Radiology Patient Safety and Human Factors Adviser

The College’s Faculty of Clinical Radiology (CR) wishes to appoint a Radiology Patient Safety and Human Factors Adviser ("the adviser") to advise on issues relating to patient safety and human factors in Clinical Radiology services, to review existing guidance and to develop new guidance in this area as required.

Eligibility and term of office

The adviser will be a Fellow of the College, who is resident in the United Kingdom and at the time of his or her application is in active clinical practice and holds a current licence to practise.

Applicants will be invited to complete a declaration of interests form.

The appointment will be for a period of three years.

Role and responsibilities

The principal duties of the adviser will be:

- to advise and represent the CR Faculty on patient safety and human factors in clinical radiology
- to suggest ways the RCR could improve its support for Radiologists, throughout their career, in optimising non-technical skills (human factors)
- to review papers and agendas for CR PSSB (Clinical Radiology Professional Support and Standards Board) and CR STB (Specialty Training Board) from a patient safety and human factors perspective
- to participate in the three meetings a year of CR PSSB in person, by teleconference or videoconference, as agreed in advance with the CR Medical Director of Professional Practice (who chairs CR PSSB)
- to liaise in advance with the CR Medical Director, Education and Training (who chairs CR STB) concerning participation in the three meetings a year of CR STB.
- to present in person an annual Radiology Patient Safety and Human Factors report to CR PSSB
- to research and draft appropriate advice and guidance for members and Fellows
- to ensure new College publications contain accurate and up to date advice on patient safety and human factors where relevant
- to work with College staff to ensure that the website contains relevant, useful and up-to-date information on patient safety and human factors issues
- to represent the Faculty at relevant external meetings and events
- to ensure that relevant new guidance from external bodies is disseminated appropriately.

Person Specification

In order to fulfil this role the individual will be expected to demonstrate:

- expertise, knowledge and understanding of patient safety in the delivery of Radiology services
- expertise, knowledge and understanding of human factors and the non technical skills necessary for Radiologists.
- excellent interpersonal and communication skills, including the capacity to support and influence others
• the ability to develop and build effective professional relationships; liaise with other stakeholders and network with other interested individuals
• experience and expertise in drafting guidance, protocols and web-based resources.

**Time commitment**

There is no specific time commitment for this role as the majority of the work will be undertaken informally and remotely.

Overall it is anticipated that the role will require an average of approximately one day per month. It is expected that the appointee will liaise closely with the Vice President, Clinical Radiology to ensure the activities are not over-burdensome.

There may be occasions when the adviser is asked to attend specific events, meetings or conferences on behalf of the Faculty e.g. with other stakeholders. Participation in such events will be discussed and agreed in advance with the Vice President Clinical Radiology and will amount to no more than a few days per year.

**Support from and liaison with the College**

Administrative support will be provided by staff in the Professional Practice directorate. The adviser is an ex-officio member of the Clinical Radiology Professional Support and Standards Board.

It is envisaged that the adviser’s network of individuals with patient safety and human factors knowledge and experience will provide support and expertise to assist him/her as needed.

**Resources**

This is a voluntary role. The RCR will meet the travel expenses incurred by the adviser in travelling to the RCR and other events, in accordance with the [College travel and expenses policy](#).

**Confidentiality**

The adviser shall comply with the provisions of the Data Protection Act 1998 as regards processing and disclosure of any personal data that is made available to them as part of their work for the RCR.

The adviser will from time to time be provided with documents at various stages of development prior to their formal approval and publication, which are to be kept confidential. The adviser shall not disclose any confidential information to an outside person or organisation.

The adviser will not express any opinion or make any statement publicly or to the media that is held out to be a view from the College without first consulting and agreeing the approach with the Vice President, Clinical Radiology.

**Copyright and Intellectual Property**

The RCR will hold the intellectual property and copyright of any documents or publications produced by the individual in their capacity as the Faculty’s adviser. The adviser will be required to assign these rights to the RCR.

**Applications and appointment process**

Applications from eligible candidates will be ranked against the person specification criteria by a selection panel comprising two elected members of the Faculty Board, the Chair of the CR PSSB, the Chair of CR STB, and the CR Vice President. It will be ensured that no member of the selection panel has a conflict of interest with any applicant.