MS02006
X-RAY SUPERVISOR

Level 7

Reports to (Hierarchical)
Project Medical Referent / Medical Activity Manager / Nursing Activity Manager

Reports to (Functional)
Project Medical Referent / Medical Activity Manager / Nursing Activity Manager

Job Family
Medical

Main Purpose
Define, implement, monitor and manage all aspects of X-ray department activities ensuring the proper implementation of protocols, quality of the work and management and mentoring of staff in the department.

Accountabilities
- Ensures all MSF standard policies and procedures are cleaning and user maintenance tasks are performed accord-ing to the protocols.
- Ensure all staff operating X-ray equipment are appropriately qualified and trained.
- Manage and monitor staff professional training and development including orientation, continuing education and competency verification.
- In collaboration with HR, interview, hire, evaluate the performance of and, when necessary, discipline of employees as required.
- Ensures that standards of practice, technical quality, technique charts or protocols, patient and PACS documentation are correct
- Establishes designs and oversee quality measurement activities, departmental policies, technician procedures and operational records for both patient related and technical quality control relating to the X-ray department.
- Compiles, prepares and reports data, including from the above quality assurance programs
- Coordinates with other medical staff, administrative or logistical staff to coordinate to facilitate communication flow and procedures between technical, clerical, support staff, students and other departments in the health structure.
- Liaises with other staff members, and/or external service company to ensure; appropriate stock management in-cluding spare parts and consumables, routine or corrective maintenance requirements are completed.

Education

Essential: Radiographer / X-ray technician diploma / degree

Experience

- At least 3 years experience as a X-ray technician / Radiographer.

Desirable:

- Previous working experience with MSF or other NGO and experience in developing countries.
- Experience in supervison or management of an X-ray department
- Assessment/evaluation and coaching skills

Languages

English and Mission Language, essential

Knowledge

- Strong technical knowledge in Radiography Essential computer literacy (word, excel and internet) and ideally PACS
- Good inter-personal and communication skills

Competencies

- Results and Quality Orientation **L2**
- Teamwork and Cooperation **L2**
- Behavioural Flexibility **L2**
- Commitment to MSF Principles **L2**
- Stress Management **L3**

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