

JOB DESCRIPTION

Job Title:	Deputy Cross-Sectional Imaging Manager (Operational)
Band:	Band 7
Department:	Radiology
Base Site:	Royal Blackburn Teaching Hospital
Reports to:	Cross-Sectional Imaging Manager
Responsible to:	Radiology Operations Manager
Responsible for:	Cross Sectional Radiographers Cross Sectional Radiology Assistants

JOB PURPOSE:

To be responsible for the day-to-day management of the multidisciplinary team of staff, equipment and consumables associated with the Cross-Sectional Imaging Service at East Lancashire Hospitals NHS Trust. As the lead member of staff you will also provide an efficient and high quality Cross-Sectional imaging service, whilst dealing with patients in a caring and professional manner.

You will work closely with the consultant radiologists to deliver a high quality of patient care, a high quality of imaging techniques and excellent working practices.

You will need to work flexibly to meet the needs of the service and take part in the out of hours service providing 24*7 Cross-sectional imaging services.

You shall assume the lead role for governance issues for your speciality and instigate the reporting and investigation of untoward incidents, reporting the findings to the Directorate Management Team.

To work closely with other Lead Radiographers in the Directorate

Clinical Responsibilities:

The post holder will need to balance the number of planned clinical sessions to maintain skills in any given week, with non-clinical sessions to ensure adequate provision is made for designated management duties.

- To assist the Cross-Sectional Imaging manager in managing the Cross-Sectional Imaging service with regards to efficient use of resources, quality, and safety.
- Display evidence of good anatomical, physiological and pathological knowledge to assist in the clinical justification of Radiography referrals in line with both national regulations IR(ME)R 2017 (Ionising Regulations (Medical Exposure) Regulations) and local protocols.
- To receive and attend patients if necessary, ensuring accuracy of entries onto the RIS (Radiology Information System) and prepare patients for examinations.
- To act as an operator under IR(ME)R 2017.

- To implement the requirements of all radiation legislation for the Cross-sectional Imaging services at East Lancashire Hospitals NHS Trust.
- To liaise with referral sources where clarification is required for the most clinically appropriate imaging.
- To act as a point of advice for imaging referrers.
- To act as a patient advocate in radiation protection issues.
- To assess specific communication needs of individual patients.
- To acquire high standard diagnostic images and position patients accurately for examinations, taking into account patient limitations and adapting standard techniques where necessary.
- To undertake more specialised examinations and where appropriate develop an extended role within Cross-Sectional Imaging.
- Provide information by explanation and demonstration, of often-complex procedures, listening to the patient's requirements in order to encourage compliance with the imaging process. Some patients will have a barrier to understanding e.g. dementia, language barriers, or be unable to communicate.
- Patients with injuries or illness that will require adaptation technique, utilisation of developed motivational and persuasive skills to acquire correct positioning and produce an acceptable diagnostic image.
- Provide reassurances as to the necessity of CT/MRI examination involving a risk associated with the harmful effect of ionising radiation and magnetic field.
- To communicate effectively and empathetically with relatives of patients.
- To ensure that images are reported upon in a timely and accurate manner.
- To ensure that urgent findings are communicated and patients are directed accordingly.
- To have excellent theoretical and practical knowledge of cross-sectional imaging and multi-purpose equipment and techniques to be modified in an appropriate manner where necessary to obtain the optimum image.
- To review, develop, modify and comment on continuing appropriateness of imaging protocols. To develop new techniques and protocols in line with technical developments and to ensure that all radiographers within the area are trained accordingly.
- To ensure all appropriate infection control measures are utilised, paying particular attention to personal protection as well as the management of equipment and linens where contamination from body fluids has occurred.
- The radiographer must have sufficient knowledge to assess when the use of contrast media may be contra-indicated and has the ability to assess a patient's physical condition post injection to check for any reaction to the contrast media and take appropriate steps if reaction does occur. To administer intravenous contrast media using a pressure injector.

- Work as part of a multi-disciplinary team, when undertaking cross-sectional imaging procedures to provide a high quality of service to the patient.
- Maintenance of Departmental Records.

Operational Responsibilities

- To liaise with other departments/wards within the hospital and various external sources in order to provide a quality service to patients and clinicians, resolving issues wherever possible at a local level.
- To support the development of the Cross-sectional Imaging Service keeping abreast of any changes in working procedures, making recommendation when necessary.
- To participate in the safe transfer of patients and equipment within the department and hospital respectively, using manual handling guidelines and risk assessment.
- Be able to exercise personal responsibility and make decisions in unpredictable situations.
- Maintain knowledge of the equipment to promote safe, effective and efficient handling with the clinical setting, to uphold Health and Safety guidelines.
- To order and maintain adequate stocks levels of necessary consumables for the provision of the service.
- To report clinical and non-clinical incidents in line with Trust and departmental risk management policies. To investigate clinical non-clinical incidents within your area of control.
- To supervise and support staff working with the speciality on both professional and operational matters, offering advice where required.
- To organise workload in line with clinical priorities.
- To adapt and quickly respond to changes in service, patients of departmental need.
- To reflect on systems of work and communicate areas of deficit or potential advancement.

Managerial Responsibilities

- To have expert knowledge and have the ability to train others on the full range of technical application available on the Cross-Sectional Imaging equipment and when introducing new techniques.
- To assist Cross-Sectional Imaging manager to manage and monitor daily activity within the speciality including waiting and reporting times.
- To monitor and report equipment faults and to determine the severity of a problem and its probable impact on the workload. To make a balanced judgement on when to call in a service engineer, taking into account the effect on the normal running of the department. To

liaise with equipment suppliers regarding the attendance of an engineer at a suitable time in the event of a minor faults or immediately in the event of a total equipment failure.

- To rearrange works list in the event of equipment, being responsive to the inconvenience caused to patients by the short notice of cancellation of appointments.
- To perform regular equipment testing, ensuring all results are documented and reported.
- Ensure continuing familiarisation with the current QA measure in place within the department.
- To utilise trust electronic systems to maintain compliance with Trust policies e.g. incident reporting, payroll attendance.
- To support the CSI manager in the investigation of complains and incidents, providing a response within the agreed timescales.
- Take responsibility for decisions undertaken when using own initiative whenever the situation demands e.g. referral to the safeguarding team if applicable.
- To be able to produce and be responsible in the organisation of the weekly rotas (e-roster) for trained staff within Cross-Sectional Imaging department.
- To organise the out of hours rota ensuring fairness and compliance of all relevant staff.
- To liaise with the Radiology I.T. Systems and Performance Manager and Deputy with regard to the quality of information stored on the CRIS and PACS systems, especially with regard to financial information.
- To ensure that computerised and other staff records are up to date.
- To ensure that regular staff meetings for the Cross-Sectional imaging department take place so that staff are kept informed and are able to contribute to the management of the department.
- To ensure that all staff are informed of any changes across both the Trust and Directorate.
- To contribute to the development of the performance and development plans for the directorate and ensure individuals training needs are captured and supported through PDP's and the KSF.
- To conduct return to work and sickness absences interviews when required, highlighting areas for improvement to the Cross-Sectional Imaging Manager.
- To participate in the recruitment and selection of staff.
- To solve problems which are beyond the capabilities or expertise of the Senior Radiographers within the area.
- To resolve informally if possible grievances between staff.
- To deputise for the Cross-Sectional Imaging Manager when required, attending any meetings, and undertaking duties as appropriate to the role level.

- To attend any cross-site meetings and forums as required.

Training, Research & Development

- To be active in the supervision and clinical instruction of undergraduate, postgraduate, senior and junior radiographic staff.
- To undertake formalised assessments of undergraduate students and document findings in accordance with each academic institutions requirements.
- To participate in the academic programme of the department as required.
- To prepare/present short presentations or lectures for staff and participate in CPD.
- To actively participate in the departments audit programme.
- To conduct examinations according to protocol for a range of clinical trials.
- To evaluate technology and its clinical application.
- To provide training in the use of clinical equipment for other staff and monitor their progression and performance. Advising on appropriate record keeping.
- To provide elements of induction training and support for other staff
- Undertake appraisal and PDP's for departmental staff.

EMPLOYMENT ACTS AND CODES OF PRACTICE

All employees are required to comply with employment legislation and codes of good practice.

Equality and Diversity

We are an Equal Opportunities employer and will do all we can to make sure that job applicants and employees do not receive less favourable treatment because of their age, sex, marital status, faith, race, disability or sexual orientation, or for any other reason that is not justified.

Health and Safety

In accordance with the Health and Safety at Work Act 1974, and other supplementary legislation, all employees are required to follow Trust Health and Safety policies and safe working procedures, take reasonable care to avoid injury during the course of their work, and co-operate with the Trust and others in meeting statutory requirements.

Infection Control

All employees must comply with Prevention and Control of Infection policies and attend any related mandatory training.

Sustainability and Corporate Social Responsibility

The Trust attaches great importance to Sustainability and Corporate Social Responsibility. It is the responsibility of all members of staff to ensure that the Trust's resources are used efficiently with minimum wastage throughout their daily activities

Risk Management

Employees are required to report every incident where the health and safety of self or others has been jeopardised (including near misses) and to carry out or participate in investigations into such incidents as required.

Safeguarding

All employees have a responsibility for safeguarding and promoting the welfare of children and adults. Further guidance can be sought from your Line Manager.

Data Protection Act

All members of staff are bound by the requirements of the Data Protection Act 1998.

Rules, Regulations, Policies, Standing Orders and Financial Instructions

All employees are required to comply with the rules, regulations, policies, standing orders and financial instructions of the Trust.

Research and Development Projects

Whenever you decide to undertake a piece of research, either as a Principal Investigator or Local Researcher, or Assistant Researcher, you must comply with the principles of Clinical Governance and the Research Governance Framework.

Development Review

Key performance objectives, development needs and compilation of a Personal Development Plan will be discussed and agreed at Annual Development Review meetings.

Training

Post holders are required to attend any relevant and mandatory training for the post.

Outside Employment / Outside Interests

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of East Lancashire Hospitals Trust. In accordance with legislation on working time, it is a condition of employment that all staff must inform their line manager before taking up any private practice, work for outside agencies or other employers, other work for this Trust (including bank work) and / or voluntary work. This is to ensure there is no conflict of interest with your NHS duties.

Review of Job Description

This is not intended to be a comprehensive description of the duties of the post. Due to the Trusts commitment to continuous improvement it is likely that the post will develop over time. These duties will be subject to regular review and any amendments to this job description will be made in consultation and agreement with the post holder

STANDARDS OF CONDUCT

Conduct duties with regard to values underpinning the Trust's Vision "*to be widely recognised for providing safe, personal and effective care*":-

Values:-

- Respecting the individual
- Putting patients and customers first
- Promoting positive change
- Acting with integrity
- Serving the community

Underpinning the Trust's vision and values are the following key operating principles that influence the way in which the Trust does business:-

- Understand the world we live in and deal with it
- We are clinically led and management supported
- Support departments support the front line
- Everything is delivered by and through Divisions
- Compliance with standards and targets are a given. They are the things we do to help secure our independence and influence
- Quality is our organising principle – driving quality up and cost down is not mutually exclusive
- We deliver what we say we need to

Post holders are expected to work flexibly within their pay band. They should only be expected to carry out activities for which they are competent. Alternatively they may carry out the additional duties if they are receiving support or training in order to obtain the recognised level of competence.

The Trust operates a Tobacco Control Policy.

ACCEPTANCE OF JOB DESCRIPTION

I confirm I accept the duties contained in the above job description.

NAME:
(PRINT)

SIGNED:

DATE: