

## GUIDELINES FOR THE ACC SUPERVISOR

### Purpose:

Due to the physical separation of the ACC from the hospital, the Radiology Technologist 3 will be required to function as the area supervisor. These duties include but are not limited to the items listed below.

- Be responsible for handling problems that occur in the ACC/Women's & Children sections and be a liaison to handle radiology related problems with other clinics.
- Must determine when technologists are needed for coverage and coordinate these efforts with Cathy Beauregard so as not to impede patient flow.
- Ensure that all technologists are verifying images that are of diagnostic quality and are verified on the PACS in a **timely** manner within an hour so as not to cause a delay in the radiologist's reading.
- Responsible for correcting/documenting any errors on PACS and reporting any problems to the manager if necessary.
- Responsible for checking the Tracking Monitor function on the RIS to ensure that proper tracking steps are being followed according to the policies set forth in the Diagnostic Imaging department.
- To supervise technologists/students when necessary.
- To train and/or educate new technologists/students who are still in the training process.
- Must be able to notify appropriate personnel and initiate all call procedures in the event of a disaster.
- Responsible for maintaining and reporting any equipment failure(s) to service providers.
- To ensure that the designated areas are not violating Infection Control Guidelines, JCAHO guidelines, etc that have been proposed in hospital policies.
- To provide lunch, breaks, and relief (to attend educational meetings, in-services, and staff meetings) to all employees when necessary.
- Held accountable for being fair and acting in a professional manner when dealing with co-workers and does not become involved in workplace gossip, rumors, or other non-related work issues.
- Responsible for reporting to the manager any problems that arise with staff or areas which may need improvement.
- Responsible for completing paperwork for on-the-job employee injuries, patient injuries, variance reports, PPR's, evaluations, or any Performance Improvement data needed by the department.

LSUHSC Shreveport  
Radiology Department  
Proc 12.14

Reviewed: 12/24/06  
Revised: 01/09