

Job Description

QSI Quality/Service Improvement Lead

Job Title:	Quality/Service Improvement Lead
Department:	Radiology
Grade:	
Accountable to	Imaging Services Manager

JOB PURPOSE/SUMMARY

- The Diagnostic Imaging Quality/Service Improvement lead will provide comprehensive support to the Imaging Services manager and Senior Leadership Team being responsible for the implementation of QSI/UKAS accreditation programme.
- The Quality/Service improvement Lead is responsible for managing the Quality Standards for Imaging (QSI) embedding the principles and practice into the service. To understand the requirement and timescales of accreditation to the QSI and to ensure that this is implemented and achieved across all sites.
- The postholder will attend meetings to discuss quality and governance relating to the QSI process.
- The post holder will be expected to work autonomously and be expected to exercise initiative, prioritising conflicting work demands, and effectively communicate verbally and in writing, with a wide range of internal and external colleagues, exercising tact and diplomacy.
- To work with and update the Imaging Services Manager and Professional Leads on the progress to meeting the QSI standards and maintain accreditation

DEPLOYMENT

The post holder will be designated to the Radiology Department.

QUALIFICATIONS

- DCR/BSc Hons radiography or other equivalent healthcare related professional qualification
- Equivalent experience in change management/quality improvement or other are relevant to the post.

SKILLS and EXPERIENCE

1. Significant experience of working at a senior level within an imaging service or other healthcare related environment
2. . Experience as a radiographer is desirable but not essential.

3. Awareness of the legal responsibilities of an imaging service to patients, service users, and staff.
4. Interpersonal skills i.e. making good contact with people and establishing effective working relationships with all staff.
5. Leadership skills, able to set objectives, and hold people to account.
6. Organised, able to proactively manage timescales.
7. Good IT skills i.e. have a good working knowledge of the internet and of programs such as MS-Excel and MS-Word.
8. Able to proof-read and undertake document control.
9. 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 imaging services manager.
2. To update the imaging services manager regularly concerning progress with meeting the standard and accreditation programme.
3. To review the QSI and assess the processes required to embed the standards into the service and to monitor and review compliance
4. To coordinate and lead on the service's development through the QSI stages, and to manage the submission, onsite/remote assessments ensuring that all evidence uploaded to the quality management system is relevant, up-to-date, and fully meets the QSI accreditation criteria.
5. 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.
6. To chair the service's QSI and improvement meetings.
7. To oversee and facilitate QSI site meetings, ensuring all teams understand the process and rationale driving the quality/improvement agenda
8. To oversee the service's controlled documents, issuing reminders to document owners when they require updating.
9. To oversee the services Quality Management System (QMS) and to ensure that all documents are accessible and relevant and where necessary that printed versions of the service's controlled documents in key locations as necessary.
10. Assisting with on the job training to new members of staff
11. 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
- To comply with IR(ME)R2017 and other regulatory bodies guidance.

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

EXAMPLE