

Class Specifications  
for the Class:RIS/PACS SPECIALIST(RADIOLOGY INFORMATION SYSTEM/PICTURE ARCHIVING AND COMMUNICATION SYSTEM)  
SR-24, BU:13Series Definition:

This class reflects responsibility for planning, developing, evaluating, and maintaining the Radiology Information System/Picture Archiving and Communication System (RIS/PACS) program for a facility or region in the Hawaii Health Systems Corporation.

RIS/PACS replaces the current x-ray films that are produced for viewing. It produces digital image data into the PACS system for Radiologists viewing. This requires daily monitoring of the system to ensure images produced are viewable and accurately projected; ensure that security systems are in place to insure integrity of the PACS medical record; and work collaboratively with the IT staff to ensure system network and hardware are in working order.

Duties Summary:

Responsible for the operational administration management of the Radiology Information System (RIS) and Picture Archiving and Communication System (PACS). Oversees the day-to-day operations of RIS and PACS including daily system monitoring; providing pro-active administration, planning, development, coordinating, and documentation; user management; quality control and performance monitoring; training for new and ongoing users; and other duties as assigned.

Distinguishing Characteristics:

This class reflects responsibility for supporting the clinical aspects of RIS/PACS, while the IT class supports the technical aspects of RIS/PACS. Knowledge of imaging operations as well as relationships with the Radiologists and understanding of patient needs is required to enhance the daily workflow of operations.

Examples of Duties:

Coordinates the daily and periodic clinical maintenance of the PACS database; identifies, corrects and delegates resolution of PACS and RIS database issues to insure integrity of the PACS medical record; work closely with the imaging supervisors to identify current workflow; develop and implement quality control program to assure effective functioning and maintenance of the PACS system; monitoring unmatched

studies and correcting study with Patient Management Tool; notify vendors of any problems and working collaboratively to solve those problems; provide regular management reports to Imaging & IT departments; develop and maintain materials and records; provides recommendations to management regarding direction and implementation of imaging projects; formulates policies and protocols to support RIS and PACS implementations; define roles and privilege levels for users; acts as liaison between Imaging and other departments related to medical imaging initiatives and procedures; prepares budget; compiles and analyzes support data and recommends procedural and educational changes as appropriate; trouble shoots equipment failures or errors to identify problems; and coordinate and develop a disaster recovery plan.

Knowledge and Abilities Required:

Knowledge of: Knowledge of imaging operations and functions; Radiology Information System (RIS) and Picture Archiving and Communication System (PACS), and understanding of the Health Level 7 (HL7) and Digital Imaging and Communications in Medicine (DICOM) standards. Thorough knowledge of imaging equipment and physics of specialized radiologic procedures, safety, medical terminology and department protocols; hospital policies and procedure, rules and regulations, government regulatory requirements and accrediting standards. Knowledge of quality improvement processes, data collection and statistical analysis.

Ability to: Plan and coordinate various programs, implement and evaluate operations and activities; interpret regulatory requirements for RIS/PACS; resolve problems; manage own work and meet deadlines; effective communication skills. Analyze, evaluate and draw sound conclusions from available information; works effectively with a variety of personnel in a team environment, conducting training, and prepare clear and concise reports.

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This is an amendment to re-title this class from RIS/PAC ADMINISTRATOR TO RIS/PAC SPECIALIST, effective March 11, 2014.

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This is the first class specifications for the class, RIS/PACS ADMINISTRATOR.

DATE APPROVED: March 11, 2014

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LANCE SEGAWA  
Interim Director of Human Resources