

JOB DESCRIPTION

This job description is a summary of the typical job duties and requirements that are essential to the evaluation of the job and is not intended to be complete in detail. On occasion, individuals classified on this job may be required to perform functions of a higher or lower skill level not included in this job description.

Job Title: Electronic Imaging Clerk		Date: April 28, 2009	
Cost Center #: 224015	Cost Center Name: Radiology	Reports to (first level): PACS Coordinator	2nd level of Supervision: PACS & RIS Administrator

1. JOB SUMMARY & SCOPE:

Carry out a variety of activities related to computerized radiography machines operation and maintenance. Includes digitizing x-ray films, coordinating with receptionists and other members of the PACS unit for registration and management of cases and studies, keeping inventory of films, CDs & DVDs, and advising supervisor of equipment malfunction. Work in conjunction with the PACS team to ensure the maintenance and integrity of the patient's record
Support the mission and vision of the American University of Beirut Medical Center (AUBMC) and of the Diagnostic Radiology Department.

2. JOB COMPETENCY PROFILE:

- **Client Focus:** Respond to client requests efficiently and effectively
- **Accountability:** Adhere to basic instructions
 - Work according to well defined departmental standards. Completed work is subject to spot-check
- **Organizational Awareness:** Understand formal structure of AUBMC and apply internal policies and procedures
 - Knowledge of the functions and procedures of the department
- **Initiative:** Recognize and address current issues proactively.
- **Communication:** Foster two-way communication by listening and responding to people's inquiries and concerns.
- **Safety and Health Management:** Understand and comply with health and safety policies and procedures
 - Observe safety rules and regulations
- **Information and Record Administration:** Process and update information systems
 - Manage film store by maintaining supply for use in darkroom and on CR machines. Keep up a logbook for film use and update it electronically for monthly reports and supply management
 - Coordinate with receptionists for registration and management of reports, cases and studies for inclusion on the PACS system

- **Attention to detail:** Achieve thoroughness and accuracy when accomplishing a task
- **Planning and Organizing:** Prioritize own work
 - Keep work area neat and tidy, reporting malfunctions to superiors, etc.
 - Initiate and follow up on PACS/RIS and IT maintenance requests as assigned by the PACS Administrator or by seniors
 - Receive & F/U with superiors all the daily PACS/RIS requests from users within AUBMC
 - Perform other **related** duties as assigned
- **Applied Technology:** Use a variety of office equipment
 - Maintain Computerized Radiography machines on a daily basis and troubleshoot them when necessary, load them with films, clean the CR plates on a daily basis
 - Clean all the digital cassettes and keep a respective computerized logbook. Includes managing spare parts and printers and duplicating hard copy films when needed
 - Cleaning, feeding and maintaining the disk publisher on daily basis
 - Perform regular checks on all department computers & perform maintenance as needed for example cleaning PACS workstations and tables on daily basis
 - Ability to use Digitizer, Computers, Processors, Printers, Scanners and other equipments as needed
 - Ability to accurately use and maintain equipment and computers
 - Perform digital radiography duties such as retrieving studies from PACS and AUBWEB, copying studies on CDs, optimizing digital x-ray images for quality and/or marking when needed, digitizing x-ray hard copies on Digitizer and transmitting them to PACS
 - Prepare CDs with Department's logo for patient's copy
- **Computer Skills:** Using a personal computer and related applications to convey and retrieve information in databases
- **Team Skills:** Teamwork/Collaboration
 - Put in extra effort to help others when needed/make personal sacrifices in support of team goals
 - Act as relief on assigned basis

3. KNOWLEDGE:

- Basic Knowledge of Radiography
- Familiarity with medical terminology
- Basic IT knowledge

4. PRINCIPAL WORKING RELATIONSHIPS:

- Regular contacts with all levels of personnel in the department regarding flow of work.
- Regular contacts with CNS & CNS_MC as assigned.

5. CONSEQUENCES OF ACTIONS OR DECISIONS:

- Inadequate performance affects the work flow of the department.

6. SUPERVISORY RESPONSIBILITY:

- None

7. PHYSICAL EFFORT:

- Slight physical effort involving standing and walking 30% of the working time

8. WORKING CONDITIONS:

- Clean and pleasant with occasional exposure to odor of X-Ray films and computer dust
- Ability to report to duty after working hours / as per assigned working schedule)

9. MINIMUM JOB REQUIREMENTS:**Education:**

Minimum Education: BACII

Preferred Education:

Field of Expertise:

Experience:

Minimum Experience: 12 months on-the-job training in PACS

Preferred Experience: IT & Network related in a Radiology department

Languages:

Minimum Languages: Arabic and English (IET score \geq 500)

Preferred Languages: French is an asset

Compiled By: HR Generalist	Approved by (Dep Hd, Chairman):
Date: April 28, 2009	Date:

HR Director's Authorization:
Date:

Supersedes Description:	Job Code:
Title:	Job Grade: Grade 05
Grade:	Date:
Date:	