

JOB DESCRIPTION

POSITION TITLE:	<i>Imaging Services Manager</i>
REPORTS TO:	<i>Director of Technical Services</i>
EXEMPT/NON-EXEMPT:	Exempt

JOB SUMMARY:

The Imaging Services Manager oversees all activities of the Imaging Services division to ensure high-quality image acquisition, QA/QC, and technical study site management and support. The Imaging Services Manager provides technical leadership and guidance to ensure the scientific integrity, quality, and efficiency of all divisional processes and procedures. This role directly supervises the imaging technologists and modality specialists at MMI. This role will interact with other MMI departments as needed for successful management and execution of imaging services for clinical trials and other medical imaging needs of MMI's clients.

Job tasks will occur in an office environment, with no scanning or interaction with patients.

DUTIES AND RESPONSIBILITIES:

- Ensure that business objectives of the Technical Services Department are met
- Oversee and mentor other Imaging Services staff and manage escalations
- Provide feedback to senior management on technical and imaging services landscape
- Consult with clients on image acquisition techniques, assessment methods, quantitative measurement techniques, endpoint selection, and success criteria
- Develop strategies to monitor protocol adequacy, effectiveness, and site compliance
- Oversee the team involved with image quality evaluations to identify newly received imaging that does not meet image acquisition protocol parameters
- Provide technical guidance for project-specific training materials for technical staff, including project managers, analysts and radiologist / cardiologist reviewers
- Manage development of tools, processes, and methods to visually evaluate image quality in a standardized manner
- Manage development of tools and methods to programmatically detect non-compliance of advanced imaging to acquisition protocol parameters
- Develop novel techniques for quantitative or semi-quantitative image analysis requiring in-depth understanding of imaging capabilities and limitations
- Deliver technical presentations of imaging findings to internal or external audiences
- Provide leadership and technical input for internal quality initiatives including development of staff training and certification programs and development of image QC metrics
- Oversee site qualification, initiation, and training activities within the department

- Manage the development of site screening questionnaires, review of site responses, and site qualification
- Development of site reference materials, review of test imaging, providing feedback to site, and iterating with sites, clients, and MMI Operations team until all open issues are resolved
- Partner with Operations team in developing and delivering site training materials and providing ongoing technical support during the life of the clinical trials
- Provide internal technical support to the Client Services and Operations teams
- Identify, recruit, and onboard Key Opinion Leaders (KOLs) and Subject Matter Experts (SMEs) in support of MMI's current business and growth areas
- Reinforce customer relationships through responsiveness, creative thinking, active communication, and high-quality consulting
- Author technical documents including SOPs, work instructions, and white papers
- Understand Medical Metrics Quality Policy and support the achievement of the organization's quality objectives and take corrective action when necessary to mitigate organizational risk
- Comply with company policies and procedures, as well as ISO 9001 and Current Good Clinical Practices (cGCP) relative to job tasks
- Ensure compliance with HR policies and procedures

EDUCATION AND EXPERIENCE:

- Master's degree preferred
- *Minimum* of 5 years professional experience in medical imaging leadership
- Preferably at least 3 years' experience in clinical and/or preclinical imaging and/or radiology (including XR, CT, MR, μ CT, Ultrasound, and/or Nuclear Medicine)
- Prior clinical research experience within an academic and/or industry setting

SKILLS REQUIRED:

- Exceptional attention to detail and follow-through
- Effective interpersonal and client service skills
- Excellent written and verbal communication skills
- Effective technical presentation skills to technical and non-technical audiences
- Ability to rapidly acquire and apply new technical and scientific knowledge
- Ability to manage multiple ongoing projects/tasks under tight timelines
- Effective time management, organizational and leadership skills
- Proven ability to train technical and non-technical staff on novel techniques and processes
- Highly self-motivated and committed to exceeding planned objectives
- Expertise in image acquisition protocol development and production of technical documentation
- Capacity to assume more significant management responsibilities over time
- Strong working knowledge of medical imaging, clinical trials, and CRO/core lab operations.



- Practical experience with medical image acquisition
- Familiarity with human anatomy and physiology
- Solid analytic, problem solving, and computer skills

COMPANY & COMPENSATION:

- Medical Metrics Inc. (MMI) is a fast-growing, independent imaging core laboratory and medical imaging solutions company based in Houston, TX. MMI provides image analysis and consulting services to medical device, biologics, and pharmaceutical companies in support of their clinical trials and product R&D.
- Competitive salary and benefits, commensurate with experience and qualifications

For further information, please contact:

K. Teal Wurm, PhD

Director of Technical Services
ktwurm @ medicalmetrics.com

-OR-

Sara Minton

HR / Office Manager
sminton @ medicalmetrics.com