

Radiology Quality Coordinator

Position Description

Date: November 2013

- Job Title** : Radiology Quality Coordinator
- Department** : WDHB Radiology Service
- Location** : North Shore and Waitakere Hospitals
- Reporting To** : Radiology Services Manager
- Direct Reports** : None
- Functional Relationships with** : Internal
 WDHB Radiology Staff
 WDHB Clinical and Support staff
 WDHB Quality Managers
 Health & Safety Representatives
 Infection Control liaison representatives
- External
 Patients and accompany persons
 Other DHB's
 International Accreditation New Zealand
 National Radiation Laboratory
 Suppliers – maintenance, equipment and consumables
- Purpose** : To coordinate and facilitate the Radiology quality and safety planning in order for continuous quality improvement to occur within the Radiology service at North Shore and Waitakere Hospitals and to maintain accreditation status.

KEY TASKS	EXPECTED OUTCOMES
Guides achievement of the Quality programme for the WDHB Radiology service in order to achieve continuous quality improvement and to maintain accreditation with IANZ	<p><u>Quality Programme</u></p> <ul style="list-style-type: none"> • Co-ordinates and manages the quality programme for the service. • Co-ordinates and presides over regular quality meetings with quality group members • Prepares the service quality plan in conjunction with the various Team Leaders within the service • Ensures weekly QC charts are completed and corrective actions are undertaken when test results are outside of established parameters. • Develops and implements a plan to meet the requirements to maintain IANZ accreditation • Organises and co-ordinates internal and external audits <p><u>Health & Safety</u></p> <ul style="list-style-type: none"> • Ensures the Health and Safety programme is maintained with regular auditing.

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	<ul style="list-style-type: none"> • Ensures that radiation exposure for staff is within the Ministry of Health guidelines through monitoring and management. • Compliance with CSP5 – Use of x-rays in medical diagnosis • Ensures physicist checks are completed within the expected timeframes. <p><u>Documentation</u></p> <ul style="list-style-type: none"> • Monitors departmental documentation of procedures for required updates and co-ordinates development of documentation for new policies and procedures. • Oversees and manages document control ensuring it is compliant with WDHB standards. <p><u>Continuous Quality Improvement</u></p> <ul style="list-style-type: none"> • Effectively contributes to managing any change in quality practice within Radiology • Staff are involved in quality improvement and their satisfaction with the process is sought • Support staff to meet quality management expectations, encouraging and acknowledging excellence. • Identified improvement projects/initiatives are supported with the appropriate researched information and performance indicators
<p>Monitors systems and processes to ensure alignment with WDHB quality strategy. Works in partnership with the Quality Managers within WDHB to maintain an inclusive quality improvement culture</p>	<p><u>Policies, Procedures & Standards</u></p> <ul style="list-style-type: none"> • Monitor compliance with controlled document management. Includes information sheets, forms and related processes. • Ensures that quality standards and organisational policies are communicated and maintained within the Radiology service. • Ensures that Radiology services are compliant with standards that WDHB is required to achieve, e.g. Health and Disability Sector Standards. • Assist new staff with orientation in the areas of quality processes e.g. teach about risk management processes. <p><u>Incidents & Complaints Processes</u></p> <ul style="list-style-type: none"> • Manages and follows up incidents reported and the reporting process through the WDHB incident system • Co-ordinate meetings to review incidents and complaint trends with the Service Manager and other relevant staff members • Assist by undertaking incident investigations, particularly SIRP processes as required, i.e. report writing. Includes complex complaint

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	management <u>WDHB Quality Team</u> <ul style="list-style-type: none">• Contributes and participates in quality meetings within the organization.• Works in partnership with the Quality Manager for Clinical Support Services.
Participates as member of the Radiology Team Leaders forum	<ul style="list-style-type: none">• Assists and contributes to business planning and quality and efficiency initiatives.• Participates and demonstrates a commitment to continuous quality improvement• Participates in management team meetings• Works in partnership with colleagues, working effectively to maintain relationships. Presents a positive, proactive approach and celebrates achievement.
Maintains own professional competence	<ul style="list-style-type: none">• Continually up-skilling knowledge of information systems and programs relevant for the role• Plans and ensures own continuing education programme is up to date.
To recognise Individual Responsibility for Workplace Health and Safety under the Health and Safety in Employment Act 1992	<ul style="list-style-type: none">• Company health and safety policies are read and understood and relevant procedures applied to their own work activities• Workplace hazards are identified and reported, including self management of hazards where appropriate• Can identify health and safety representative for area

VERIFICATION:

Employee: _____

Department Head: _____

Date: _____

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PERSON SPECIFICATION

POSITION TITLE: Radiology Quality Coordinator

	Minimum	Preferred
Qualification	Health Professional	Qualified MRT
Experience	Worked in an area of Quality monitoring Health Clinical Background	Quality Assurance within Radiology
Skills/Knowledge/Behaviour	Excellent communication skills Demonstrates initiative and leadership qualities Good computer skills/knowledge Able to work autonomously Works well within a team Reliable and responsible Conducts his/herself in a professional manner	Good with attention to detail Comprehensive knowledge of radiography