

POSITION OVERVIEW

Job Title: **Sr. Practice Director**
Business Title: *Sr. Practice Director*
Job Code: SRPRCDIR - Sr. Practice Director
FLSA Status: Exempt
Department: Practice Operations
Reports to: xxxxxxxxxxx
Location: Remote
Draft Date: 5/28/2026
Revision Date: XXXXX
Approved By: Melissa Ford
Role: People Leader

POSITION SUMMARY

Radiology Partners is seeking a Sr Practice Director who is responsible for management of all outpatient clinical sites. The incumbent provides strategic direction to achieve operational success and meets quality, patient satisfaction, productivity and financial goals, as well as service excellence in patient care. The Sr Practice Director oversees a staff of approximately 300 including Clinical Managers and Supervisors in all outpatient sites and modalities.

POSITION DUTIES AND RESPONSIBILITIES

- Manages day to day operations of all Jefferson Radiology outpatient sites, modalities and the call center. Provides leadership to the Clinical and Modality managers including mentoring, training, evaluations and career development.
- Manages the financial viability of all outpatient sites and ensures that all financial goals are met. Reviews monthly variance reports for all sites and implements corrective action when necessary. Maximizes equipment and staff utilization.
- Evaluates and improves workflow. Analyzes data reports and acts on significant trends influencing overall effectiveness of clinical operations within areas of responsibility. Develops and implements cost-effective operational strategies. Develops operational policies and procedures to ensure efficiency and maximum productivity. Works with physicians and AVP, Operations to define standards of excellence and quality for all services; ensures that standards are met at a reasonable cost.
- Ensures achievement of physician and referring physician satisfaction goals. Takes corrective action as required. Responds to complaints with immediate investigation and timely resolution. Develops and implements plans to prevent similar complaints in the future. Establishes and maintains positive relationships with staff, patients and physicians. Effectively addresses concerns and resolves problems in a timely, win-win manner.
- Coordinates and facilitates clinical and technical research and development and clinical visits as approved by Jefferson Radiology physicians with vendor partners. Contributes to the development of innovative services to meet new patient and referring physician needs.
- Ensures that RIS/PACS software and hardware works effectively with all imaging equipment, works closely with Chief Technology Officer (CTO), IT managers, PACS manager and vendors/equipment manufacturers. Develops training and procedures for technologist PACS/RIS workstations. Monitors the performance and service needs of the imaging systems to optimize equipment performance and return on Jefferson Radiology investments.
- Defines referring physicians' preferences for receiving images, obtains agreement and/or modifications from Jefferson Radiology physicians, communicates protocols and ensures appropriate delivery per agreements.

- Develops, with appropriate Radiologists, clinical protocols for scanning and advanced visualization for all modalities; implements audits to ensure appropriate response and follows through for all imaging requests.
- Interacts with all departments within the company regarding any cross-functional, operational issues. Implements changes and keeps staff up to date with clear and concise communications.
- Performs other related duties as assigned.
- Participates as a member of the Jefferson Radiology Team. Consistently demonstrates and promotes Jefferson Radiology Values.
- Ensures a professional attitude and appearance at all times. Consistently demonstrates flexibility and good judgment. Consults with co-workers and supervisor as necessary.
- Adheres to all Jefferson Radiology policies and procedures, including Compliance, HIPAA, OSHA, licensing and accreditation guidelines. Reviews policy and procedure manuals on an annual basis.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge – Theoretic or practical understanding of a subject (e.g., Understanding of healthcare industry regulations, trends, and best practices).
- Skills – Proficiencies developed through training or experience (e.g., Proficiency in computer software including Microsoft Office Products. (Word, Excel, Access, Outlook and PowerPoint)).
- Abilities – Innate or developed capacities to perform tasks (e.g. Ability to work with and maintain confidential information).

REQUIRED QUALIFICATIONS

DESIRED PROFESSIONAL SKILLS AND EXPERIENCE

- Bachelor's degree in Business or related field with 7+ years of successful management experience in healthcare required.
- Master's degree is preferred. Other combinations of education and experience would be considered.
- Must demonstrate strong leadership and human resource management skills.
- Must demonstrate superior technical knowledge of Radiologic imaging and treatment.
- Must demonstrate commitment to excellence in patient care and customer service.
- Must demonstrate ability to plan, implement, document and evaluate training.
- Must possess working knowledge of computer hardware and software, especially RIS/PACS and document scanning equipment.
- Must demonstrate exceptional oral and written communication skills and possess a proven record of solving complex problems with creativity, appropriate urgency, and prudent use of resources.
- Sitting will be required 80% of the time.

Physical Activities

Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like.

Never Occasionally Constantly

Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.

Never Occasionally Constantly

Remaining in a stationary position, often standing or sitting for prolonged periods.

Never Occasionally Constantly

Moving about to accomplish tasks or moving from one worksite to another.

Never Occasionally Constantly

Adjusting or moving objects up to 15 pounds in all directions.

Never Occasionally Constantly



Communicating with others to exchange information.

Never Occasionally Constantly

Repeating motions that may include the wrists, hands and/or fingers.

Never Occasionally Constantly

Operating machinery and/or power tools.

Never Occasionally Constantly

Operating motor vehicles or heavy equipment.

Never Occasionally Constantly

Assessing the accuracy, neatness and thoroughness of the work assigned.

Never Occasionally Constantly

Environmental Conditions

Low temperatures.

Never Occasionally Constantly

High temperatures.

Never Occasionally Constantly

Outdoor elements such as precipitation and wind.

Never Occasionally Constantly

Noisy environments.

Never Occasionally Constantly

Hazardous conditions.

Never Occasionally Constantly

Poor ventilation.

Never Occasionally Constantly

Small and/or enclosed spaces.

Never Occasionally Constantly

No adverse environmental conditions expected.

Never Occasionally Constantly

Physical Demands

Sedentary work that primarily involves sitting/standing.

Never Occasionally Constantly

Light work that includes moving objects up to 20 pounds.

Never Occasionally Constantly

Medium work that includes moving objects up to 50 pounds.

Never Occasionally Constantly

Heavy work that includes moving objects up to 100 pounds or more.

Never Occasionally Constantly

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my manager or a member of the Human Resources team.

I acknowledge that the job has been explained to me both verbally and in written format.



Support Teammate's Signature

Date