

<b>Title</b>	Cross-Training Program	<b>Policy #</b>	04-003
--------------	------------------------	-----------------	--------

## **POLICY**

It is the policy of the Division of Diagnostic Imaging and Radiology to provide cross-training opportunities for technologists to advance their careers into subspecialty departments such as CT, MRI, PET, DEXA, Interventional Radiology, Ultrasound, and Nuclear Medicine.

## **PURPOSE**

1. To encourage continuing education and development of technical personnel.
2. To improve retention and recruitment of technical personnel by providing opportunities for cross-training.
3. To provide a pool of qualified technical personnel for vacancies in the defined specialty modalities.

## **PROCEDURE**

1. Cross-training opportunities will be based solely upon the Division's needs and will be determined by the Radiology Director in conjunction with the Division Chief.
2. Cross-training will not satisfy the requirements for additional didactic and clinical training in those disciplines where formal training is required (e.g. nuclear medicine; PET; ultrasound) prior to taking certification boards.
3. Technologists who apply for cross-training must meet the minimum criteria:
  - a. Must have been employed at Children's National for a minimum of 6 months.
  - b. Must not have received a less than "meets expectations" on their Employee Performance Review ratings for the past three years.
  - c. Must not have received any disciplinary actions for the past 12 months.
4. Availability of cross-training positions will be posted on the Children's National career (job openings) website.
5. Technologists will complete an application form and present it to the hiring manager via the online bid process. Interviews will be conducted for all candidates who meet the job's minimum criteria. Selection for cross-training will be based on modality-specific didactic training already completed; years of prior experience in the modality; the most recent performance review; and years of service at Children's National (seniority).
6. At the end of the cross-training period, the technologist will be evaluated for competency by the Radiologist(s) and Manager or lead technologist assigned to the specialty area.
7. Participation in, or completion of, a cross-training program does not guarantee any employee a regular position in that specialty area.

8. If a technologist is unsuccessful in completing the cross-training program and does not demonstrate competency, he/she may apply for any open positions for which he/she is qualified. There is no guarantee that the unsuccessful trainee's former position will be available.

**Approved by:**

---

Dorothy I Bulas, MD  
Division Chief, Diagnostic Imaging and Radiology

---

6/30/2021

Date

---

Laurie Hogan, MBA, CRA  
Director, Diagnostic Imaging and Radiology

---

6/30/2021

Date

---

---

**Dates of review**

Original: March 7, 1994  
Revised: February 22, 2007  
Revised: June 22, 2010  
Revised: April 5, 2013  
Revised: May 10, 2016  
Reviewed: June 21, 2018  
Revised: June 30, 2021