

## Job Description

Job Title:	Quality/Service Improvement Lead
Department:	Radiology
Grade:	Pay Band 7
Managed by :	Radiology Services Manager
Responsible to	Radiology Services Manager
Accountable to	General Manager – Clinical Support

### JOB PURPOSE/SUMMARY

To manage and supervise the accreditation processes in the radiology services, carrying out the required management and leadership tasks to support the accreditation processes.

### DEPLOYMENT

The post holder will be designated to the Radiology Department.

### SKILLS and EXPERIENCE

1. Significant experience of working at a senior level within a radiology service. Experience as a radiographer is desirable but not essential.
2. Awareness of the legal responsibilities of a radiology service to patients, service users, and staff.
3. Interpersonal skills i.e. making good contact with people and establishing effective working relationships with all staff.
4. Leadership skills, able to set objectives, and hold people to account.
5. Organised, able to proactively manage timescales.
6. Good IT skills i.e. have a good working knowledge of the internet and of programs such as MS-Excel and MS-Word.
7. Able to proof-read and undertake document control.
8. Able to facilitate and chair meetings.

## KEY TASKS

1. To take responsibility for the service's QSI implementation and accreditation programme, as delegated by the radiology services manager.
2. To update the radiology services manager regularly concerning progress with meeting the standard and accreditation programme.
3. To understand the requirement and timescales of accreditation to the Quality Standard for Imaging (QSI).
4. To coordinate the service's movement through the QSI three stage approach, ensuring that all evidence uploaded to the quality management system is relevant, up-to-date, and fully meets the QSI accreditation criteria.
5. To be a very visible member of the leadership team, supervising the ongoing implementation of processes. Following application for accreditation, ensuring all documents reported to UKAS are relevant, by checking records, compliance with policy, and observing standards of interactions with patients, service users, and other staff. To take action or report these findings as required.
6. To have administrator access to the St Elsewhere's web-based assessments on the UKAS website, maintaining the access and passwords of the services users on that site.
7. To maintain the service's audit and outcome measure programme, issuing reminders to responsible persons that outcome measures are due, and feeding the results into the required meetings.
8. To chair the service's QSI and improvement meetings.
9. To oversee and facilitate QSI site meetings, ensuring all teams understand the process and rationale driving the quality/improvement agenda
10. To oversee the service's controlled documents, issuing reminders to document owners when they require updating.
11. To maintain printed versions of the service's controlled documents in key locations as necessary.
12. Assisting with on the job training to new members of staff
13. To attend mandatory training sessions

## GENERAL RESPONSIBILITIES

- To participate in mandatory training, and to ensure these policies and guidelines are followed.
- To participate in appraisal as required.
- To attend the Radiology Management group.
- To attend patient forums at trust and service level.
- To coordinate the service's response to other agencies, such as Care Quality Commission, as required.
- To support the service's leadership team as required

GENERAL NOTES – this section to be filled with your organisation's usual job description details e.g. confidentiality, health & safety etc.