|  |  |  |
| --- | --- | --- |
| **Titre:** | SUPERVISEUR RAYONS-X | |
| **Fonction Générique:** |  | |
| **Code:** | MS02006 | |
| **Niveau:** | 7 | **(F)** |

|  |  |
| --- | --- |
| **Position dans l'Organisation** | |
|  |  |
| **Responsable (hiérarchique):** | Project Medical Referent / Medical Activity Manager / Nursing Activity Manager |
| **Responsable (fonctionnel):** | Project Medical Referent / Medical Activity Manager / Nursing Activity Manager |
| **Domaine professionnel:** | Medical |
| **Supervise (Fonction):** |  |

|  |
| --- |
| **But principal** |
|  |
| 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. |

|  |
| --- |
| **Responsabilités** |
|  |
| * Ensures all MSF standard policies and procedures are cleaning and user maintenance tasks are performed accord-ing 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 in-cluding spare parts and consumables, routine or corrective maintenance requirements are completed. |

|  |
| --- |
| **Responsabilités Spécifiques à la Section MSF / Contexte** |
|  |
|  |

|  |  |
| --- | --- |
| **Conditions Requises** | |
|  |  |
| **Éducation** | Essential: Radiographer / X-ray technician diploma / degree |
| **Expérience** | * 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 supervison or management of an X-ray department  Assessment/evaluation and coaching skills |
| **Langues** | English and Mission Language, essential |
| **Connaissance** | * Strong technical knowledge in Radiography   Essential computer literacy (word, excel and internet) and ideally PACS * Good inter-personal and communication skills |
| **Compétences** | * Results and Quality Orientation **L2** * Teamwork and Cooperation **L2** * Behavioural Flexibility **L2** * Commitment to MSF Principles **L2** * Stress Management **L3** |

Cette description de poste peut être modifiée en conformité avec les activités ou l'évolution de la mission.

En signant, l'employé(e) reconnaît qu'il / elle a lu, compris et accepté ce document.

|  |  |
| --- | --- |
| **Prénom / Nom de l'Employé(e)** |  |
| **Lieu et date:** |  |

Signature de l'employé(e):

*(A signer en deux exemplaires, l'un pour l'employé(e), l’autre pour l'employeur)*

**MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association.  
 Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.**