

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Medical Services		CLASSIFICATION TITLE Senior Radiologic Technologist, Correctional Facility (Specialist)				
		WORKING TITLE				
		COI Yes ☐ No ☐	WORK WEEK GROUP	CBID	TENURE	TIME BASE
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO				
INCUMBENT (If known)		EFFECTIVE DATE				
California Department of Corrections and Rehabilitation (CDCR)/ California Correctional Health Care Services (CCHCS) values all team members. We work cooperatively to provide the highest level of health care possible to a diverse correctional population, which includes medical, dental, nursing, mental health, and pharmacy. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR/CCHCS mission.						
PRIMARY DOMAIN:						
Under the clinical direction of the Chief Medical Executive, and the direct administrative supervision of the Chief Support Executive or Correctional Health Services Administrator I/II, Correctional Facility (CF), the Senior Radiologic Technologist, CF (Specialist), performs the most difficult technical radiological work and provides lead direction to the Radiologic Technologists, CF, lower-level staff, and/or the incarcerated workers. Maintains order and supervises the conduct of the incarcerated and protects and maintains the safety of persons and property.						
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use addition sheet if necessary)</i>					
	ESSENTIAL FUNCTIONS					
40%	Directs radiology operations, instructs, directs, assigns, and checks the work performed in the Medical Imaging Services (MIS). Ensures compliance with State laws and Department policies and procedures. Performs the more complex range of radiographic services including scheduling all onsite/offsite examinations, digital imaging, fluoroscopy, and portable x-rays. Explains the process and prepares patients for radiological procedures. Ensures the proper and appropriate exam images are produced in accordance to the radiologist's protocols. Determines the most accurate positioning of the patients; selects the correct techniques and patients assessments. Performs					

	quality radiographic procedures utilizing <i>As Low As Reasonably Achievable</i> principles through proper technique selection, shielding, and collimation. Cleans and maintains all equipment. Maintains security in area of responsibility and ensures all protective lead shielding is inspected and replaced as needed.
25%	Reviews, revises, develops, and improves local workflows including written procedures for the Radiology Department. Coordinates with the Chief of Medical Imaging to ensure State regulations and standards for radiation protection and safety are met. Compiles various reports such as number of patients seen, and types of procedures performed. Oversees the proper handling and maintenance of MIS equipment; and consults with service representatives and arranges for repairs as necessary. Performs quality control/assurance on all MIS operations. Participates in process improvement workgroups and medical committees.
20%	Monitors all MIS functions, including staff schedules, staff observance of radiation safety principles, status of staff certification, use of radiation detection badges, etc. Assists in arranging for back-up coverage during staff absences. Participates in hiring interviews. Provides radiology information or assistance to physicians as necessary. Assists with preparation of the Radiology Department's annual budget; and assists institutional staff with fiscal and administrative functions in the MIS departments. Manages correspondence, procurement invoices, and inventory systems. Maintains MIS supply inventory and reorders as necessary. Assists with identifying staff development and training needs and trains technologists, students, and aides in the operation of equipment, Department procedures, method of patient care, radiological techniques, and positioning.
10%	Maintains and updates local policies and procedure (P&P) manuals for MIS to meet statewide P&P. Ensures that all required licenses, certifications, and safety procedures are current and posted. Maintains all equipment according to manufacturer guidelines. Attends In-Service Training as required. Maintains professional licensure/certification by attending continuing medical education as required.
5%	Performs other duties as required
	KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Modern radiologic equipment and techniques; regional and gross anatomy of the human body; standardized radiologic clinical procedures; thorough knowledge of the hazards of radiologic materials and the safety precautions required; the operation and care of modern radiologic equipment; and the ordering and storing of supplies. <i>Ability to:</i> Communicate effectively at a level required for successful job performance; administer emergency aid for shock; prepare solution used in processing x-ray film and process film; keep simple records, file film correctly, and compile reports; follow directions; analyze situations accurately and take effective action; establish and maintain cooperative working relationships with others; formulate and maintain a records system and determine the types of reports to be compiled; and assist with personnel, equipment, and supply budgets. Operate Radiological Information System/Picture Archiving and Communication System, Electronic Health Record System, and other electronic medical record devices. CERTIFICATE REQUIREMENT A current valid certificate as a certified Radiologic Technologist in diagnostic radiologic technology issued by the California State Department of Health Services. EDUCATIONAL REQUIREMENT Completes continuing education as required for maintenance of Radiologic Technologist certificate.

ADDITIONAL DESIRABLE QUALIFICATIONS

American Registry of Radiologic Technologists certification and multi-modality (general radiography, Computed Tomography, Magnetic Resonance Imaging, and Ultrasound).

SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT

- CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a "NO HOSTAGE" policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this.

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of the incarcerated.

Assignments may include sole responsibility for the supervision of the incarcerated and/or the protection of person and real property.

SPECIAL PERSONAL CHARACTERISTICS

- Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE