

## Radiology Governance Support Officer

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**Department:** Health and Community Services

**Division:** Radiology - Clinical Support Services and Cancer

**Reports to:** Superintendent Radiographer

**JE Reference:** HCS1055

**Grade:** CS07

**JE Date:** 22/11/2021

### Job purpose

- To help develop and collate the evidence required to support the success of the annual submission to United Kingdom Accreditation Service (UKAS) as part of departmental accreditation - Quality Standard for Imaging (QSI\*).
- To assist the superintendent radiographer and governance co-ordinator in ensuring that the evidence required for QSI is developed by the radiology team.
- To liaise with service users and other healthcare professionals within the organisation

### Job specific outcomes

1. To help promote the Quality Standard for Imaging, in Radiology and the wider organisation.
2. To assist with the population of the QSI web-based tool and other electronic programmes with a high degree of accuracy.
3. To assist the Superintendent Radiographer and Governance Support officer in completing all the documentation required to maintain the Radiology service.
4. To assist the Governance Support Officer in completing the audits, ensuring the cycle is completed.
5. To help maintain the system that ensures audits carried out by self and others are not lost to follow up and actions implemented. Where non-compliance is identified, escalating appropriately.
6. To escalate and act when an unrealised non-conformity or risk is detected from the evidence (audits, reports, etc.) supplied for submission.
7. To be an advanced user of the Radiology Information System to interpret requests for data and to assist in the programming of the statistics package to produce detailed, ad-

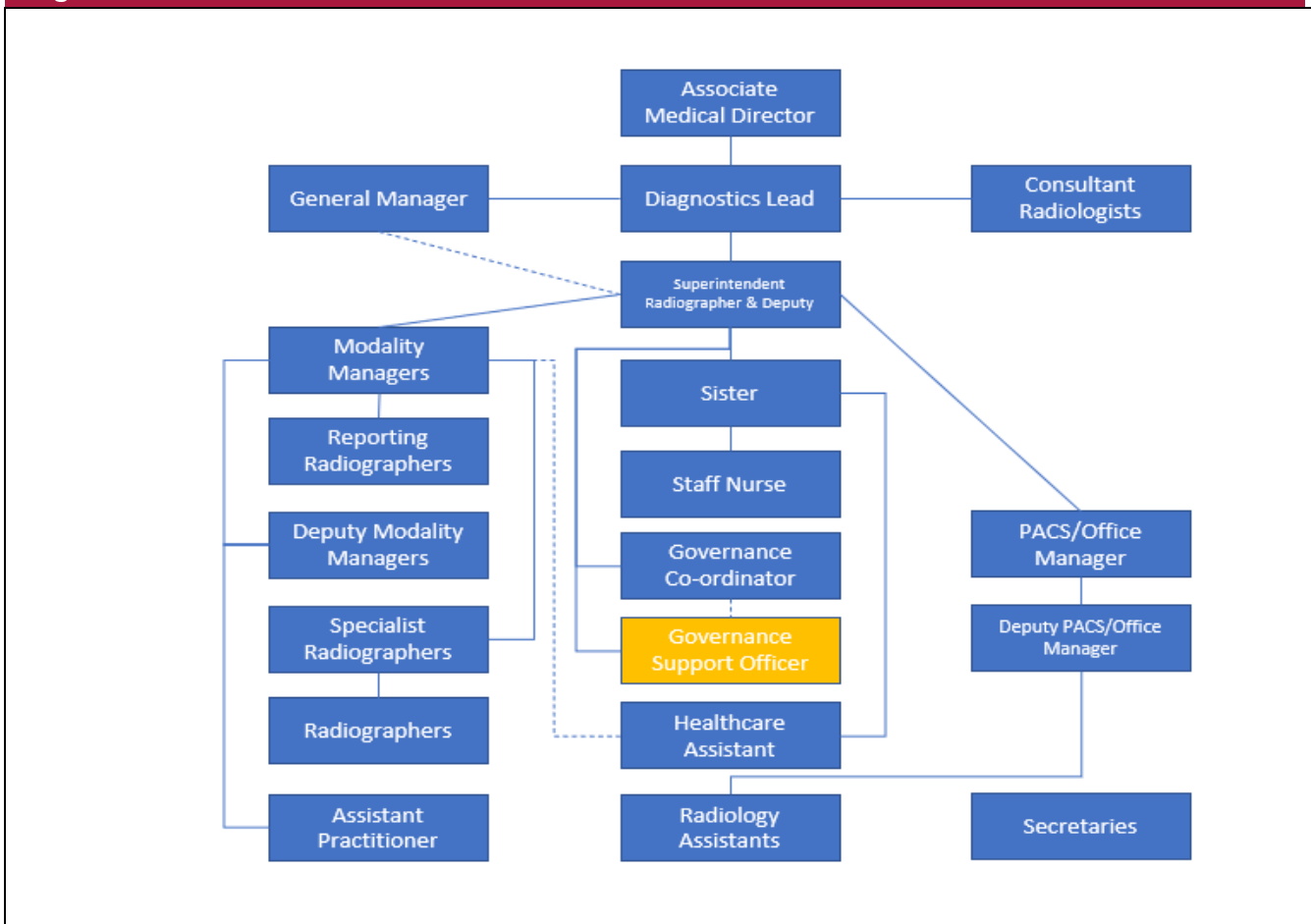
hoc reports, test the accuracy of the data produced. To be competent to analyse and handle large data sets.

8. To be able to anticipate problems that may arise, understand their impact on the submission date, to assist in modifying the planned schedule and offer the appropriate support to the team to meet this deadline. To escalate threats to the programme to the superintendent radiographer.
9. To assist with preparations and arrangements for on-site assessments by the QSI team. To include the pre-assessment, during assessment and post-assessment phases of the accreditation cycle.
10. Maintaining a strong understanding of the changing assessment processes and standards.

**Statutory responsibilities**

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

**Organisation chart**



## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	Educated to a minimum of GCSE standard.	ECDL or equivalent
<b>Knowledge</b>	Knowledge of Healthcare Legislation, Policies and Procedures  Understanding of accreditation	Advanced use of Microsoft products  Audit
<b>Technical / Work-based Skills</b>	Deliver projects on time to the required standard.  To handle large data sets	Ability to use web-platforms  Ability to use health based computer systems
<b>General Skills/Attributes</b> This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.	The ability to organise-complex data  Analytical skills to include understanding of the audit process  Attention to detail  Strong verbal and written communication skills  Time management  Training skills.  Must be self-motivated with good interpersonal and organization skills and the ability to work on own initiative, under pressure.  Excellent relationship building with both internal and external stakeholders and service users	
<b>Experience</b>	Motivate and support staff  To meet strict deadlines and prioritise tasks  Customer focus  Negotiation skills	Work in a clinical environment  Report writing  Patient experience analysis  Lay assessment or involvement with customer standards Audit

<p><b>Criteria relating to Safeguarding</b> Other requirements needed to confirm suitability to work with vulnerable people e.g. attitudes, skills, experience etc.</p>	<p>Knowledge of child and adult safeguarding so concerns can be raised if applicable.</p> <p>Position requires enhanced DBS.</p>	
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### Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.

The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.

### Organisational structure

## One Government Departments

