

Rev. 09/09/08, 2/12/13

**Radiology Administration Certification Commission  
Position Description: Public Commissioner**

**Term of Office:** Three years, with a maximum of two terms.

**Reports to:** Radiology Administration Certification Commission

**Selection:** The Nominations committee shall select a slate of candidates for the open public member Commission position. RACC members vote to elect a nominee from the slate to serve on the Commission. In the event of a tie, the Chair of the Commission shall break the tie.

**Responsibility:**

The Radiology Administration Certification Commission has been established as a separate and autonomous functional body responsible for the examination and certification of radiology administrators. A Commissioner is a member of the RACC, which is responsible for governing the Certified Radiology Administrator (CRA) program and assuring that it succeeds in its mission. The affairs of the RACC are managed under the direction and supervision of the RACC. The Commission acts as a body and individual commissioners have no authority, unless the RACC delegates it to them.

**RACC Public Commissioners shall:**

- Determine policies relative to the CRA program, including certification eligibility requirements, recertification criteria and continuing education requirements, and fees associated with the CRA program.
- Manage CRA appeal and disciplinary processes to maintain the integrity of the CRA program in protecting the public.
- Bestow public recognition to those radiology administrators who satisfy all certification eligibility criteria and successfully complete the CRA examination, and who fulfill continuing education and recertification requirements established by the Commission

**Public Commissioners are responsible to:**

- Prepare for and attend all meetings of the RACC.
- Respect and maintain confidentiality of information and protocols for representation of the RACC and CRA program in the community and with the media.
- Establish the passing point for the CRA examination
- Vote on CRA policy and program issues.
- Serve as a resource of knowledge, support and counsel to staff, committees and other commissioners.

**Additionally, the Public Commissioner shall:**

- Serve on the RACC Finance Committee.

**Qualifications:**

- Demonstrated leadership skills through a record of responsible service
- Ability to communicate effectively in oral and written form
- Demonstrated ability to exercise good judgment
- Fair, reasoned, and impartial

The public member can not:

- Be a current member of the medical imaging services profession.
- Be an employer or an employee of individuals in the medical imaging services profession.
- Be an employee of an individual certified by the RACC/CRA program or of an employer of individuals in the medical imaging services profession.
- Be an employee of any certification organization.
- Be currently deriving more than 5% of total income from the medical imaging services profession.
- Be a current or former CRA.
- Have worked for or provided contract services to the RACC at any time during the five years preceding appointment as a public member on the RACC.

**Meeting requirements:**

The RACC typically meets monthly via conference call.

Commissioners may occasionally represent the RACC/CRA Program at meetings of Professional Associations, Governmental Agencies, etc as requested by the Commission.