

The Louisiana State Radiologic Technology Board of Examiners

Position Summary: Executive Director

The Executive Director is responsible for policy development, human resource management, fiscal management, management of activities related to statutory duties of the Board, and performing any other duties as assigned by the Board through its Chair. Specific duties include the following:

Duties and Responsibilities:

Management of Statutory Activities

The Executive Director provides leadership and oversight to all aspects in the handling of statutory matters and is responsible for the over-all functions of the Board in the implementation of the provisions of the Louisiana Medical Radiation Health and Safety Act, La. R.S. 37:3200 *et. seq.* (RT Practice Act) and the Louisiana Administrative Code Title 46, Part LXVI, (Rules and Regulations).

Licensure

- Provides for the appropriate screening and initial licensure of persons who meet the requirements of the RT Practice Act and the Rules and Regulations in accordance with the established rules and regulations, policies and procedures of the Board.
- Provides for the appropriate screening and endorsement of Radiologic Technologists who meet the requirements of the RT Practice Act and the Rules and Regulations in accordance with the established procedures of the Board.
- Provides for the issuance of renewal licenses to all Radiologic Technologists who meet the requirements of the RT Practice Act and the Rules and Regulations in accordance with the established procedures of the Board.
- Provides for the conduct of annual audit of licenses to assure compliance with continued licensure requirements.
- Provides data to the Board regarding licensing information at least quarterly.

Radiologic Technology Practice:

- Ensures compliance with the standards of radiologic technology practice through interpretation of rules and regulations, issuance of declaratory statements, and opinions approved by the Board.
- Enforces compliance with the RT Practice Act and Rules and Regulations of the Board through the disciplinary process.
- Acts on behalf of the Board to issue summary suspensions of licensure when public health and welfare are at risk.
- Enters into consent orders on behalf of the Board pending Board ratification.
- Initiates the investigation and determination of violations of the RT Practice Act.

- Initiates resolution of matters in which there is insufficient evidence and/or matters do not rise to a violation of the RT Practice Act.
- Initiates timely and accurately forwards cases to the Board for action on all matters involving a violation of the RT Practice Act and/or eligibility for licensure based on fitness concerns.
- Provides for the effective monitoring of Radiologic Technologist with encumbered/restricted license.

Compliance

- Ensures Board compliance with all applicable Federal and State laws, rules, regulations, and/or directives of Louisiana's Executive, Legislative and Judicial branches.
- Ensures Board compliance with Open Meetings Law and Public Records Act.
- Ensures compliance with requirements of the Office of Division of Administration, including but not limited to Procurement, Contractual Review, Risk Management, Human Resources/Civil Service, State Travel and Internal Audit.
- Ensures Board compliance with Open Meetings Law, Public Records Act and the Louisiana Administrative Code.

Fiscal Management

The Executive director is responsible/accountable for the proper management of the Board's financial resources.

- Prepares annual budget for adoption by the Board, and acts to implement the budget as approved by the Board.
- Provides for an effective means of record keeping with respect to financial matters.
- Assumes accountability for receipts and expenses.
- Provides current information for a financial report at each meeting.
- Oversees activities to comply with annual audit by external auditor.
- Advises the Board regarding the fiscal integrity of the Board.
- Manages Board investments in compliance with state laws and regulations.
- Enters into contracts on behalf of the Board as provided for in the budget or Board action to approve.
- Maintains compliance with Office of Risk Management and works with office to maintain insurance for Board functions and property.

General

In addition to the previously described responsibilities, the Executive Director is responsible for additional general items:

- Serves as spokesperson for the Board except in matters addressed by Board Chair.
- Serves as designee on behalf of the Board/Board Chair on legislative or radiologic technology commissions, task force, committees, or otherwise assigns competent staff or Board member designee.

- Monitors proposed legislation and advises the Board of applicability to the practice of Radiologic Technology.
- Provides information to legislators regarding the work of the Board and specific legislative proposals that impact radiologic technology regulation or the work of the Board.
- Publishes an annual report of all Board activities for distribution to the Governor, LDH and Legislature.
- Provides for communication to licensees, employers, and public through newsletter, website, and other methods.
- Provides interpretation of Board policies to students, radiologic technologists, and the public, as requested.
- Accepts or otherwise assigns speaking engagements on behalf of the Board with regard to the work of the Board.
- Provides for educational seminars, as necessary, for students, licensees, and the public.
- Remains active in professional organizations.
- Interacts with the Board, licensees, and a wide range of members of the public to define, advance, and assess the work of the Board's office to ensure continued effectiveness and success.
- Assumes responsibilities for other assignments as requested by the Board or its Chair.

Qualification Requirements

Required Education:

Bachelor's Degree

Field of Study: Radiologic Technology

Certifications/Licenses Required:

- Active Certification with the American Registry of Radiologic Technologists (ARRT) in Radiography;
- An unencumbered license to practice as a Radiologic Technologist in the State of Louisiana or meets all qualifications to obtain a Louisiana license;
- A valid membership with the American Society of Radiologic Technologists (ASRT)
- A valid membership with the Louisiana Society of Radiologic Technologists (LSRT).

Required Experience:

Minimum of five (5) years Radiology experience required post certification by the American Registry of Radiologic Technologist (ARRT).

Required Knowledge, Skills & Abilities

- Knowledge of the RT Practice Act and the Rules and Regulations of the Board.
- Commitment to the purpose and mission of the Board.
- Ability to make independent judgments.
- Ability to gather data, compile information, and prepare reports.

- Excellent written and verbal communication skills. Ability to effectively work with a wide range of individuals in a diverse community.
- Ability to use diplomacy and discretion when working with confidential information and sensitive situations.
- Demonstrates personal and professional integrity.
- Ability to work in a fast-paced environment, perform complex tasks, and prioritize effectively.
- Exceptional organizational and analytical skills.
- Flexibility to switch from one task to another.

Physical and Mental Demands

- Ability to work in excess of 40 hours a week, which may include nights and weekends
- Ability to view a computer screen for long periods of time
- Ability to function in a high-pressure, stressful environment and meet stringent deadlines
- Ability to operate a computer and standard office equipment
- Ability to travel as required and work at different locations as required
- Ability to read, write and speak English at the level equal to or greater than the national standards for a college graduate

Disclaimer

The purpose of this job description is to provide a representation of the types of duties and responsibilities that will be required of this position. It should not be construed as a declaration of the total scope of duties and responsibilities which may actually be performed. Employees in this position may be directed to perform job-related tasks other than those specifically presented herein.

***Please submit resume to LSRTBE Chairman at
lsrtbechairman@gmail.com.***

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Position Summary: Compliance Officer

The Compliance Officer ensures that Radiologic Technology licenses are in compliance with the Rules and Regulations of Louisiana Radiologic Technology licensure law and that all policies and procedures are being followed. The individual is responsible for developing, implementing, and maintaining a system wide compliance program. This individual will monitor licensees in the program through the utilization of effective program tools and provides guidance and support so licensees can resume safe medical practice. Investigations on violations are conducted regarding Board policies, state and federal statutes, licensure and/or ethics.

The position requires leadership skills to assist the organization to continually focus on compliance. This includes the ability to articulate a vision for the organization's compliance program. The position requires outstanding communication skills in order to effectively interface with all levels of management and staff. The position also requires the analytical ability and information systems experience requested to design data collection systems, data analysis, and reporting mechanisms to measure and continually monitor compliance.

Overall support is also provided to the operation of the Board's office. The Compliance Officer assists in the provision of overall support for the operation of the Board's Office. The Compliance Officer reports directly to the Executive Director on a wide variety of administrative and executive duties, special projects and initiatives involving the Board's office and its priorities. The Compliance Officer handles questions, concerns, issues and requests on the Executive Director's behalf and compiles highly confidential and sensitive information for internal and external distribution. Work is performed in an environment where adherence to confidentiality, high levels of accountability and effective communication skills are essential to successful completions of tasks. This individual should possess key characteristics such as integrity, leadership, adaptability, problem-solving, and organizational skills to succeed in this position.

Duties and Responsibilities:

- Develops, initiates, and revises policies and procedures for the general operation of the Compliance Program.
- Manages day to day operations of the Compliance program to prevent illegal, unethical, or improper conduct.
- Investigates violations of state, federal, and agency laws, rules, and policies.
- Prepares and maintains detailed confidential reports and summaries of investigations/inspections.
- Collaborates with other individuals (Executive Director, Legal Counsel, Chairman of the Board and Board Members) to direct compliance issues to appropriate existing channels for investigation and resolution.

- Responds to alleged violations of rules, regulations, policies, procedures, and Standards of Conduct by evaluation or recommending the initiation of investigative procedures. Develops and oversees a system for uniform handling of such violations.
- Ensures that investigations follow the approved process, are lawfully and objectively conducted, are thorough in gathering all material facts to present concise, and factual reports that enable fair and relevant decisions to be made.
- Acts as an independent review and evaluation body to ensure that compliance issues and concerns within the organization are being appropriately evaluated, investigated, and resolved.
- Provides reports on a regular basis, and as directed or requested, to keep Legal Counsel and the Board informed of the operation and progress of compliance issues.
- Ensures proper reporting of violations or potential violations to duly authorized enforcement agencies as appropriate or required.
- Interacts with the Board, licensees, and a wide range of members of the public to define, advance, and assess the work of the Board's office to ensure continued effectiveness and success.
- Assists the Executive Director with correspondence dealing with issues and subject matters in ways that require considerable sensitivity, discretion, judgment and negotiation.
- Plans, manages, and coordinates or assists in the planning, managing and coordinating all events and activities of the Board's Office, including arranging details, coordinating attendance of all participants, anticipating and resolving technical issues, and preparing materials for distribution internally and externally.
- Effectively composes a wide range of correspondence for distribution internally and externally.
- Manages and/or assists in the management of the Licensee Health Monitoring Policy in accordance with the Rules and Regulations of the Board.
- Creates and maintains databases and files for all correspondence and documents within the Office of the Board.
- Conducts and/or assists in the investigation of complaints, including, the reviewing of complaints filed with the Board, reviewing of medical records, reviewing of employment records and in collaboration with the Executive Director and Board counsel, and preparing reports and recommendations to the Board.
- Reviews all applications for licensure for completion and ensures applicants compliance with licensure requirements as set forth in Practice Act and Rules and Regulations of the Board.
- Performs and/or assists in the performance of annual audits of licensees to ensure compliance with the Practice Act and Rules and Regulations of the Board.

- Assumes responsibilities for other assignments as requested by the Executive Director.

Supervision:

Supervised by: Executive Director
Supervisor of: classified staff

Preferred Qualification Requirements

Preferred Education: *Check the minimum level of education preferred to perform the job. Indicate the field of study or experience required or acceptable.*

Associate's	XX Bachelor's	Master's	Other:
Recommended field of study and/or experience in: Compliance Enforcement, Law, Radiologic Sciences, Business Administration, Office Management			

Required Knowledge, Skills & Abilities

- Knowledge of the RT Practice Act and the Rules and Regulations of the Board
- Ability to make independent judgments and work independently.
- Ability to gather data, compile information, and prepare reports.
- Excellent written and verbal communication skills. Ability to effectively work with a wide range of individuals in a diverse community.
- Ability to use diplomacy and discretion when working with confidential information and sensitive situations.
- Ability to work in a fast-paced environment, perform complex tasks, and prioritize effectively.
- Exceptional organizational and analytical skills.
- Flexibility to switch from one task to another

Physical and Mental Demands

- Ability to work in excess of 40 hours a week, which may include nights and weekends
- Ability to view a computer screen for long periods of time
- Ability to function in a high-pressure, stressful environment and meet stringent deadlines
- Ability to operate a computer and standard office equipment

- Ability to travel as required and work at different locations as required
- Ability to read, write and speak English at the level equal to or greater than the national standards for a college graduate

Indicate below the approximate percentage of time Assistant Director would spend doing the activities listed in the table below:

	Minimally (up to 10% of the time)	Occasionally (10% to 25% of the time)	Regularly (25% to 50% of the time)	Frequently (> 50% of the time)
Bend				X
Carry/Lift < 10 lbs.				X
Carry/Lift 10-25 lbs.				X
Carry/Lift 26-50 lbs.			X	
Carry/Lift 51-75 lbs.		X		
Carry/Lift 76-100 lbs.	X			
Climb				X
Crawl			X	
Drive				X
Push/Pull				X
Reach				X
Sit				X
Squatting/Kneeling				X
Stand				X
Twist				X
Walk				X
Work above Shoulder			X	

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