.

You Report To: J. Kemp, Director, Professor, Pathology (Ancillary Services Director)

Operations Command Center: 1329A & B JCP – Conference Rooms I & II Telephone: 319-356-2813

**Mission:** Maintain radiology and other diagnostic imaging services at appropriate levels. Ensure the highest quality of service under current conditions.

**Time  
Completed**

**Immediate**

- \_\_\_ Receive appointment from Ancillary Services Director.
- \_\_\_ Read this entire Job Action Sheet and review the organizational chart on back.
- \_\_\_ Put on position identification vest.
- \_\_\_ Receive briefing from Ancillary Services Director with other subsection unit leaders; develop a subsection action plan.
- \_\_\_ Evaluate Radiology Service's capacity to perform x-ray and other appropriate procedures:
  - Number of operational X-ray suites
  - Number of operational portable X-ray units
  - Number of hours of film processing available
  - Availability of CT scan or MRI
  - Availability of fluoroscopy
- \_\_\_ Report status to Ancillary Services Director.
- \_\_\_ Provide radiology technician and portable X-ray unit to Immediate and Delayed Treatment Areas, if available.

**Intermediate**

- \_\_\_ Contact Materials Supply Unit Leader in anticipation of needed supplies.
- \_\_\_ Send any unassigned personnel to Labor Pool.
- \_\_\_ Inform patient care areas of currently available radiology services.
- \_\_\_ Communicate with Patient Tracking Officer to ensure accurate routing of test results.

**Extended**

- \_\_\_ Provide for routine meetings with Ancillary Services Director.
- \_\_\_ Review and approve the documenter's recordings of action/decisions in the Radiology Services Area. Send copy to Ancillary Services Director.
- \_\_\_ Observe and assist staff who exhibit signs of stress and fatigue. Report concerns to Ancillary Services Director. Provide for staff rest periods and relief.
- \_\_\_ Other concerns: