



## KING EDWARD VII's HOSPITAL

### Job Description

**Job Title:** Superintendent Mammographer  
**Department:** Breast Unit  
**Job Type:** Full-time  
**Hours:** 37.5  
**Reports to:** Head of Cancer Services

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#### POSTION OVERVIEW

The Superintendent Mammographer is responsible for the overall leadership and management of the Breast Department at King Edward VII Hospital. In this pivotal role, you will oversee breast imaging services, ensure compliance with regulatory standards, maintain service quality, and provide compassionate patient care. As a leader in the department, you will collaborate closely with one other mammographer, an associate mammographer and imaging assistants.

#### KEY RESPONSIBILITIES:

**1. Leadership and Department Management:**

- Lead and manage the daily operations of the Breast Department.
- Provide guidance, mentorship, and support to the department's mammographer.
- Foster a collaborative and positive work environment that prioritizes patient care and staff satisfaction.

**2. Quality Assurance:**

- Oversee the proper maintenance and calibration of breast imaging equipment.
- Establish and enforce rigorous quality control procedures to meet industry and regulatory standards.
- Review and assess breast imaging to ensure accuracy and quality.

**3. Patient Care:**

- Conduct breast imaging examinations with empathy and professionalism.
- Clearly explain procedures to patients, address their questions, and alleviate concerns.
- Ensure patient safety and comfort throughout the examination process.
- Support Radiology colleagues with interventions and imaging assisting.

#### **4. Regulatory Compliance:**

- Stay current with all relevant regulations and guidelines related to breast imaging services, including those from the FDA and ACR.
- Ensure that the Breast Department operates in full compliance with all applicable laws and regulations.

#### **5. Equipment and Resource Management:**

- Manage inventory and supplies essential for breast imaging services.
- Coordinate maintenance and repair activities for breast imaging equipment.
- Recommend equipment upgrades and enhancements as necessary.

#### **6. Breast Cancer Screening Programs:**

- Collaborate with healthcare providers to design and promote breast cancer screening initiatives.
- Educate the community about the significance of breast imaging in early cancer detection.
- Actively participate in outreach and educational efforts.

#### **7. Documentation and Reporting:**

- Maintain precise patient records and department documentation.
- Prepare and submit comprehensive reports detailing department performance and quality assurance measures.

### **PERSON SPECIFICATION:**

| <b>Feature Sought:</b> | <b>Essential Requirements:</b>  | <b>Desirable Requirements:</b>  |
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| <b>Qualifications:</b> | <ul style="list-style-type: none"> <li>• Bachelor's degree in radiologic technology or a related field, recognised by a UK academic institution.</li> <li>• HCPC registration as a mammographer.</li> <li>• Membership with the Society and College of Radiographers (SCoR).</li> </ul> |   |
| <b>Experience:</b>     | <ul style="list-style-type: none"> <li>• Minimum of 5 years of practical experience in breast imaging, including experience</li> </ul>  | <ul style="list-style-type: none"> <li>• Preferred experience in a supervisory or leadership capacity.</li> </ul> |

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|                               | within the UK healthcare system.  |   |
| <b>Leadership Skills:</b>     | <ul style="list-style-type: none"> <li>• Demonstrated ability to lead and manage a small healthcare team effectively.</li> <li>• Strong interpersonal and communication skills, in adherence to UK healthcare communication standards.</li> </ul>                 |   |
| <b>Technical Proficiency:</b> | <ul style="list-style-type: none"> <li>• In-depth knowledge of breast imaging techniques and equipment commonly used in the UK.</li> <li>• Proficiency in the maintenance and calibration of breast imaging equipment in compliance with UK standards.</li> </ul> |   |
| <b>Regulatory Knowledge:</b>  | <ul style="list-style-type: none"> <li>• Comprehensive understanding of the regulatory framework governing mammography services in the UK, including guidelines from the Care Quality Commission (CQC).</li> </ul>  |   |
| <b>Patient-Centred Care:</b>  | <ul style="list-style-type: none"> <li>• Proficiency in explaining procedures to patients, addressing their concerns, and ensuring their comfort in line with UK healthcare practices</li> </ul>  | <ul style="list-style-type: none"> <li>• Strong commitment to delivering compassionate and patient-centred care.</li> </ul> |
| <b>Compliance:</b>            | <ul style="list-style-type: none"> <li>• Proven ability to stay updated with evolving UK healthcare regulations and guidelines pertinent to breast imaging</li> </ul>   |   |
| <b>Problem Solving:</b>       | <ul style="list-style-type: none"> <li>• Effective problem-solving skills,</li> </ul>   |   |

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|  | <p>particularly in equipment troubleshooting and adherence to quality control standards defined by UK healthcare authorities.</p> |  |
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This job description is not intended to be an exhaustive list of duties, but mainly to highlight the current main responsibilities of the post. The post holder is required to undertake any other similar duties, as required by the Manager. This job description may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.

The post holder will be required to comply with all policies and procedures issued by and on behalf of King Edward VII's Hospital *Sister Agnes*.

The Hospital is an equal opportunities employer and the post holder will be expected to promote this in all aspects of his/her work.

### **Confidentiality**

All information in relation to patients and staff must be held in the strictest confidence and may not be divulged to any unauthorised person at any time without the authorisation of your Manager or unless it is in the best interest of the individual. The post holder must maintain the confidentiality of information about patients, staff and other Hospital service business in accordance with the Code of Confidentiality and the Data Protection Act 1998. A breach of confidentiality in relation to manual or computer data will result in disciplinary action being taken in accordance with the Hospital's disciplinary procedure and may lead to dismissal.

### **Health and Safety**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974 to ensure that the agreed safety procedures are carried out to maintain a safe environment.

### **Risk Management**

You have a responsibility for the identification of all risk which have a potential adverse effect on the Hospital's ability to maintain quality of care and the safety of patients, staff and visitors, and for the taking of positive action to eliminate or reduce these.

### **Equal Opportunities**

As a member of staff at the King Edward VII's Hospital *Sister Agnes* you have a personal responsibility to ensure that you do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

You also have a responsibility to ensure that all people that you have contact with during the course of your employment, including patients, relatives and staff, are treated equally in line with the hospital's Equal Opportunities Policy.