Position Title: Imaging Department Director

Department: Instruction

Reports to: Dean of Clinical Sciences

Classifications/ FLSA Status: N/A (Exempt) (Faculty Position)

Primary Function: The imaging department director is responsible for overseeing the functions of the imaging department manager for the efficient operation of the department.

Key Responsibilities:

Instruction

1. Oversee the imaging department manager for the efficient operation of the imaging department
2. Set annual goals for the imaging department that will contribute to the attainment of college and chiropractic center goals and objectives
3. Prepare the annual imaging department budget in conjunction with the imaging department manager
4. Research and coordinate the purchase of all diagnostic imaging equipment for the college in conjunction with the imaging department manager
5. Assist in specialty imaging for chiropractic center patients when necessary
6. Provide consultation time for chiropractic center case doctors and/or interns regarding radiology report findings of their patients, need for additional imaging, or possible need for advanced imaging referral
7. Meet with the imaging department manager as needed to discuss any challenges encountered in the department and viable solutions for improvement
8. Oversee the imaging department manager in coordination of the XRI program

9. Utilize outcomes information to ensure effectiveness of the doctor of chiropractic educational program as it relates to the imaging department

10. Provide a challenging yet supportive learning environment within the imaging department

11. Ensure for valid student assessments that accurately measure imaging related learning objectives and represent the rigor commensurate with the preparation of primary health care providers

12. Ensure appropriate equipment and training of staff to produce the highest quality imaging while maintaining patient safety and keeping exposures as low as reasonably achievable (ALARA)

13. Demonstrate commitment to the mission of Sherman College and support The Sherman Chiropractor in any way correlated to the position.

Professional Development /Scholarship

1. Participate in activities that enhance individual, personal and professional growth

2. Acquire new skills for programmatic enhancement and development

3. Set annual professional goals that will contribute to the attainment of college goals and objectives

4. Actively engage in the continuous improvement of teaching and learning through ongoing scholarship, teaching innovation, collaboration, and peer review

5. Utilize individual and college-wide outcomes information for the ongoing development and effectiveness of the doctor of chiropractic educational program

6. Maintain certificates and/or licenses necessary for employment eligibility

7. Post and maintain appropriate office hours.

Service to the College and Community

1. Demonstrate responsibility for shared governance of the college through active participation and contribution to Faculty Senate and college committees

2. Serve as a faculty mentor to assigned students and faculty members

3. Lend enthusiastic support to college and chiropractic center policies and to fellow faculty doctors, particularly in the presence of interns and support personnel

4. Ensure a clean, safe and comfortable imaging department environment

5. Attend and participate in imaging department meetings

6. Attend commencement exercises, faculty senate meetings, and college committee meetings

7. Attend and/or participate in the annual college Lyceum program

8. Participate in imaging department research studies

9. Assume any other duties that may be assigned by the Dean of Clinical Sciences.

Basic Experience, Knowledge and Skills:

1. Doctor of Chiropractic degree

2. Understanding of, and desire to share, the philosophy, science, and art of principled chiropractic

3. Maintain a valid Doctor of Chiropractic license in the state of SC

4. Have at least four years of practice and/or teaching experience

5. Possess excellent supervisory and organizational skills

6. Possess excellent written and verbal communication skills

7. Possess additional knowledge/credentials in the area of radiographic imaging

8. Demonstrate proficiency in screening radiographs for analytical/diagnostic quality, unusual findings, or contraindications to chiropractic adjustment

9. Have experience in MS Office.

Physical demands and work environment:

Physical Demands: While performing the duties of this job, the employee is occasionally required to walk, stand, stoop, pull, sit; use hands and fingers, handle, grasp or feel objects and controls; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision and the ability to adjust focus.

Exposures: Employee may be exposed to chemicals, fumes and odors in the course of performing the duties of this job.

Work environment: While performing the duties of this job the employee works in a controlled environment with usually minimal noise level.

Access to Protected Health Information (PHI) related to Group Health Benefit Plan

The above responsibilities require that this position have access to PHI.

Specific training on what PHI is and how to handle it in a confidential manner is required.

General sign-off: The employee is expected to adhere to all company policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description:

Signature: _____ Date: _____