



Choctaw Health Center

Department Name
210 Hospital Circle
Choctaw, MS 39350-6781
Department phone number

JOB ANNOUNCEMENT # 445135

POSITION TITLE: Radiology Supervisor
SALARY: Tribal Pay Scale Grade
SUPERVISOR: Radiology Department
JOB LOCATION: Choctaw Health Center
TYPE OF EMPLOYMENT: Regular Full Time/Exempt/Essential
OPENING DATE: JUNE 08, 2022 JUN 08 2022
CLOSING DATE: JUNE 22, 2022 OR UNTIL FILLED

Mission Statement: The Mission of The Choctaw Health Center is to raise the health status of the Choctaw People to the highest level possible.

Vision Statement: Our vision is to achieve a health community through holistic health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw Community

The Choctaw Health Center is a twenty bed hospital located in Choctaw, Mississippi off of State Highway 16 on the Mississippi Band of Choctaw Indian Reservation. The Tribe consists of eight communities, Bogue Chitto, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine and Tucker. It serves approximately 11,000+ members of the tribe's population across a ten county area in East Central Mississippi. It is an 180,000 square foot comprehensive health care center with three satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

SCOPE OF SERVICE AND EFFECT:

The Choctaw Health Center is a 20 bed hospital centrally located in Choctaw, Mississippi off of State Highway 16 West on the Mississippi Band of Choctaw Indian Reservation. The Tribe consists of eight communities: Bogue Chitto, Bogue Homa, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine and Tucker. It serves approximately 10,000 members of the tribe's population across ten county areas in central Mississippi. It is a 180,000 square foot comprehensive health care center with three satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

The Operations Manager of the Diagnostic Radiology/Medical Imaging Department will be under the general direction of the Radiology Department Supervisor and will be expected to perform under the rules and regulations of the Diagnostic Radiology/Medical Imaging Department Policy and Procedures.

RESPONSIBILITIES:

1. Plans, directs and supervises Radiology activities to facilitate efficient operation, smooth patient flow, availability of Radiology personnel, and ensures that patient's and doctor's radiology needs are adequately met. Must have familiarity with mammography equipment and procedures. Radiology services are to be provided on a 24-hour, seven days a week basis. These services will be provided by the Radiology Supervisor, Radiology Technologists, a transcriptionist, and a consulting Radiologist.
2. Determines the best methods, procedures and techniques applicable to our service unit and selects equipment which fits our needs, space and budget. On doing this, the incumbent must choose methods and equipment giving maximum efficiency with sufficient accuracy, sensitivity and a unit cost which will conform to our budget. This requires working very closely with the medical staff, administration, and maintenance, as well as keeping abreast of the latest developments in testing techniques and equipment.
3. Ensures that procedures and techniques of the Radiology units are kept up to date by reading journals, bulletins from ARRT, ASRT news, various reading material from research labs and medical supply houses, procedure manuals, radiology news and magazines, publications of radiologists, and recent texts. Attends various seminars, meetings and conventions. Associates with fellow technologists in the state and discusses common problems and visits radiology supply company exhibits. Maintains a file on each supply company with descriptions of new tests and equipment.
4. Incumbent must have some knowledge of the mechanics of equipment. Must carry out routine maintenance on all equipment. Must know appropriate repair personnel to call in case of an emergency.
5. Ensures that available and adequate supplies and equipment are maintained. This requires knowledge of sources of supply, proper completion of requisition forms and knowledge of lead time to receive supplies, amount of stock necessary and decomposition time of materials.
6. Consults with medical officers to meet peak loads and to expedite test procedures. Works with nursing staff, dietary department and the pharmacy department to ensure proper preparation of the patient for specific test. Informs personnel regarding radiation safety precautions and use of film badges. Responsible for making sure the radiology department is kept clean.
7. Submits monthly, quarterly and annual reports to the QM Department.
8. Responsible for the logging in of all radiology services performed by the department staff. Makes sure all radiology reports are in its proper place. Maintains an up to date quality control system on the x-ray machines, as well as, maintaining an interesting case file.
9. Supervises individual or by series (i.e. head work, all extremity work, upper and lower, all spine work/bone densities, all trunk work/bone densities, all chest, trunk

- work/tissue densities, etc.)
10. Supervises and/or organizes special or other diagnostic tools which may be helpful in the diagnosis of a patient's condition as deemed necessary by a qualified physician, (i.e. echocardiogram, MRI, Ultrasound, etc.).
 11. Has thorough knowledge of radiation protection standards, devices, and techniques including concepts of accumulated dosage and genetic changes, effects of radiation on living organisms, and the effects of radiation exposure on the patient, as well as, the operator in order to assure that adequate safeguards are maintained. Must be able to recognize when changes of equipment or procedures might result in increased exposures, and to recommend methods to prevent such exposures.
 12. Has knowledge of pediatric radiography including methods of handling children, special restraining equipment availability and protective measures applied in order to get satisfactory radiographs without unnecessary radiation exposure.
 13. Has knowledge of basic nursing practices related to radiography including emergency cardiac arrest procedures, principles of subcutaneous, intramuscular and intravenous injection.
 14. Has knowledge of anatomy and physiology such as location appearance and function of the various major systems, including muscular, circulatory, lymphatic, respiratory, digestive and urinary systems in order to interpret the examination request accurately; to understand the function and interrelationship of the various organs appearing on the medical image and various states of the examination to judge the acceptability of the medical image for diagnostic use. Knowledge of the effects of common medical and surgical diseases upon radiographic examinations; examples such as the more common abnormalities of veins and arteries, results of respiratory conditions such as emphysema, pneumonia, and sinusitis or peptic ulcer in order to recognize the conditions, and to adjust so as to assure that the radiographic studies properly illustrate the condition.
 15. Checks the medical image to sufficiently to ensure that the film is artifact free, correctly positioned, correctly exposed, correctly developed, and are the best radiograph that can be taken. Incumbent takes initiative to take additional films to obtain clearer diagnosis. Call significant findings to the attention of the medical officer. Reads radiographic reports by the radiologist for his comments and possible suggestion for additional positions and techniques that will aid in further diagnosis.
 16. Has knowledge of basic physics, including electrical circuits, load limits of various tubes and the properties of x-rays in order to understand the operation of x-ray equipment, monitor the equipment for proper operation, make minor changes to standard procedures to compensate for equipment aging and capacity of tube. The incumbent will use this knowledge to determine and request when maintenance of repairs or equipment update or replacement is necessary.
 17. The cultural background of the Indian patient presents aspects which require the resourcefulness of the incumbent to secure their cooperation and willingness to subject themselves to diagnostic tests. The incumbent uses extreme tact with the patient and obtains their confidence and cooperation. He/she explains (through an interpreter, if necessary), and demonstrates the positions and/or breathing techniques for the radiographs needed. Makes patient comfortable and explains the need for the test performed. Answers questions and uses terms and explanations of instructions that patients can comprehend and follow.

DUTIES:

1. Is under the general supervision of the Chief Medical Officer. Technical guidance is received from the consulting Radiologist who is available for guidance on overall policies to be instituted in the Medical and Radiology departments. Is technically responsible for the accuracy and quality of all work and for conforming to the manuals of radiology procedures. Evaluation of performance is based on effectiveness in the accomplishment of day to day and special activities by the total radiology staff in an expeditious and efficient manner.
2. The position has the responsibility for providing high quality radiological services for the Choctaw Health Center. The duties involved are varied, but must be accomplished with the same goal in mind, must have sufficient knowledge to be able to perform all of the radiographic procedures provided by this department. Must realize that no two patients are alike. With this in mind, must take into account all of the elements that may cause a deviation from the normal and be able to correlate this with findings. It must be stressed that the time is of the essence when dealing with procedures performed by this department. Bearing this in mind, the incumbent must work rapidly and often under pressure to obtain results that are not only rapid but accurate. This position requires sound judgement and the ability to make decisions as to the validity and reliability of the test results. Must have the ability to detect technical difficulties and the knowledge to solve them in order to provide continuous, high quality health care.

WORK ENVIRONMENT:

1. The Radiology Supervisor will be working inside the Choctaw Health Center Radiology/Medical Imaging Department.
2. Normally works in a well-lighted, well-ventilated, high tech digital area.
3. Must follow safety standards and utilize Universal Precaution Procedures.
4. Uniform required while on duty.
5. Employee lockers are furnished for clothes.

PHYSICAL DEMANDS:

1. Moderate physical work.
2. Ability to exercise independent judgement and maintain emotional stability under stress.
3. Flexibility to handle changing situations and emergency needs.
4. Near visual acuity for reading and preparing reports, forms and policies.
5. Good leadership, initiative and judgement skills.
6. Should be able to use common sense and be a fair judge of character.
7. Requires frequent talking, listening, reading and writing.

HOURS WORKED:

Work schedules will cover a 40 hour work week. Employee is responsible for punching in and out as scheduled. Tribal personnel policies will apply for Regular, Overtime, Night differential pay, Sunday differential pay, Holiday pay and for sick and annual leave. Employee will be called back to duty under certain circumstances such as short staff or emergencies. Eligible for uniform allowance.

QUALIFICATIONS:

1. Associate of Science degree in Radiological Technology and/or certificate from a hospital based program in Radiological Technology. ARRT affiliate and registration required. ASRT registration and additional ARRT certification/registration desirable.
2. Five years' experience as a Radiologic Technologist or Three years' experience as a supervisor of a radiology department.
3. Formal training in and knowledge to perform and supervise all of the radiographic procedures provided by the hospital is required. Electronic background or training is desirable.
4. Must possess good communication skills, both written and oral to effectively communicate with all levels of staff, the physicians and the public.
5. Good interpersonal skills.
6. Must possess good organizational skills with the ability to plan, organize and facilitate department operations.
7. Requires analytical skills and the ability to analyze and evaluate problems.
8. Must exhibit a spirit of cooperation and teamwork.
9. Computer experience and proficiency required to maintain EHR, RIS and some PACS administration duties.
10. Completion of criminal background investigation and pass a pre-employment drug test.
11. Candidates will be required to show proof of being fully vaccinated against COVID-19 virus; either 2 doses of the Pfizer or Moderna vaccines, or the 1-dose J & J vaccine. A copy of the vaccination card or a copy of a medical exemption; which confirms the recognized clinical contraindications to COVID-19 vaccines from the applicant's licensed provider certifying the applicant is excluded from receiving the vaccine is required to be attached to the employment application.

In accordance with the Choctaw Health Center Employee Health Program, pre-employment physical examination is required and an annual exam is required while employed.

*****CHOCTAW HEALTH CENTER PROPERTIES ARE TOBACCO FREE*****

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained up upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS. 39350