

Imaging Modality Manager

Department: Health and Community Services (HCS)

Section: Clinical Support Services and Cancer

Reports to: Superintendent Radiographer

JE Ref: HCS606

Grade: CS12

JE Date: 20/04/2020

Job purpose

1. Manage an Imaging Modality* within the Radiology service and work with the other clinical modality managers to ensure the highest imaging and management standards are maintained.
2. Manage staff, staff training, resources & activity in the modality and provide expert specialist advice. Lead and develop the service. Provide support and direction in relation to radiography clinical practice and professional development
3. Undertake clinical duties

**Imaging Modality is an imaging technique, such as X-ray, CT (computed tomography), MRI (Magnetic Resonance Imaging,) Ultrasound and Mammography.*

Job specific outcomes

1. Manage the specialist imaging modality in line with the policies and procedures. Implement all safety advice and legislation in relation to the modality. Develop and implement policies and procedures to ensure best practice is adopted and reviewed on a regular basis. Responsible for ensuring staff are trained in current radiation protection and other relevant legislation in order to ensure the smooth and effective running of the service.
2. Deliver a wide range of clinical work appropriate to the imaging modality, including complex procedures. Audit practice of Radiographers, who work in the imaging modality, supporting, training and supervising them as required, to ensure delivery of service to the highest standards.
3. Manage both Professional and non-qualified modality staff including: recruitment, induction, the co-ordination of mandatory training, continued professional development performance review and staff competency. Ensure that sufficient staff are in place and operating competently within their scope of practice with the appropriate skill mix.
4. Manage the modality area to ensure compliance with health and safety, infection prevention and control and other current legislation. Develop and implement risk assessments, investigate and act on untoward incidents (Datix). Carry out regular audit within modality.
5. Organise the workflow of the modality, including the management of appropriate waiting times and appointment schedules both acute and routine. Ensure that the service is

provided in the most efficient, effective and economic way while caring appropriately for the patients.

6. Maintain all relevant records in the required format and on time. Operate information and communication systems to ensure the integrity of information stored on all databases. Provide relevant information for improved patient care and effective resource management in compliance with data protection policies and legislation.
7. Investigate and deal appropriately with complaints and adverse incidents that relate to the imaging modality as requested, ensuring considered responses are delivered in a timely manner and that the service maintains an ethos of continuous improvement and innovation.
8. Manage imaging equipment to ensure faults are identified, appropriate action taken and equipment quality is maintained. Implement and maintain a quality assurance program and act on adverse findings. Ensure minimal impact on service provision.
9. Practice as a clinical imaging specialist performing imaging techniques to a very high standard including complex and specialist procedures and acting as a role model for the team.
10. Provide and participate in an on-call service to ensure that urgent work which cannot wait until normal working hours is completed (except in Mammography). Responsible for organising, developing and implementing rotas for modality.

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
Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i>	<p>A relevant qualification – either the Diploma of the College of Radiographers or BSc in Diagnostic Radiography or equivalent.</p> <p>Recognised post graduate qualification in specialist modality. Where reporting of images is undertaken it is essential that the qualification includes this.</p> <p>Registered with the Health & Care Professions Council (HCPC) and has Jersey Care Commission registration.</p> <p>A Post Graduate management qualification.</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>Highly developed specialist knowledge of modality underpinned by sound theoretical & practical knowledge of modality to deliver a high-quality practice and management of the service.</p> <p>Practical knowledge of how to independently perform a wide range of speciality modality examinations.</p> <p>Detailed knowledge of pathology using the specialist modality.</p>	

	<p>Awareness of the roles of other services (Health, Social Care and Education) and the interface with Psychological Therapy.</p> <p>Good understanding of medical conditions that may require imaging from the specialist modality and how patients may present to the service.</p> <p>Demonstrates an understanding of clinical governance.</p> <p>Understanding of the supervision of others in a professional capacity.</p> <p>Good understanding of relevant Health & Safety requirements</p> <p>Good understanding of data protection requirements.</p> <p>Good understanding of change management.</p> <p>Good understanding of Employment law.</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 with expert knowledge the full range of imaging equipment within the specialist modality and train others on 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</i></p>	<p>Excellent relationship building with both internal and external stakeholders, and especially with service users.</p>	

<p><i>delegate, motivation or commitment etc.</i></p>	<p>Able to understand and manage a range of complex facts or situations requiring analysis.</p> <p>Good 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 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 and 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 post-graduate practical specialist modality experience, some of which will have been with management responsibility in this specialist setting.</p> <p>Experience of working effectively within a multidisciplinary team.</p>	

	<p>Training and development of Professional and non-qualified modality staff.</p> <p>Experience of managing and delivering audits of service, identifying improvements, developing business cases for improvement and implementing agreed improvements.</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 5 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.