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## MS02006

### X-RAY SUPERVISOR

Level 7

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#### 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

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#### 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.

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#### Accountabilities

- Ensures all MSF standard policies and procedures are cleaning and user maintenance tasks are performed according 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 including spare parts and consumables, routine or corrective maintenance requirements are completed.
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#### Education

## 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 supervision or management of an X-ray department
  - Assessment/evaluation and coaching skills
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## Languages

English and Mission Language, essential

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## Knowledge

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