Position Title:	**Imaging Department Manager**
Department:	Chiropractic Center
Reports to:	Imaging Department Director
Classifications/	
FLSA Status:	Level II (Full-Time / Exempt)
Primary Function:	The imaging department manager is responsible for conducting and/or supervising all functions necessary for the safe and efficient operation of the imaging department. The imaging department manager shall serve as the supervisor of the imaging department personnel.

Key Responsibilities:

- Coordinate operations of the imaging department with the imaging department director
- Manage daily functions of the technical imaging support personnel including daily maintenance of departmental logbooks and electronic patient records
- Assist the technical imaging support personnel in ensuring the x-ray department is adequately staffed during chiropractic center hours of operation
- Ensure compliance with all applicable South Carolina DHEC rules and regulations concerning diagnostic imaging equipment, patient safety and confidentiality
- Schedule and coordinate maintenance as needed of all imaging units and digital acquisition equipment and maintain accurate records of such maintenance
- Conduct formal clinical evaluations of interns' radiographic positioning skills and maintain associated records
- Utilize outcomes information for the ongoing development and effectiveness of the doctor of chiropractic degree program

- Provide a challenging yet supportive learning environment for students and interns within the imaging department

- Coordinate activities with off campus support personnel such as radiology reading services, equipment and software technicians, and remote faculty

- Assist as needed in the coordination of any research projects involving the imaging department

- Perform and/or directly supervise the administration of diagnostic imaging exposures of patients

- Work directly with, train and oversee interns in the department

- Provide instruction and integration of didactic radiographic course material during teachable moments in the department

- Report any serious violations of health center policies or procedures to the imaging department director and/or dean of clinics

- Assist in quarterly practical evaluations of students/interns as needed

- Assist in quarterly clinic Entrance/Exit exam testing

- Meet with the imaging department director as needed to discuss any challenges in the imaging department and viable solutions for improvement

- Meet with the imaging department director annually for development of the imaging department budget

- Set goals for the department that contribute to its continued improvement, the student/intern learning environment, enhanced patient care experience, and attainment of chiropractic center and college objectives

- Demonstrate commitment to the mission of Sherman College and support development of the Sherman College Chiropractor in any way related to the position

- Assume any other duties assigned by the imaging department director or dean of clinics.

Basic Experience, Knowledge and Skills:

1. Valid degree from an accredited school of Chiropractic or Radiologic Technology

2. Current DC degree or current registration/certification with the ARRT

3. At least four years of clinical practice experience or clinical radiological experience
4. At least two years of successful management/supervisory and or teaching experience
5. Experience in Digital Radiography
6. Understanding of conventional radiography
7. Proficiency in general screening for image quality and possible abnormalities.
8. Experience and understanding of MS Office Outlook, Word, and Excel
9. Good communication skills, organizational skills and attention to detail
10. Positive attitude and pleasant, approachable demeanor
11. Understanding, appreciation and respect for the chiropractic philosophy, art and science.

Preferred Experience, Knowledge and Skills:

1. Experience in advanced imaging modalities such as CT/CBCT
2. Experience/knowledge/credentials in the area of chiropractic radiography.

Physical Demands and Work Environment:

Physical Demands: While performing the duties of this job the employee is required to walk, stand, stoop, pull, push, lift and/or carry up to 30lbs, sit, squat or kneel, use hands and fingers to grip, handle, grasp or feel objects or controls, reach with hands and arms, talk, hear, and work in a range of lighting conditions from full to dimmed light, to complete darkness when required. Specific vision requirements required by the job include close vision, distance vision, and the ability to adjust focus.

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

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

Access to Protected Health Information (PHI) Related to the Group Health Benefit Plan

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

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 act as a role model in the adherence to policies.

I have read and understand this explanation and job description:

_____ _____

Signature: Date: