

Human Resource Management in Medical Imaging, 3rd Edition Learning Objectives

Section I: Planning

Chapter 1: Employment Law

1. Explain major federal employment laws affecting imaging departments.
2. Recognize discrimination and harassment risks.
3. Apply ADA accommodation requirements.
4. Manage FMLA and leave issues.
5. Ensure compliance with OSHA and workplace safety standards.
6. Verify employment eligibility.
7. Screen for excluded healthcare workers.
8. Reduce legal risk in employment decisions.

Chapter 2: Workforce Planning

1. Develop a workforce plan aligned with strategy.
2. Analyze workforce supply and demand.
3. Evaluate staff competencies and demographics.
4. Use benchmark and productivity data.
5. Conduct workforce gap analyses.
6. Develop staffing solutions.
7. Plan for workforce diversity.
8. Adapt plans to changing technology and labor markets.

Chapter 3: Job Descriptions

1. Develop compliant job descriptions.
2. Define essential job functions.
3. Incorporate legal requirements into job documentation.
4. Describe responsibilities and competencies clearly.
5. Support recruitment and performance management activities.
6. Apply effective job-writing techniques.
7. Evaluate and revise job descriptions.
8. Align job descriptions with organizational needs.

Section II: Recruitment

Chapter 4: Find the Talent

1. Identify recruitment sources for imaging professionals.
2. Evaluate recruitment methods.
3. Develop recruitment marketing strategies.
4. Build educational partnerships.
5. Use staffing agencies effectively.
6. Design referral programs.
7. Understand workforce trends.
8. Create sustainable talent pipelines.

Chapter 5: Recruitment Strategy, Plan, and Timeline

1. Develop recruitment strategies.
2. Create recruitment budgets.
3. Calculate cost-per-hire and time-to-hire.
4. Build recruitment plans and timelines.
5. Evaluate recruitment effectiveness.
6. Forecast staffing needs.
7. Select appropriate recruitment tools.
8. Support strategic workforce growth.

Chapter 6: Talent Selection

1. Conduct effective interviews.
2. Use structured selection processes.
3. Apply legal interviewing practices.
4. Evaluate candidate competencies.
5. Use assessment tools effectively.
6. Verify references and credentials.
7. Compare candidate performance objectively.
8. Make sound hiring decisions.

Chapter 7: Compensation

1. Explain compensation principles.
2. Develop equitable pay structures.
3. Conduct job evaluations.
4. Use market salary data.
5. Design employee benefits programs.
6. Evaluate reward systems.
7. Support recruitment and retention through compensation.
8. Align compensation with organizational goals.

Section III: Managing, Training, and Developing Employees

Chapter 8: Orientation and Training

1. Design effective onboarding programs.
2. Apply adult learning principles.
3. Develop competency-based training.
4. Conduct safety and compliance training.
5. Evaluate training effectiveness.
6. Support continuing education.
7. Track employee competencies.
8. Build a learning culture.

Chapter 9: Career Development

1. Support employee career growth.
2. Develop career development plans.
3. Build succession planning strategies.
4. Implement career ladders.
5. Identify future leaders.
6. Manage talent effectively.
7. Increase employee engagement.
8. Promote lifelong professional development.

Chapter 10: Appraise and Improve Performance

1. Implement performance management systems.
2. Conduct effective performance reviews.
3. Use meaningful performance metrics.
4. Provide continuous feedback.
5. Develop performance improvement plans.
6. Set SMART goals.
7. Support employee development.
8. Document performance appropriately.

Chapter 11: Coaching, Counseling, and Mentoring

1. Differentiate coaching, counseling, and mentoring.
2. Apply coaching techniques effectively.
3. Address performance problems constructively.
4. Build mentoring relationships.
5. Promote employee growth.
6. Support leadership development.
7. Improve employee engagement.
8. Strengthen workplace relationships.

Chapter 12: Conflict and Ending Employment

1. Identify causes of workplace conflict.
2. Apply conflict-resolution methods.
3. Conduct investigations appropriately.
4. Follow progressive discipline practices.
5. Manage terminations professionally.
6. Reduce legal risk during separations.
7. Conduct effective exit interviews.
8. Use turnover data for improvement.

Section IV: Retention

Chapter 13: Employee Relations and Retention

1. Explain drivers of employee retention.
2. Develop employee relations programs.
3. Improve employee engagement.
4. Use stay interviews effectively.
5. Reduce turnover.
6. Support employee well-being.
7. Implement recognition strategies.
8. Strengthen workforce stability.

Chapter 14: Improve Morale and Provide Motivation

1. Build effective communication programs.
2. Improve employee morale.
3. Apply motivation theories.
4. Develop recognition initiatives.
5. Strengthen teamwork.
6. Use employee feedback systems.
7. Increase engagement and productivity.
8. Create a positive workplace culture.