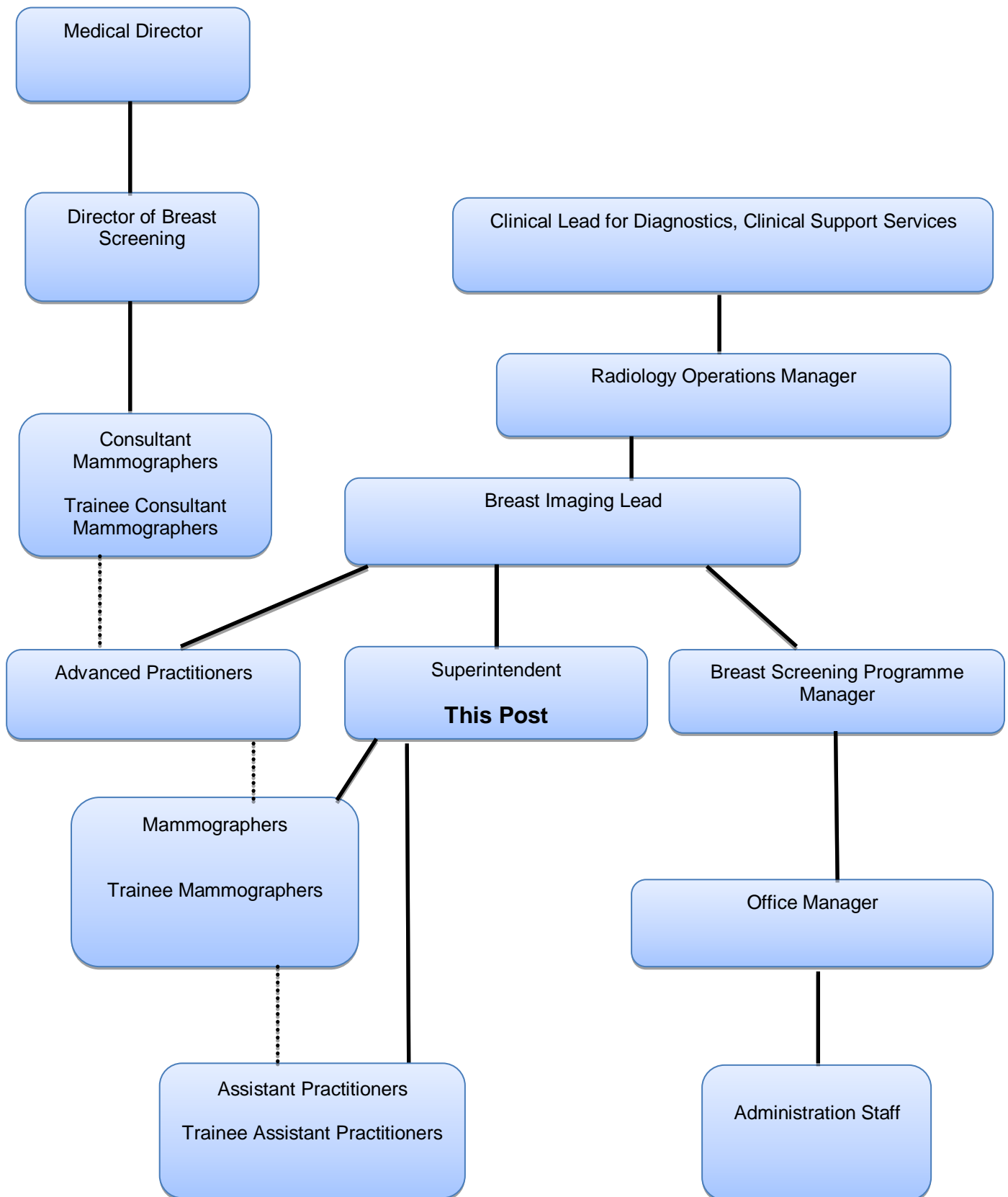


Job Description

1. Job Details	
Job title:	Breast Imaging Superintendent –Trust Wide
Current Job grade:	Band 7
Reports to (Title):	Screening Director / Breast Imaging Lead
CMT:	Clinical Support Services (Diagnostics) –Trust Wide
Department/Ward:	Breast Services
Location/Site:	Trust Wide

2. Job Purpose	
<p>In partnership with the Breast Imaging Lead, Director of Screening, Clinical Lead for Diagnostics and Senior Business Manager for Clinical Support Services, to form an effective management team that is committed to providing a high quality service. To ensure effective resource management and the delivery of NHS Breast Screening Programme (NHSBSP). Screening Quality Assurance Service (SQAS) and United Lincolnshire Hospitals (ULH) Trust objectives through service improvements plans and reviews.</p> <p>In the absence of the Breast Imaging Lead: To manage and co-ordinate breast imaging services for the United Lincolnshire Hospitals NHS Trust Breast Screening Service and the Symptomatic Breast Service at ULHT.</p> <p>The post holder will provide management, leadership and clinical support to the Breast Screening and Symptomatic Breast Services, through effective management of its personnel, financial and physical resources.</p>	
2:1. Key Working Relationships:-	
Internal	Director of Screening Clinical Lead Diagnostics & Senior Business Manager Consultant Medical Staff Radiology Staff Breast Unit Multi-disciplinary Team
External	National Screening Service Regional Quality Assurance Reference Centre Regional Superintendent Radiographers Primary Care Trust National Radiological Protection Board Equipment Providers Management Teams at Screening Sites

3. Organisation Chart



— Official Management

..... By proxy Management

4. Duties

4:1. Operational Management

To be responsible for the day to day management and provision of breast imaging for the Breast Services within ULHT.

To assist in the management of the Breast Screening Service to ensure that screening targets are met whilst maintaining the symptomatic Mammography Service.

To help ensure that the Breast Screening Team fits into an effective multidisciplinary framework with effective links to other departments within the Trust and external agencies.

To help the Breast Imaging Lead achieve compliance with SQAS Directives, IRMER regulations, Health & Safety and all other relevant Trust policies and procedures.

To implement changes to policy or procedure identified by the Breast Imaging Lead/Clinical Director to ensure best practice and compliance with NHSBSP directives.

To work with the Breast Imaging Lead, Screening Director, and Programme Manager to ensure effective use of resources and appropriate planning to round length and other NHSBSP targets.

To implement National NHSBSP regulations and ensure QA guidelines are adhered to.

Ensure that all equipment, both at the sites and on the mobile units is repaired and maintained to NHSBSP standards.

Retain professional skills/registration and ensure suitable skill mix across the breast departments; day to day troubleshooting and oversee the provision of radiographic cover.

To liaise with Integrated Care Boards, (ICB's), GP's, Consultants and Radiographers etc., to ensure effective total patient care. In conjunction with the Breast Imaging Lead write and develop business plans for the Breast Screening Service.

To ensure there are Radiation Protection Supervisors for each site to ensure that there is supervision of controlled areas. As service manager to ensure that all local rules and risk assessments are correct and updated as necessary, taking advice from the RPS/RPA team where changes to the controlled area take place.

To ensure radiation exposure incidents are recorded in accordance with local protocols and ensure that where necessary they are reported to the relevant external agencies, again taking advice from the RPS where necessary.

To conduct local HR/Radiation investigations following incidents and ensure

	that actions are taken and improvements are made where necessary including cascading information to staff.
4:2.	<p>Service Improvement and Development.</p> <p>Facilitate, in collaboration with the Director of Screening and Head of Radiography, the implementation of service developments in imaging technology, data management and communications.</p> <p>Develop and propose new ways of working to meet the changing needs of the screening and symptomatic services, actively supporting the implementation and provision of Advanced Practice in Breast Imaging.</p> <p>Liaise with the Radiology Department and the Information Technology Department in both technical and professional development initiatives.</p>
4:3.	<p>Leadership</p> <p>In the absence of the Breast Imaging Lead represent the Breast Service at all Radiographic meetings at a local and potentially, regional level.</p> <p>Ensure an effective, motivated, competent workforce to enable the delivery of high quality care.</p> <p>Adopt a whole service approach, working closely with the multi-disciplinary team, service users and external agencies and organisations to continuously review and improve services.</p> <p>Ensure that an effective communication process is in place across all the staff within the unit.</p> <p>Develop an environment and culture which supports and encourages personal and professional development and that empowers staff to reach their full potential.</p> <p>Act as a resource for those seeking knowledge and experience.</p> <p>Provide regular meetings with mammographic staff and escalate any concerns to the Breast Imaging Lead.</p> <p>Responsible for day to day HR management, recruitment and rostering.</p>
4:4.	<p>Contractual and Financial Management</p> <p>The post holder will have low level budgetary responsibility (Level 1) and help in the management of the budget and resources for the Breast Screening and Symptomatic Service.</p> <p>Help the Breast Imaging Lead to ensure that systems are in place to monitor non-pay expenditure within the screening budget.</p> <p>Have input into the procurement of equipment and consumable items for the screening service, inviting competitive tenders when appropriate and paying</p>

	<p>particular regard to the Trust's standing financial instructions.</p> <p>Identify potential cost improvements that can be made and implement in conjunction with the Breast Imaging Lead.</p> <p>Help maintain the equipment register within the unit and highlight the need for replacement equipment.</p> <p>Ensure adequate stock items are maintained.</p>
4:5	<p>Human Resource Management.</p> <p>Accountable for the overall management of the recruitment and retention of staff within the Screening Service. Undertake all aspects of workforce planning.</p> <p>Lead on the development and implementation of effective policies and protocols for area of responsibility following / within Trust guidelines.</p> <p>Ensure effective rota planning to ensure that screening assessment and symptomatic services are adequately covered while allowing staff to attend multi-disciplinary meetings and those with advanced practice roles to perform their extended duties.</p> <p>Ensure an effective appraisal process is in place for all Radiographic and Screening Staff in line with the Trust appraisal procedure.</p> <p>To be responsible for the performance of the section in relation to both appraisal and core training targets, and to monitor frequently taking action where necessary to improve compliance.</p> <p>To identify, monitor and implement the training needs of the radiographic staff, ensuring all staff have a personal development plan.</p> <p>Deliver Directorate HR objectives, e.g. managing attendance.</p> <p>Manage poor performance issues within area of service.</p> <p>Ensure that all grievances and disciplinary issues are dealt with under the Trust policies.</p> <p>Advise, when required in relation to public and patient involvement to promote awareness of the service availability.</p> <p>Be proactive in challenging, influencing and enabling the 62 day pathway process.</p>
4:6.	<p>Governance and Quality.</p> <p>Responsible for ensuring a QA system is undertaken as directed in the Breast Imaging Department, ensuring all staff are aware of changes to policies and procedures.</p>

	<p>To inform the clerical and clinical staff of clinical activity, waiting list and waiting time targets in relation to service delivery.</p> <p>Maintain a framework for the development and monitoring of skills and competencies within area of responsibility.</p> <p>To provide an in depth analysis to identify opportunities for redesign and sustainable improvement.</p> <p>Responsibility for the production of all work instructions and ensuring they are regularly monitored, reviewed and updated.</p> <p>Ensure a quality assurance programme is implemented and adhered to, monitoring the results of equipment and outcome audits and acting on any identified irregularities in a timely manner.</p> <p>Responsible for regularly reviewing and updating patient/client information audits.</p> <p>Ensure that effective risk management systems are in place and that any incidents, hazards or accidents are reported in an appropriate and timely manner.</p> <p>Investigate and respond to client complaints in line with the Trust's procedure.</p>
4:7.	<p>Research and Development</p> <p>To help lead the radiographic team in conducting formal and informal research projects within the service.</p> <p>To help complete audits relating to radiographic processes as required by SQAS and the Director of Screening. Ensure audits are undertaken in the mammographic setting.</p> <p>As part of the management team of the Breast Service, identify possible areas of research and development within the service.</p>
4:8.	<p>Education and Training</p> <p>Ensure the professional development of all radiographic staff in accordance with service, regional and national requirements and directives.</p> <p>Support training and development initiatives for both Advanced Practice, Assistant Practitioners and Apprentices.</p>
4:9.	<p>Other Duties</p> <p>To attend local and regional SQAS/Superintendent meetings as required.</p> <p>To facilitate and deliver health promotion days and presentations to GP's, Practice Nurses and other community-based organisations.</p> <p>Contribute to the reduction of healthcare acquired infection by ensuring a high</p>

	standard of infection control practice in the light of research current best evidence and legislation.
Physical and Mental Skills	
<ul style="list-style-type: none"> • Ability to synthesise and analyse information. • Ability to communicate effectively with all levels (oral and written). • Literate and numerate. • Ability to work without direct supervision and effectively contribute to a team. • Keyboard skills. • Able to negotiate effectively and deal with conflict. 	

6. Responsibilities of the Post Holder

The post holder is expected to treat patients, service users and carers with courtesy, care and compassion at all times, treating each person as an individual by offering a personalised service. Trust staff will adopt behaviours and attitudes which promote, supports and respects privacy and dignity in accordance with the Trust Dignity policies and dignity in care pledges. Staff are expected to challenge poor practice in relation to dignity and treat each other with respect.

United Lincolnshire Hospitals Trust is committed to providing consistently excellent and safe patient-centred care for the people of Lincolnshire, through highly skilled, committed and compassionate staff working together. We do this by putting our patients at the centre of all that we do and providing the best quality care with passion and pride. We have a set of values that inform every action we take and every decision we make. They are the foundation of what United Lincolnshire Hospitals NHS Trust stands for, and encompass a desire in all of us to provide the highest quality of care to patients and each other.

All staff are required to advocate, champion and demonstrate the below values and behaviours

Patient centred	I am fully committed to providing the very highest standards of care to our patients
Safety	I do everything I can to keep my patients and my colleagues safe
	I keep my environment clean and tidy
	I recognise when something is going wrong and I have the courage to do something about it
Compassion	I show a genuine concern for my patients and my colleagues
	I communicate well with others, listening and showing an interest in what they have to say

	I am positive, approachable and friendly
Respect	I treat my patients and my colleagues with dignity and respect
	I work openly and honestly as part of an effective team
	I keep my promises and do what I say I will, when I said I will, or I will provide an explanation if I can't
Excellence	I will always go the extra mile and improve things for my patients and my colleagues
	I am competent to carry out my role and committed to my personal and professional development
	I will share good ideas and best practice and encourage my team members to do so too

7. Freedom to Act

The role requires an ability to work on own initiative and act independently within appropriate policies, guidelines and protocols.

8. Physical, Mental and Emotional Effort Required

The day to day operational element of the role means the post holder must be able to prioritise workload, deal with the needs of others and an ability to be assertive with own and others time.

The role may require exposure to distressing and emotional circumstances and occasional traumatic incidents. The role requires frequent intense concentration for example interrogating clinical records, dealing with complaints, dealing with conflict and change management, providing in depth written and verbal reports.

9. Outline of Working Conditions

- Works in an area which complies with the trust health and safety policy.
- May be exposed to direct contact with body fluids, foul linen etc.
- Limited exposure to hazardous substances but these are controlled.
- May be exposed to violent and aggressive patients and members of the public.

Person Specification

Post of Breast Imaging Superintendent

Job Related Criteria	Essential	How Identified	Desirable	How Identified
Qualifications (Academic, Professional & Vocational)	Bsc (Hons) or degree equivalent in a clinical profession HCPC Registration Society of Radiographers accredited UK post graduate qualification in mammography. IELTS Level 7, CEFR level C1 if English not primary language.	Application Form Certificate	Post Graduate qualification in management Attended radiation protection supervisor's course	Certificate
Previous Experience (Nature & Level)	Previous management experience at senior level. Evidence of successful management of a team. Previous experience of service improvement/managing change. Experience of a review and development system and the use of KSF	Application Form Interview	Ideally as a radiographer or superintendent. Previous experience of being RPS for a department or area. Knowledge of IR(ME)R legislation. Holds the RPS Qualification Previous experience of budgetary control. Experience as a senior member of a multi-disciplinary team.	Application form / interview

Evidence of Particular: - Knowledge - Skills - Aptitudes	Knowledge of the NHS and NHSBSP current policies and legislation affecting service delivery. Effective communicator. IT skills including knowledge of Windows and Office. Negotiating skills. Ability to work to a high standard both technically and in patient Care.	Application form Interview References	Computer literate Knowledge of PAS/PACS and other data base systems. Good interpersonal skills. Compilation and analysis of statistics. Able to create and present reports and analyse complex data and other information.	Application form Interview Reference
Specific Requirements	People management skills. Strong leadership and team building skills. Flexible approach to working practice. Exemplary professional appearance and approach as the post holder will act as Trust representative. Demonstrate support and care for all colleagues. Committed to patient centred care. Prepared to undergo training beneficial to the role. Ability to travel across sites.	Interview		

Job Description Agreement

I declare that I have read the Job Description and Person Specification and confirm that this is an accurate and fair description of the role.

Signature

Date

Job Holder:

Line Manager: