

UW HEALTH JOB DESCRIPTION

Nuclear Medicine Technologist Lead

Job Code: 500013	FLSA Status: Non-Exempt	Mgt. Approval: G. Greenwood, S. Cho (Medical Director)	Date: July 2021
Department: Radiology		HR Approval: J. Theisen	Date: July 2021

JOB SUMMARY

The Nuclear Medicine Tech Lead is responsible for the daily operation of the Imaging Section. The incumbent is responsible for coordinating patient scheduling and daily work assignments and serves as a resource for Nuclear Medicine Technologists. The Nuclear Medicine Tech Lead suggests changes in procedures, policies, and quality improvement, as well as coordinates training and development of the Imaging Specialists, keeping them advised of technological changes. The incumbent identifies cost savings and assures that technical operations stay within the targeted budget. In addition to departmental oversight, the Nuclear Medicine Tech Lead demonstrates mastery of all Hospital or Clinical Level Imaging competencies.

The Nuclear Medicine Tech Lead performs technical nuclear medicine examinations within the section. The incumbent works independently, performing routine, complex and specialized nuclear medicine procedures and/or PET imaging. Work is performed under the general supervision the Radiology Manager and/or Supervisor. The Nuclear Medicine Tech Lead must be able to use a wide variety of nuclear medicine equipment and computers. The incumbent must be able to provide basic maintenance and repairs, participate in QA/QC and resolve issues related to image processing and the image archiving system (PACS).

The Nuclear Medicine Tech Lead may be assigned to work in a variety of imaging sections, including a level 1 trauma center and/or critical care areas, assist other radiology modalities and/or clinical services. The incumbent must be able to resolve conflict and endure the pressures associated with a constantly changing work environment.

The incumbent independently performs procedures on adults, geriatric patients, adolescents and pediatric age groups and performs patient assessment within the scope of practice. The procedures may be performed in various UW Health locations including University Hospital, The American Center or the Medical Foundation. Some nuclear medicine technologists will also perform Positron Emission Tomography (PET) at University Hospital, the American Family Children's Hospital or the Medical Foundation. The Nuclear Medicine Tech Lead works collaboratively other staff to prioritize and organize schedules and to triage routine and emergent procedures. The incumbent has daily contact with professionals, patients and families.

The Nuclear Medicine Tech Lead coordinates and actively participates in the training of other Nuclear Medicine Tech Lead, fellows, residents, physicians and visiting health care professionals and serves as a clinical instructor for affiliated imaging training programs. The incumbent assists with interviews, provides input for annual performance appraisals, evaluates students, and may coordinate holiday and call coverage with the manager. The Nuclear Medicine Tech Lead monitors equipment and provides basic maintenance as required.

MAJOR RESPONSIBILITIES

Department Operations

- Schedules and triages procedures based on priority level and skills needed.
- Assures the smooth flow of section activities, recognizing when other staff members need assistance or other resources.
- Provides expertise in decision making, problem solving, conflict resolution, and section operations.
- Acts as the point of contact and resource for hospital staff, physicians, patients and their families.
- Updates imaging guidelines and disseminates protocol changes to staff.
- Monitors daily attendance.
- Develops and maintains schedules with oversight from the manager.
- Monitors equipment and coordinates repairs.
- Coordinates and participates in the training of new employees and staff.
- Monitors supplies and equipment inventories.
- Coordinates reconciliation of patient charges.
- Coordinates holiday and back up coverage with oversight from the manager.
- Contributes to decision making for hiring and performance evaluation of imaging employees.
- Maintains the quality assurance program for the section.
- Reconciles daily billing, exam reports and images sent to PACS and performs corrective actions as needed.
- Develops and expands staff members imaging skills.
- Develops protocols and implements quality performance standards.
- Researches and implements new imaging techniques.
- Orientates residents and medical students on diagnostic techniques used in the section.
- Reviews and develops patient education material.
- Instructs and provides guidance for affiliate imaging training program students.
- Prioritizes tasks and duties of all other staff in the section.
- Provides suggestions and recommendations regarding supplies and equipment.
- Assists with collection and data analysis.
- Implements techniques to minimize the occurrence of artifacts and repeats.

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Direct Patient Care

- The Nuclear Medicine Tech Lead demonstrates mastery of all clinical or hospital-level competencies and performs patient assessment within the scope of practice. The incumbent combines clinical staffing assignments with the various team lead roles and responsibilities. The incumbent may also be removed from staffing assignments to perform assigned duties as necessary.

Analysis and Communication

- Checks the order for complete information and proper exam and schedules exams as needed.
- Obtains sufficient information to determine whether the exam should be performed immediately or within a specific time frame.
- Determines if additional technical support is required and follows the proper procedure for obtaining support.
- Adheres to established section and organizational protocols, QA guidelines, and regulatory requirements.
- Interacts appropriately with patients and all care providers.

Imaging Procedures

- Sets up the imaging room to coincide with the examination being performed to include the use of proper isolations precautions when needed.
- Uses two patient identifiers.
- Provide quality customer service. Explain all studies to patient prior to exam in a caring manner and provide resources to patient and family members about the Nuclear Medicine exam and refer, if appropriate, to physician or clinic personnel.
- Safely transfers patient to and from carts, beds and wheelchairs.
- Positions the patient, ensuring patient comfort and modesty.
- Selects proper imaging devices, provides proper shielding for patients and assisting personnel, and sets the machine to obtain optimal images.
- Reviews images to determine if they are of diagnostic quality and adjusts factors if an image needs to be repeated.
- Starting and maintaining intravenous (IV) access as prescribed by a licensed independent practitioner.
- Identifying, preparing, and/or administering medications as prescribed by a licensed independent practitioner.
- May be exposed to or participate in research activities including those that involve human or animal subjects.

Responsibilities Supporting Patient Care

- Performs patient assessment and screening within the scope of practice.
- Bills procedures and associated supplies.
- Meets the daily goals of the work group by prioritizing workflow.
- Uses a variety of imaging equipment and understands the capabilities and limitations of each piece of equipment.
- Uses the image archiving system and maintains an expertise in data and image transfer.
- Notifies Supervisor or Manager when equipment malfunctions and notifies appropriate vendor.
- Cleans, disinfects, and inspects equipment.
- Checks the status of the imaging equipment to ensure device is in proper operating condition.
- Ability and willingness to rotate within departments and clinics for proper coverage.
- Enters information into the Patient Safety Net
- Performs testing to ensure proper calibration and optimal performance of equipment.

Responsibilities Supporting Education and Research

- Assists medical staff and physicists during research projects.
- Assists, instructs and evaluates students from affiliated imaging training programs.
- Establishes student outcomes for clinical rotations.
- Explains and demonstrates methodology of various procedures to students.
- Reviews imaging performance results with students.
- Provides guidance for improvements in technical knowledge and skill.
- Assists in record keeping and accumulates statistics and data.
- Explains methodology and demonstrates procedures, equipment, and devices to faculty, residents, and physicians, medical and technical students.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Graduate of a Nuclear Medicine Technology program
	Preferred	Bachelor's degree in relevant field
Work Experience	Minimum	Two (2) years clinical experience

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	Preferred	Three (3) years clinical experience One (1) year of clinical experience in a leadership role
Licenses & Certifications	Minimum	<ul style="list-style-type: none"> • Certification by appropriate body (ARRT or NMTCB) • CPR certification required within 3 months of hire • Registered as a Nuclear Medicine Technologist through ARRT (RT-N) or NMTCB (CNMT)
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Radiopharmaceuticals - Involved in the procurement, preparation, quality control, calculation, identification, documentation, administration, disposal, storage and safe handling of radiopharmaceuticals and other radioactive materials. • Radiation Safety • Knowledge of radiation safety procedures and regulations as established within the Section, hospital and outside regulatory agencies. • As well as educates the public and uses techniques that will minimize the radiation exposure to the patient, general public and health personnel consistent with the ALARA (as low as is reasonably achievable) concept. • Regulatory, Licensing and Accrediting agencies: Knowledge of the requirements, medicolegal responsibilities and status governing Nuclear Medicine operations, such as the regulations and guidelines of the Radiation Safety Committee, State of Wisconsin Radioactive Materials License (RAM), NRC, FDA, TJC, OSHA, CLIA and US Pharmacopeia requirements to assure compliance with their standards of operation. • Ability to effectively motivate and lead others • Self-motivated with regard to increasing level of understanding and knowledge. • Ability to handle multiple tasks/projects and meets objectives and deadlines. • Effective oral and written professional communications skills. • Ability to demonstrate ethical and professional behaviors at all times. • Ability to maintain patient confidentiality and privacy. • Ability to comply with all HIPAA requirements • Ability to use initiative and independent judgment. • Ability to work independently. • Excellent interpersonal skills with the ability to interact effectively with patients, families, healthcare professionals and external vendors. • Excellent interpersonal skills with the ability to interact effectively with patients, families, healthcare professionals and external vendors. • Knowledge regarding quality improvement and standards of care within practice area. • Capable of demonstrating flexibility with demands of external/internal customers placed on operating functions of the department. • Basic computer skills. • Physical ability to lift and position patients and assist with patient transfers utilizing beds or stretchers. • Understands/Demonstrates the UW Health mission, vision and values throughout job performance. • Ability to work overtime as needed. • Demonstrates critical care skills to patients with higher acuity. (ED, ICU, NICU, PICU, Intraoperative Neuro MR, OR)

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

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Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
X Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.