

POSITION DESCRIPTIONS

Regional West Medical Center employs individuals to perform administrative, clerical, didactic instruction, and clinical instruction duties in Regional West Medical Center School of Radiologic Technology.

Responsibility: Imaging Services Administration, Program Director
Standard: Human Resources
JRCERT 2021 Radiography Standard(s): 3.3

The Imaging Services Department at Regional West Medical Center identifies job descriptions or responsibilities for the following individuals as they relate to the Radiography Program:

- Program Director
- Clinical Coordinator
- Full time Didactic Instructor
- Adjunct Instructor
- Program Assistant
- Clinical Preceptor
- Clinical Staff

These job descriptions or responsibilities shall be in compliance with the most current Joint Review Committee on Education in Radiologic Technology Standards for a Radiography Program and the Nebraska Statutes for instructors in Post-Secondary Career Schools

In some circumstances, individuals holding these positions voluntarily take on these responsibilities in addition to the job responsibilities for which the person is employed by Regional West.

In some circumstances, individuals voluntarily holding these positions are not employees of Regional West.

Whether the person volunteers or is employed for one of the above positions, the individual must comply with the job description, or responsibilities identified by the sponsoring institution.

For employees of Regional West Medical Center, the performance of these duties is documented and evaluated annually. Documentation of this review is kept in the employee's file.

During the Instructor Evaluation process:

- All instructors will accomplish a self-evaluation and meet with the Program Director annually

- At the end of each didactic course the instructor is evaluated by each student.
- Once a quarter, Clinical Preceptors are evaluated by each student.

Documentation of these evaluations is kept by the Program.

Signature
Stephanie Cannon, MSRS, RT(R)(ARRT)
Program Director

Signature
Joshua Lively, MHA, BSRT(R), RT (R)(VI)(ARRT)
Director of Imaging Services

Reviewed: 4/18/13, 2/6/15, 1/27/17, 2/2/18, 1/31/19, 4/27/20, 9/30/21, 3/31/2023, 2/29/24
Revised: 2/21/14, 2/26/16, 2/24/22