

Job Description

Title: Quality & Governance Lead Radiographer

Band: 7

Staff Group: Allied Health Professionals

Reports to: Operational Lead for Radiotherapy

Job Purpose:

Act as the Quality Management Representative for the Radiotherapy Service, leading the maintenance, development, and continuous improvement of the externally accredited Quality Management System (QMS) and ongoing ISO 9001 compliance. Hold responsibility for the governance and administration of QPulse, ensuring effective quality management processes, audit compliance, risk management, and organisational learning. Coordinate and support external accreditation visits, audits, and inspections as required.

Job Summary:

- Lead the radiotherapy incident & Risk management programme
- Lead the governance assurance and continuous improvement of the QMS
- Coordinate external audits, inspections and continuous QI activities
- Support creation and delivery of the annual clinical governance program
- Support the Oncology IT manager to submit monthly submissions to the Radiotherapy Dataset (RTDS)
- Ensure the promotion of high quality, evidence-based, person-centred care throughout the service. In close liaison with the Radiotherapy Services Manager, Head of Radiotherapy, Radiotherapy Physics department, radiographers and the wider multi-professional team.
- Provide leadership, supervision and support to staff including regular 1-1's and appraisals.
- Maintain radiographic skills in one clinical area to maintain competence & support good governance practice is maintained within the department.

Key Responsibilities

Quality & Audit

- Responsible for the management, documentation and administration of the ISO9001 Quality Management System, ensuring requirements for ongoing registration are met. This includes supervising the authorisation and recording of concessions and maintaining records of no-conformances, producing regular reports.
- Responsible for monitoring compliance against service standards, such as CQC and cancer peer review standards and collating evidence as required.
- Ensure that quality objectives are set, action plans produced and monitored and results achieved, ensuring excellent quality standards are maintained through all aspects of service delivery.
- Liaise with clinicians, senior staff and managers to oversee the development and implementation of quality procedures and protocols to ensure continuous quality improvements.
- Ensure all procedures are documented and reviewed and remain consistent with current national and local standards and agreements, legislative requirements including IR(ME)R and IRR, service and professional standards.
- Maintain a robust system of document control using QPulse, ensuring requirements for retention and storage of records are observed.

- Co-ordinate and participate in the annual external ISO9001 review process, being the link between the Trust and the external accreditation body.
- Facilitate review or audit by other regulatory bodies, as required.
- Maintain ongoing training for all staff in the Quality Management System, particularly in the event of procedures being amended.
- Co-ordinate the internal audit process, providing regular detailed reports to the management team and all staff members.
- Act as lead auditor for radiotherapy, responsible for training of others and conducting audits as required.
- Allocate work/audits to internal auditors with agreed programme and timescales for completion.
- Ensure audits are conducted in a timely fashion and that actions arising from the results of audits are completed.
- Collate audit reports and summarise follow up actions.
- Ensure that procedural requirements arising from clinical trials protocols and process documents are consistent with the standards of the quality system and that changes are documented appropriately.

Governance

- Lead the radiotherapy incident management programme, ensuring all incidents and near misses are investigated proportionately, lessons learned are disseminated, and statutory or regulatory reporting requirements are met. Provide quarterly thematic analysis of incident trends, risks, and emerging themes, and oversee the implementation and evaluation of risk reduction and quality improvement initiatives.
- Develop and maintain expertise in the specific field of Clinical Governance and offer recommendations to the service on issues relating to Clinical Governance.
- Responsibility for raising and managing risks within the department.
- Routinely attend clinical governance meetings at both department and divisional level and play a proactive managerial and supportive role within the clinical management team to support best practice.
- Provide guidance and communicate technical advice, in area of expertise, to other disciplines including oncologists, clinical scientists, technicians and representatives from manufacturers and external contractors.
- Maintain at all times, full and complete communication throughout the department in particular with reference to risk management, IR(ME)R and governance.
- Development lead in reporting and investigating, with the Trust Risk Management team, adverse incidents in relation to radiation issues

Clinical

- Maintain excellent clinical skills in one area of radiotherapy, providing clinical supervision for other staff and students.
- To work closely with Clinicians and Medical physics leads on new developments, communicating and negotiating the prioritization of operational efficiency together with Clinical and Dosimetric benefits of changes.
- Ensure safe operation of equipment by self and others.
- Ensure all faults are reported and recorded immediately.
- Maintain accurate manual and electronic records.

Managerial

- Act as Quality and Governance Management Representative for the radiotherapy department, reporting and communicating information to the Clinical Governance Management Group on quality matters.
- Ensure that corrective and preventative actions arising from incidents and actions identified from internal audits are followed through by appropriate staff, monitoring their effectiveness and negotiating deadlines to achieve compliance within suitable timeframes.
- Provide regular updates on quality matters to the wider multi-professional team at appropriate forums.
- Management of specific staff in line with Trust policies, as designated by the Radiotherapy Services Manager, including recruitment, discipline and grievance, appraisal and performance issues.
- As part of the Senior Leadership Team, participate in the organisational and administrative practices within the department, developing efficient systems of work within the whole team.
- Undertake duties considered relevant to the grade in other areas of the department, as required by the Radiotherapy Services Manager.
- Develop and manage staff training programme in area of expertise.
- Support radiotherapy service planning, with timely and appropriate reports, eg business cases, statistical data, treatment information, audit, and to present highly complex topics to specialised and non specialised audiences.
- Support the Oncology IT Manager in the submission of high quality RTDS data to NDRS and the PHU Income Team.

Professional

- Provide leadership, direction and support for staff that may enable them to enhance their knowledge, skills and experience so that they can attain their potential.
- Maintain own clinical competence and expert knowledge of clinical practice, undertaking relevant training and ensuring own CPD needs are validated and met.
- Contribute to the development of radiotherapy work instructions, policies and procedures, standards and guidelines.
- Act as an information source for staff within the Oncology Centre, giving presentations on quality matters as and when required.

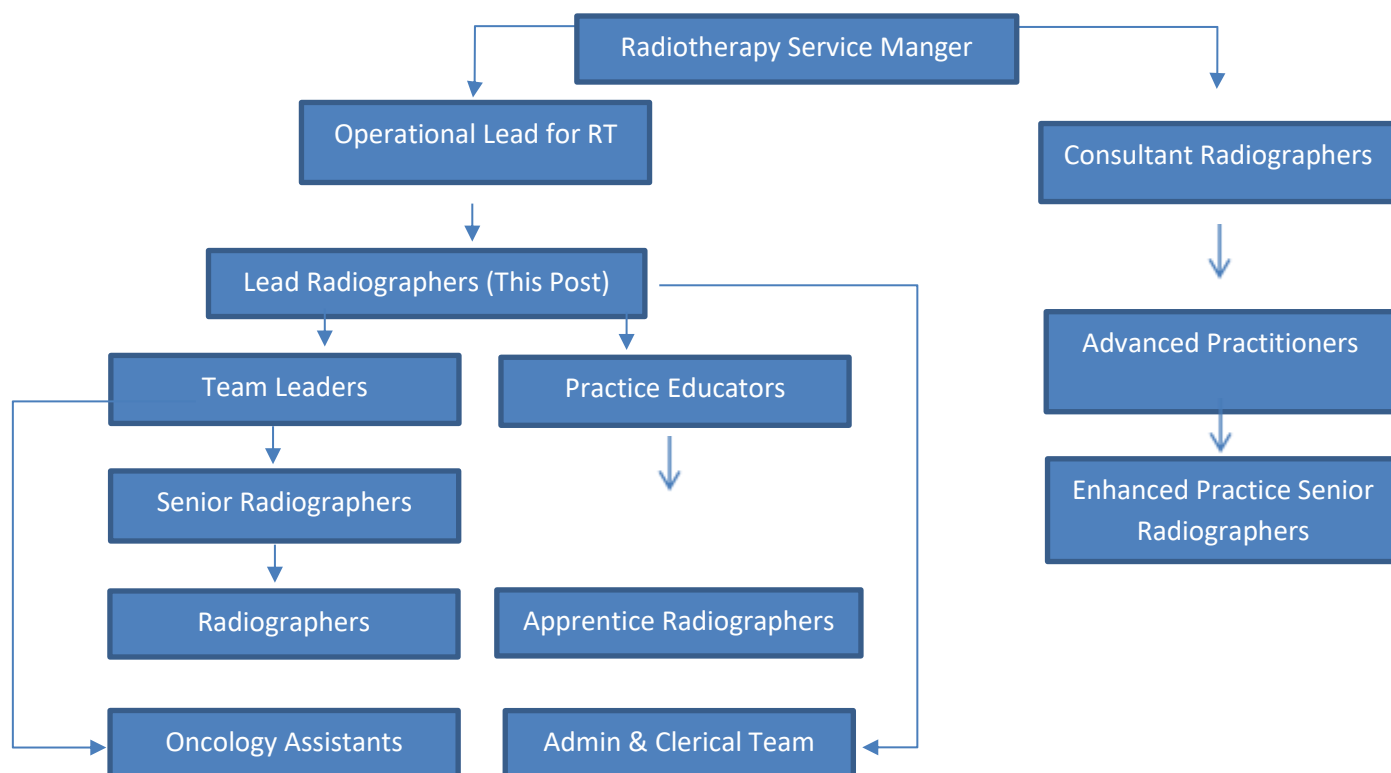
Education & Training

- Responsible for the induction of new staff into the requirements of the quality system related to their own roles and responsibilities. Provide update training as necessary.
- Assist in the assessment of clinical competency for new members of staff and more junior radiographers.
- Participate in the clinical education and assessment, both formal and informal, of student radiographers.
- Participation in promoting the department and the profession through presentations, publications etc. to other healthcare professionals, prospective students, patients etc.

Additional Duties and Expectations

- To participate in the departmental shift pattern between the hours of 07:00-20:00, 7 days a week.
- To participate in the department on-call system as specified in local agreement.
- Be accountable for own professional actions and limitations within own scope of practice.
- Abide by HCPC and College of Radiographers code of practice and maintain HCPC registration.
- Undertake and manage own CPD to meet the requirements of the HCPC.
- To represent the department at Trust, regional and national meetings as required.

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

- DCR(T), BSc (hons) Therapeutic Radiotherapy or equivalent
- HCPC registration as a Therapeutic Radiographer
- Relevant postgraduate education to Master level

Desirable

- Healthcare related management qualification or training
- Auditor training to ISO 9001 standard

Experience

Essential

- Significant previous NHS experience, demonstrating an understanding of the operational requirements of a radiotherapy service
- Significant previous experience of leading and managing teams
- Demonstrable previous experience of staff management
- Experience of a broad range of radiotherapeutic practice and techniques to include applications of quality assurance in radiotherapy
- Previous experience of undertaking audit
- Previous experience of undertaking improvement projects

Skills & Knowledge

Essential

- Evidence of CPD
- Understanding of the principles of quality management and the ISO9001 standard
- Knowledge and understanding of both standard and non-standard simple and complex radiotherapy treatment techniques
- Knowledge of radiotherapy peer review standards
- High level understanding of the radiotherapy regulatory environment
- Significant use of a wide range of radiotherapy equipment
- Highly numerate and literate
- Demonstrable skills in the use of Microsoft Office applications to gather data, compile information and produce reports
- Ability to make independent judgements / decision, ability to solve complex problems
- Physically capable of performing and conducting tasks required in the radiotherapy environment
- Ability to prioritise and complete tasks to deadlines
- Ability to critically evaluate radiotherapy practice
- Capable of communicating effectively with all staff groups, patients, carers and trainees, both verbally and in writing
- Ability to work under pressure
- Proven track record of successfully working with in a multi-professional team
- Ability to lead a team effectively

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: