## JOB DESCRIPTION

**JOB TITLE:** Imaging Service Manager

**REPORTS TO:** Imaging Manager

**ACCOUNTABLE TO:** Imaging Manager

Daily interactions: Radiographer, Radiologists, Service Managers, Outpatient Manager, Business Development Team, Governance Team

**PURPOSE OF THE ROLE:**

The Imaging Service Manager is responsible for the smooth running of the Imaging Department, assisting and filling in for the Imaging Manager when required, including managing and coaching the team to drive a quality imaging service in accordance with the department’s guidelines and processes.

The Imaging service manager will be expected to have specialist knowledge, experience and skills in all imaging modalities. They will be able to demonstrate sound knowledge of IRR17 and health and safety protocols. They will be able to perform, and train /monitor staff in all aspects of the imaging protocols.

The Imaging Service Manager will assist the Imaging manager and the MRI and CT Superintendents where needed, on processes for new strategies and projects. They will help in applying and making operational new and existing quality strategies to new projects as well as working with the business development and service managers on new projects to ensure a high clinical quality, and safe decisions are made .

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

* Day-to-day operational management of the Imaging service
* Clinical involvement with the team
* Manager the imaging administration team
* Ensure smooth running of the IEP service, working with the PACs manager and PACs administrator,
* Contribute to and maintain up-to-date and relevant protocols and SOPs for the department with the Superintendents
* Contribute to the development of strategy for the Imaging Department
* Maintain a high level of quality clinical practice within the team
* Identify areas for improvement to achieve a consistent high quality service
* Understand Care Quality Commission regulations and disseminate education to other staff
* Investigate and respond to Datix incidents as required
* Work with the governance team to ensure new procedures are introduced safely.
* Support the Imaging manager with investigation and response to patient complaints as required
* Support and participate in CPD activities
* Act as a mentor for new radiography staff
* Act as a role model for all imaging staff
* Oversee monthly departmental audits and delegate when necessary
* Train and assist new team members in collaboration with the superintendents

Induction of new staff

* Understanding of the roles of the RPS and their duties.
* Implement and actively contribute to a departmental continual improvement programme
* Play an active part in the clinical team and part-take in the Monday-Friday rota with the addition or protected time to carry out non-clinical duties.
* Deputise for the Imaging manager when required
* Respond to clinical queries from referrers when required
* Assist the Imaging manager with workforce and resource planning

## SKILLS & EXPERIENCE

* HCPC registration
* Extensive experience in MRI, x-ray and CT
* Supervisory/management experience desirable
* Previous experience in a management role and/or leading a team

## PERSON SPECIFICATION

You will be a strong leader, with the ability to work autonomously, taking ongoing responsibility for the management of an outstanding, world-class service. As a strong people manager, you will be able to instil a real patient-centric culture throughout the team to help create a great experience for everyone who comes to the department. Quality will be a big part of your responsibility, with the aim to improve this and maintain it through every aspect of the department.

**ESSENTIAL**

1. BSc or Diploma in Radiography
2. State Registration with the Health Care Professions Council (HPC)
3. Participate in and provide support for CPD
4. Detailed knowledge of MRI safety aspects
5. Extensive diagnostic imaging experience in a wide range of examinations.
6. Experience of quality assurance for imaging
7. Experience of training and mentoring radiographers
8. Good communication skills
9. Ability to work without supervision
10. Knowledge of IR(ME)R
11. Knowledge of Health and Safety processes
12. Willingness and ability to adopt new knowledge and strategic experience.
13. Excellent interpersonal skills
14. High professional standards
15. Remain calm under pressure
16. Ability and willingness to foster good working relationships
17. Highly motivated and able to motivate others
18. Committed to quality improvement
19. Ability to identify personal development needs

**DESIRABLE**

1. Post graduate qualifications

2. Previous supervisor experience