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**Position Description:**

**Director, Imaging Services – Lucile Packard Children’s Hospital at Stanford**

*The Opportunity*

*This is a unique opportunity for a seasoned director of diagnostic imaging services to significantly broaden and advance his/her career at one of the most consistently top-rated Children’s Hospitals in the US. The leading-edge work that is being done in this fully equipped radiology unit will enhance the successful candidate’s reputation, visibility and marketability in the market place.*

*The Director of Imaging Services will be an active participant in an organization that strives for excellence and is deeply rooted in teamwork and mutual support. The commitment of the management team to the mission of Lucile Packard Children’s Hospital, which is to promote excellence in health care, education and research, is outstanding*

**The Hospital**

Our highly prestigious client, Lucile Packard Children’s Hospital (LPCH), founded in 1991, is a 256-bed non-profit hospital devoted entirely to the care of babies, children, adolescents and expectant mothers. Its pediatricians, specialty doctors, nurses, and staff specialize in pediatric, obstetric and neonatal medicine.

LPCH is a state-of-the-art facility built for children and in conjunction with Stanford Hospital & Clinics at Stanford University, completes the package of world-class, compassionate care. The main facility is located on the Stanford University campus. Many of its doctors also serve as professors at the Stanford University School of Medicine, particularly for the treatment of rare, complex disorders in areas such as pediatric cardiac care, cancer treatment, neurology, neurosurgery and organ transplants.

Patients come to Lucile Packard Children’s Hospital from all over the Western United States and the world, often for specialized procedures unavailable elsewhere. In recognition of excellent care, the hospital and physicians consistently rank among the top in the nation in surveys by consumers and health care professionals.

### **Management**

An overview of top management of the hospital shows an exceptional blend of clinical, operational and business expertise in the field of acute and specialty care and services. Underlying the management team's skill-set is a passionate, deep-seeded and visionary commitment to excellence, innovation and growth. The style of management and the organizational culture of excellence are deeply rooted in teamwork and mutual support.

The level of teamwork and support among the management staff is extraordinarily high and remarkably effective. This group of Managers and Directors, with their collaborative style and complete commitment to the mission, is the heart of the department's success. It is readily apparent that the management team consistently emphasizes teamwork, individual achievement and making the job fun.

To complement the management team an individual must be able to blend their individual success into that of the entire team and share in the commitment and the satisfaction of taking care of the healthcare needs of the community.

### **Position Description**

In partnership with the VP for Clinical Support Services and the Pediatric Radiology Medical Director, and in concert with the LPCH mission, the Director of Imaging Services, will provide clinical and administrative management for all aspects of the Department of Imaging Services. Working closely with the Medical Director, the successful candidate will assure the provision of quality diagnostic services to patients and medical staff.

This individual will work closely with the Imaging management team, other hospital directors, and SHC Radiology to coordinate all needed operational planning activities for the overall benefit of the medical center; they will coordinate all imaging service programmatic and operational changes with other LPCH department directors for proper implementation of services throughout the hospital. The successful candidate will be responsible for overall operations in the Department of Imaging Services. The Director of Imaging Services will be responsible for the development and implementation of departmental policies and procedures including RIS and PACS policies in coordination with HIPPA and other hospital policies and procedures.

### **Reporting Relations**

Reports to the Vice President, Clinical Services

### **Essential Functions and Responsibilities**

- ◇ Directs and coordinates activities of a radiology or diagnostic imaging department in a hospital or other medical facility.
- ◇ Reviews work schedules and assigns duties to workers to maintain patient flow and achieve production goals.
- ◇ Oversee staff in the operation of imaging equipment, such as x-ray machine, fluoroscope, CT (computerized tomography) scanner, or MRI (magnetic resonance imaging) equipment.
- ◇ Evaluates accuracy and quality of images, and provides technical assistance.
- ◇ Demonstrates new techniques, equipment, and procedures to staff and implements and monitors radiation safety measures to ensure safety of patients and staff and compliance with government regulatory requirements.
- ◇ Works collaboratively to integrate and implement administrative goals and priorities in parallel with departmental objectives.
- ◇ Effectively utilizes organizational systems and resources to ensure high quality and effective imaging operations. Communicates consistently with SHC Radiology management to leverage resources and knowledge as appropriate in decision-making and operational process improvement efforts.
- ◇ Supports the VP of Clinical Support Services and Radiology Medical Director to achieve and maintain a viable cost structure while delivering "best practice" quality and clinical care in each diagnostic imaging discipline.
- ◇ With the Medical Director, prepares annual operating and capital equipment budgets; manages monthly budget reports, explaining and resolving any operational variances in accordance to the flex budget standards. Reviews departmental operations for cost and efficiency improvements, implements as appropriate. Produces statistical information regarding department revenue and procedures. Regularly reviews departmental financial goals and status with Imaging management team, staff, and radiologists.
- ◇ Supports the VP, Clinical Support Services and Radiology Medical Director in program development and business planning initiatives involving pediatric imaging services.
- ◇ Ensures appropriate and adequate staff in-service and training to at least meet all State and Federal licensure requirements; actively engages staff in career development efforts.
- ◇ Understands and ensures adequate staffing in all areas to meet the changing service needs of the organization. Thinks creatively about staffing models to ensure proper service standards are met within a difficult recruitment environment.
- ◇ Develops and maintains all departmental policies and procedures in concert with existing hospital policies and with input from the Medical Director as required.
- ◇ Proactively reviews and modifies departmental quality assurance and improvement efforts to address current process issues as well as all mandatory quality monitoring activities.

- ◇ Maintains all State and JCAHO required records for equipment quality control and service maintenance, including PACS and CR QC.
- ◇ Reviews and accurately maintains health physics reports for all staff and radiation emitting equipment.
- ◇ Provides clear direction and establishes challenging and realistic priorities for the department.
- ◇ Collaborates with the Vice President, Clinical Support Services to communicate the mission, vision, guiding principles, priorities and goals of LPCH to staff and others.
- ◇ Fosters staff development by establishing clear expectations, recognizing achievements and providing ongoing coaching.
- ◇ Actively and successfully challenges the status quo and traditional ways of working and thinking.
- ◇ Effectively manages organizational and departmental change initiatives, including all of the cultural and political implications.
- ◇ Communicates effectively in writing and orally, demonstrating a willingness to listen and respond appropriately.
- ◇ Maintains perspective, balance and flexibility in managing highly complex systems and programs.
- ◇ Creates and facilitates collaboration and cooperation among diverse groups, people and professional disciplines to achieve timely results.
- ◇ In collaboration with the Imaging management team, assumes active role in supervisory duties including, but not limited to hiring, coaching, professional development, performance appraisal, discipline/termination, and adherence to hospital policies.
- ◇ Experience with clinical computerized systems and software, particularly RIS and PACS, and a willingness to continually develop these skills.

### **Personal Characteristics**

The Director, Patient Care Services, Imaging Services needs to possess the patience, self-confidence and communication skills necessary to work with the clinical and administrative staff and the Physicians.

First and foremost this individual needs to be a team player, be a superb communicator and have the style of a diplomat, i.e., be able to work in harmony with other operational entities and to negotiate agreements so each party benefits. It is imperative that he/she be skilled in bringing together the staff functions in a spirit of harmony and with a single-minded purpose.

A hands-on leader who can develop a strategic vision of the department and has the expertise to develop values and goals for a diverse group of constituents will be successful. The successful candidate will have a proven record of accomplishment of strong leadership skills to ensure that the improvement process within the department continues, that priorities are established and the goals are met.

The successful candidate will be a person who possesses a strong work ethic, rejects setbacks and values accomplishments highly. An action-oriented personality that deals with specifics within a broad conceptual framework will be most effective in this position. This individual will have an appropriate sense of urgency to react to situations quickly and decisively.

**Licensure, Certification and Qualifications**

- ◇ Competed a formal radiologic technology program.
- ◇ Must be a member in good standing with the American Registry of Radiologic Technologists.
- ◇ A Bachelor's degree in Business Management or Healthcare Administration is required.
- ◇ A Master's degree in Healthcare Administration, Public Health, or Business Administration is preferred.
- ◇ A minimum of five years of Management experience in Diagnostic Imaging.

**Compensation**

The compensation plan is based on a competitive base salary commensurate with the experience and the demonstrated accomplishments of the successful candidate. It will reflect the opportunity at the hospital. The hospital has an excellent employee benefits package consisting of medical coverage, a dental plan, life insurance, Defined Benefit Retirement Plan and a 403 b program with employer matching.