

Superintendent Radiographer

Department: Health and Community Services (HCS)

Section: Clinical Support Services and Cancer

Reports to: Diagnostics Lead

JE Ref: HCS615

Grade: 14

JE Date: 19/06/2020

Job purpose

Operational management of the Radiology service to include management of the non-medical staff for the benefit of patients and clinical users. To ensure that high professional standards and governance are maintained and demonstrated through regular peer review. To provide expert advice, support, direct and lead imaging clinical practice and professional development of non-medical staff within Radiology. And to participate in the strategic management of the service.

Job specific outcomes

1. Develop the radiology policies and procedures in line with those of Health and Community Services and relevant legislation, to include radiation safety, to ensure best practice is adopted and reviewed on a regular basis. Also include being responsible for identifying innovation and developments in Radiology that may be suitable for this service and align work with strategic objectives.
2. Develop a budget and manage the day to day delivery of the radiology service within that budget, maximising income where appropriate. Ensuring that the supplies required are available and that the stock level is managed at safe and economic levels. Responsible for the procurement of capital equipment. Where the need for further revenue or capital funding is identified, develop business cases.
3. Manage the service's capital equipment and capital replacement programme, including the maintenance of an accurate asset register, the management of quality assurance programmes and maintenance schedules. Through expert knowledge ensure that equipment and items purchased and held by the department are fit for purpose, offer service development where appropriate, are safe and represent value for money.
4. Lead a team of specialist modality managers. Responsible for recruiting, inducting, supporting and developing all non-medical staff to ensure that they are suitably qualified to meet service needs and engage in workforce planning to ensure sustainability of the service into the future. Introducing and managing change where evidence supports this.
5. Develop and implement staff training, maintain a programme of staff performance and review and develop scopes of practice in order to ensure that the department is able to meet current needs. Responsible for ensuring that plans are in place to support the service going forward, and that staff are committed, motivated and operating efficiently and safely.

6. Lead an audit programme to monitor adherence to all relevant policies and legislation. Seek the opinions of the users of the service and investigate and deal appropriately with complaints and any adverse incidents that are reported, to ensure the safety of all patients and staff visiting and working in the radiology service. Responsible for risk identification and management.
7. Deliver a timely and efficient imaging service to patients and referrers to include a 24-hour service for general X-ray, CT scanning and Ultrasound scanning for urgent/emergency work. The service must be designed to be able to cope with 'trauma calls' and major incidents and working practices must ensure the safety of patients and staff.
8. Maintain information and communication networks with service users and across the wider organisation. Ensuring compliance with data protection policies and legislation. To include the management and implementation of processes that will ensure the business continuity of the service during information technology failures.
9. Manage the physical environment of the radiology service to ensure that the facilities are kept clean, areas are used efficiently and meet the needs of the different users. Ensure that repairs are carried out in a timely manner and that as needs change, plans are developed to meet the new requirements of the service.
10. Practice as a clinical radiographer to a high standard carrying out imaging examination of patients to include participation in an on-call service where appropriate. Provide support and guidance to modality managers in their specialist clinical roles.

Statutory responsibilities

- The post holder will have to comply with all relevant States Laws, such as the Health and Safety at Work (Jersey) Law 1989 and any other associated legislation, Standing Orders, Financial Directions, and other relevant Codes of Practice, in respect of managing the key project deliverables of programmes and costs through the active management of procurement, approval, financial and administrative procedures.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work (Jersey) Law, 1989
- To work in accordance with the Data Protection (Jersey) Law;
- This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Organisational structure



Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Either BSc in Diagnostic Radiography or The Diploma of the College of Radiographers and Study to Masters Level or Higher Diploma of the College of Radiographers and A post graduate qualification in management Registered with the Health Professions Council and Registered with the Care Commission in Jersey</p>	
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Demonstrates advanced theoretical & practical knowledge of radiology to deliver a high-quality practice and management of the service. To include evidence of continuing professional development. Good understanding of medical conditions that may require imaging and how clients may present to the service.</p>	

	<p>Expert in clinical governance and the importance of continuous improvement.</p> <p>Knowledge of employment law and HR policies and an understanding of the management of others in a Professional capacity.</p> <p>Expert in application of relevant legislation e.g. radiation and other health safety laws and data protection</p> <p>Knowledge of the Financial Directions.</p>	
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Able to demonstrate a range of information technology skills i.e. an ability to effectively use IT equipment and role critical software.</p> <p>Able to operate a range of imaging equipment and train others in their use.</p>	
<p>General Skills/Attributes <i>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.</i></p>	<p>Strong relationship building with both internal and external stakeholders up to and including at a senior level, and especially with service users.</p> <p>Able to understand and manage a range of complex facts or situations requiring analysis.</p> <p>Strong problem-solving acumen.</p> <p>Excellent communication; verbal and written.</p> <p>Communicates effectively across all levels and media.</p> <p>Ability to adapt personal style in order to influence others and gain support for</p>	

	<p>ideas. Demonstrates empathy towards individual clients.</p> <p>Supports the development of and shares learning with other members of staff.</p> <p>Able to remain professional and effective under pressure.</p> <p>Committed to continuous service improvement and also continued professional development for themselves and their team.</p> <p>Self-directed & resourceful.</p> <p>Flexible approach to work.</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Significant experience in Radiology with a number of years spent in a position with substantial management duties.</p> <p>Budget management – both capital and revenue.</p> <p>Project management.</p> <p>Working effectively within a multidisciplinary team.</p> <p>Training and development of staff.</p> <p>Service review/audit and change management.</p>	