

Job Description

Title: Medical Photography Service Lead

Band: 7

Staff Group: Healthcare Scientist

Reports to: Imaging Services Manager

Job Purpose:

- Provide professional leadership, strategic direction and operational management for Portsmouth Hospitals University NHS Trust Medical Photography Service.
 - Ensure a safe, responsive, efficient and patient-centred clinical photography service that supports diagnosis, treatment planning, clinical records, safeguarding, education, audit and research.
 - Lead service governance, workforce development, quality assurance, information governance, consent, image management and continuous improvement.
 - Act as the Portsmouth Hospitals University NHS Trust's specialist adviser on clinical photography and the capture, management, storage and lawful use of clinical images.
 - Maintain professional clinical photography practice and undertake specialist clinical photography where required to support service resilience, complex cases, quality assurance and staff development.
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Key Responsibilities

- Operational responsibility for the Medical Photography Service across Portsmouth Hospitals University NHS Trust sites.
- Line management responsibility for medical photography staff and any designated administrative or support roles within the service.
- Responsibility for delegated budgets, expenditure monitoring, workforce planning, equipment, stock, consumables and departmental assets.
- Professional responsibility for standards relating to clinical photography, patient consent, confidentiality, image authenticity, retention, access and secure storage within the photography service.
- Autonomous day-to-day decision-making within the scope of the role, escalating material risks and strategic issues to the Imaging Services Manager.

Organisational relationships

- Imaging Services Manager
- Medical Photography Service Lead - this post
- Senior / Lead Clinical Photographer or designated deputy
- Clinical Photographers and service support staff

Leadership and people management

- Lead and manage the Medical Photography Service, setting clear objectives, standards and expectations aligned with Portsmouth Hospitals University NHS Trust priorities and values.

- Provide visible and inclusive leadership, promoting a culture of professionalism, accountability, learning, compassion and continuous improvement.
- Plan and deploy the workforce to meet service demand, maintaining appropriate capability, resilience and safe working arrangements.
- Undertake recruitment, induction, appraisal, objective setting, performance management, attendance management and staff development in accordance with Trust policy.
- Ensure staff complete mandatory training and maintain appropriate continuing professional development and competence.
- Provide professional supervision, coaching and mentorship; identify training needs and support succession and workforce planning.
- Manage staff welfare and employee relations matters fairly and consistently, seeking appropriate HR support where required.

Service management and strategic development

- Develop and implement the service strategy, annual objectives and improvement priorities in line with divisional and Portsmouth Hospitals University NHS Trust plans.
- Manage day-to-day service performance, demand, capacity, workflow, waiting times and access, taking corrective action where required.
- Develop business cases and options appraisals for workforce, equipment, digital systems and service developments.
- Work with clinical specialties and service users to agree requirements, standards and priorities for clinical photography.
- Establish effective business continuity arrangements and ensure risks to service delivery are identified, recorded, mitigated and escalated.
- Use workload, quality, finance and experience data to support decisions, demonstrate value and inform service improvement.
- Represent the service at relevant Portsmouth Hospitals University NHS Trust, divisional and external meetings and professional networks.

Professional and clinical photography practice

- Provide expert advice on the appropriate clinical photography technique, standardisation, positioning, lighting, colour management and image format required to meet the clinical purpose.
- Undertake specialist clinical photography for patient records, diagnosis, treatment planning, safeguarding, clinical trials, audit, teaching and research in accordance with approved protocols.
- Explain procedures and image-use requirements clearly, adapting communication for children, adults, people with additional needs and patients experiencing distress or anxiety.
- Obtain and document appropriate consent and ensure images are used only for the authorised purpose.
- Work across clinical environments, which may include wards, clinics, theatres, isolation areas and mortuary or bereavement settings, while maintaining dignity, privacy and infection prevention standards.
- Provide professional advice on complex or sensitive requests and decline or escalate requests that do not meet legal, ethical, clinical or policy requirements.
- Maintain competence through continuing professional development, peer review, audit and engagement with developments in clinical photography.

Clinical image governance and information management

- Develop, maintain and implement policies, procedures and standard operating procedures for clinical photography and clinical image management.
- Ensure compliance with applicable data protection, confidentiality, consent, Caldicott, copyright, records-management and information-governance requirements, together with Portsmouth Hospitals University NHS Trust policy and professional guidance.
- Ensure clinical images and associated records are accurate, attributable, authentic, securely stored, appropriately accessed and retained in accordance with approved schedules.
- Act as the specialist point of advice for Portsmouth Hospitals University NHS Trust on clinical photography governance, including secondary use of images for education, publication, research or communications.
- Oversee the clinical image-management system and associated workflows, access controls, data quality, audit trails, downtime arrangements and issue resolution, working with Digital and Information Governance colleagues.
- Ensure any alteration, optimisation or processing of clinical images is controlled, documented and does not compromise clinical meaning or evidential integrity.

Quality, safety and risk

- Set, monitor and maintain professional and technical standards for clinical photography, including standardisation and reproducibility.
- Establish a programme of quality assurance, audit, peer review, competency assessment and service-user feedback.
- Investigate incidents, complaints, concerns and data-quality issues relating to clinical photography and ensure learning and actions are implemented.
- Maintain the service risk register and provide assurance regarding controls, actions and residual risks.
- Ensure safe systems of work for patients, staff, equipment and clinical environments, including infection prevention, manual handling and lone working.
- Safeguard children and vulnerable adults and act in accordance with Trust safeguarding procedures and escalation routes.
- Contribute to Duty of Candour requirements where applicable.

Financial, equipment and resource management

- Manage the delegated departmental budget, monitor expenditure, contribute to forecasting and provide activity or financial information as required.
- Identify opportunities to improve productivity, reduce waste, deliver value and develop appropriate income-generation arrangements where authorised.
- Plan equipment replacement and digital development, preparing specifications and business cases and contributing to procurement and contract management.
- Ensure specialist cameras, lighting, calibration equipment, computers and associated systems are maintained, quality controlled, secure and fit for purpose.
- Maintain accurate asset, stock and inventory records and ensure consumables are controlled and used effectively.

Research, education and improvement

- Support ethically approved research, clinical trials, audit and innovation requiring standardised clinical photography.

- Provide or coordinate education and advice for staff who capture or use clinical images, promoting safe and consistent practice across the Trust.
- Lead service evaluation and improvement initiatives and share learning through reports, presentations, professional networks and appropriate publication.
- Undertake horizon scanning for technological, professional, legal and service developments that may affect clinical photography.

Communication and working relationships

- Communicate complex professional, technical and governance information to patients, relatives, clinicians, managers, Digital, Information Governance, Safeguarding, Research and external partners.
- Advise and, where necessary, challenge staff at all levels regarding consent, confidentiality, image quality, clinical appropriateness and lawful image use.
- Handle sensitive or contentious discussions professionally and respond appropriately to concerns, complaints or conflicting priorities.
- Build effective working relationships with clinical services, suppliers, professional bodies and peer services.

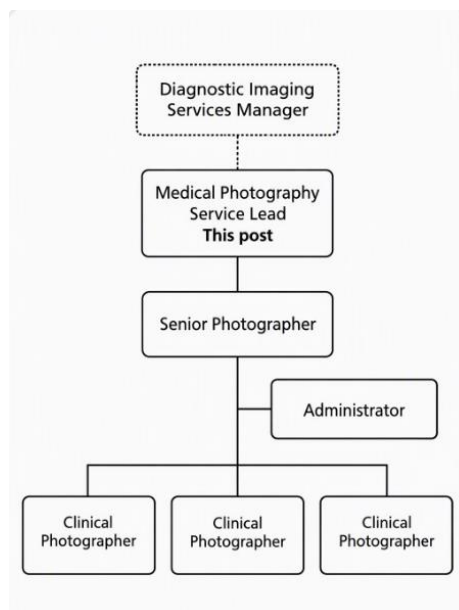
Working conditions and effort

- Frequent requirement for concentration and accuracy when capturing, processing, checking and managing clinical images and records.
- Work may be interrupted and priorities may change in response to urgent clinical requests.
- Regular movement and safe handling of specialist photographic equipment between clinical locations.
- Occasional exposure to bodily fluids, wounds, trauma, deceased patients, bereavement, safeguarding concerns and other distressing clinical circumstances.
- Occasional lone or independent working across Portsmouth Hospitals University NHS Trust locations, subject to local risk controls.

General responsibilities

- Comply with Portsmouth Hospitals University NHS Trust policies and procedures, including health and safety, infection prevention, safeguarding, equality, diversity and inclusion, information governance and security.
 - Demonstrate Portsmouth Hospitals University NHS Trust values in everyday practice and contribute positively to the wider performance of Diagnostic Imaging and the Trust.
 - Maintain any professional registration required for the role and provide evidence when requested.
 - Participate in appropriate training and maintain personal and professional development.
 - Undertake other duties consistent with the band and purpose of the post as service needs develop.
 - This job description is a guide to the principal duties and will be reviewed with the post holder in line with service development.
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Organisational Chart



Other

This job description does not purport to cover all aspects of the job holder's duties but is intended to be indicative of the main areas of responsibility



Management Essentials

We are proud to offer a comprehensive development programme, Management Essentials, designed to equip staff with the skills and knowledge to become effective managers.

This post has been identified as a role that will benefit from this training, and you will be able to enrol in both mandatory and, relevant, optional modules upon commencement with the Trust.

Please click [here](#) for further information on the Management Essentials programme.



Leadership Insights

Additionally, our new leadership development programme, Leadership Insights, aims to help all newly promoted, existing and aspiring leaders, at every level at the Trust, to recognise, reflect and role model the core principles of people-centred leadership.

If, this is of interest to you, you will be able to enrol upon commencement with the Trust.

Please click [here](#) for further information on the Leadership Insights programme.

Person Specification

Qualifications

Essential

- Postgraduate clinical photography qualification or equivalent specialist knowledge gained through substantial training and experience.
- Evidence of continuing professional development.
- Eligibility for, or current registration on, an appropriate accredited healthcare science register where applicable.

Desirable

- Management or leadership qualification.
- Postgraduate qualification at Master's level or equivalent experience.
- Relevant degree in clinical photography, photography or a closely related discipline.

Experience

Essential

- Substantial post-qualification experience in clinical or medical photography.
- Experience working at senior level with responsibility for specialist clinical photography standards.
- Line management or supervisory experience, including appraisal, development and performance management.
- Experience developing and implementing policies, procedures and standardised working practices.
- Experience of clinical image governance, consent, confidentiality, secure image management and data protection.
- Experience of audit, quality improvement, incident review and complaint handling.
- Experience managing competing priorities and delivering services within available resources.

Desirable

- Experience of budget management, business cases, procurement or contract management.
- Experience supporting research studies or clinical trials.
- Experience leading service redesign or digital change.

Skills & Knowledge

Essential

- Advanced knowledge of clinical photography techniques, lighting, colour management, standardisation and digital workflows.
- Detailed knowledge of consent, confidentiality, data protection, Caldicott principles, copyright, records management and information governance as applied to clinical images.
- Understanding of clinical governance, risk management, safeguarding, infection prevention and health and safety.
- Knowledge of clinical terminology and healthcare pathways relevant to the service.
- Understanding of workforce planning, demand and capacity, performance management and quality assurance.
- Effective leadership and people-management skills.
- Ability to work autonomously and make sound professional and operational decisions.

- Ability to analyse complex information, identify risks and develop practical solutions.
- Excellent written and verbal communication, including the confidence to advise and challenge senior clinicians and managers.
- Ability to communicate sensitively with patients, relatives and staff in complex or distressing circumstances.
- High level of accuracy and attention to detail.
- Advanced digital literacy, including clinical image-management systems and specialist imaging software.
- Ability to plan, prioritise and deliver improvement across multiple workstreams.

Desirable

- Knowledge of NHS finance, commissioning or income generation.
- Awareness of emerging imaging technologies and interoperability standards.
- Presentation, teaching or facilitation skills.
- Experience using activity and quality data to support service planning.

Working Together For Patients with Compassion as One Team Always Improving

Strategic approach (clarity on objectives, clear on expectations)

Relationship building (communicate effectively, be open and willing to help, courtesy, nurtures partnerships)

Personal credibility (visibility, approachable, back bone, courage, resilience, confidence, role model, challenge bad behaviour, manage poor performance, act with honesty and integrity)

Passion to succeed (patient centred, positive attitude, take action, take pride, take responsibility, aspire for excellence)

Harness performance through teams (champion positive change, develop staff, create a culture without fear of retribution, actively listen and value contribution, feedback and empower staff , respect diversity)

Job holders are required to act in such a way that at all times the health and well being of children and vulnerable adults is safeguarded. Familiarisation with and adherence to the Safeguarding Policies of the Trust is an essential requirement for all employees. In addition all staff are expected to complete essential/mandatory training in this area.

Print Name:

Date:

Signature: