

JOB DESCRIPTION

Job Title:	MRI Mobile Operations Manager
Main Place of Work:	Linton House Clinic, Thirlestaine Road, Cheltenham, GL53 7AS with travel within the UK
Responsible to:	MRI Manager
Accountable to:	Chief Executive

Job Purpose:

To plan, coordinate and manage the delivery of mobile MRI scanning services to partner organisation sites across UK.

To promote the development of mobile clinical imaging services with hospital sites and partner organisations within the NHS and private sector in line with the strategic objectives of the Charity as directed by the CEO and board of trustees.

Key areas of responsibility will include:

Responsibilities

- To respond to customer enquiries regarding new mobile services, assessing service requirements and providing quotations for new mobile services.
- Advise and facilitate mobile operational service setup requirements in liaison with client sites, mobile transportation companies and generator power suppliers
- To work with the MRI manager and CEO in the development of a strategy for mobile clinical services for board approval.
- Support the development and review of site contracts and third party hire companies
- To manage appropriate and ongoing professional training and wellbeing support to staff working off-site

Specific Duties

- To maintain effective communication with MRI superintendent radiographers at all times managing staff rostering to mobile sites
- Establish and maintain effective communication and relationship networks with local radiology personnel.
- Proactively respond to the development and expansion of the service in accordance with contractual requirements.
- Responsible for the development of hospital site information files, health and safety policies and procedures and risk management, including regular review and update of all documentation in line with requirements.
- To manage utilisation of all MRI mobiles within the fleet and to report to the MRI manager and CEO.
- To ensure transportation and utilisation is efficient and cost effective.
- To harmonise and promote an efficient work environment through effective communication between managers, clinical staff and non-medical staff
- To assist the head of marketing and communications in the promotion of mobile clinical services.

- To liaise with radiographers working at various sites on mobile services on a daily basis to ensure the smooth running of the mobile services around the UK
- Ensuring all faults with the MRI system and/or the trailer units are recorded and action taken is timely to rectify breakdowns or faults
- Participate in the out of hours roster for mobile MRI fleet logistics and scanner breakdowns
- Responsible for planning and holding service liaison meetings with MRI system manufactures
- Responsible for the effective rostering and deployment of the MRI radiography staff and mobile MRI units to ensure service provision across the mobile services.
- To ensure an appropriate MRI radiography staff skill mix is provided at each site visited by mobile services dependent on site requirements.
- Provide support and direction to the MRI administration team who are authorised to undertake staff rostering and maintenance of transportation rosters and servicing schedules.
- To support the MRI manager in the implementation of the charity's Disciplinary and Grievance Policies and Procedures

Management of Resources

- Responsible for the management of staffing rosters; approval of annual leave requests, absence monitoring, overtime and expenses authorisation as appropriate and in liaison with the MRI superintendents to maintain adequate service provision on mobile services.
- Responsible for the management of transportation and maintenance of the fleet of mobile MRI scanners in accordance with operational policies and procedures, health and safety and risk management
- Manage complaints and incidents received from patients or local site staff on mobile services
- Responsible for the direct supervision of MRI administrators authorised to maintain and publishing staff and transport rosters
- To support the MRI manager in the recruitment and selection process of prospective radiography employees.
- To support the MRI manager with ordering of all MRI mobiles sundries and supplies.

Line management

- Day to day clinical and administrative staff management for mobile diagnostic services and Cobalt Imaging Centre.

Teamwork

This will involve:

- To work collaboratively with other departments within Cobalt
- Champion the professional integrity of the organisation
- Adhere to corporate policy and procedure
- Advise and mentor staff members, particularly MRI trainee radiographers and junior staff members

Personal Development

All Cobalt staff are required to participate in the organisation's annual appraisal review scheme. The end of year appraisal will include a personal development review where progress made over the last year is discussed and agreed. Focus on the following year's departmental and personal objectives will be identified, discussed and agreed.

Health and Safety

In addition to any responsibilities specified within your job description above, it is your duty to:

- Take reasonable care of the health and safety of yourself and of the other people who may be affected by actions and omissions at work.
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

Infection Control

- To be aware of responsibilities for infection prevention and control.
- Co-operate with the employer in ensuring that all infection prevention and control policies and procedures are complied with.
- Conduct hand hygiene in accordance with Cobalt policy, challenging those around you who do not.

Disclosure and Barring

All appointments are subject to a satisfactory check by the Disclosure and Barring Service. Failure to disclose any previous convictions or cautions may result in the withdrawal of the post or termination of contract

Confidentiality

Under no circumstances either during or after the end of your employment (however it is terminated) may you divulge to any unauthorised person confidential information relating to the Charity. This includes, but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

Equality and Diversity

It is the responsibility of all employees to support the Charity's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of Equality & Diversity Strategies and Policies.

Data Protection

If required to do so, to obtain, process and/or use information held on computer or other IT system in a fair and lawful way. To hold data only for specific registered purpose and not use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed.

Information Governance

You should be aware of all information governance policies and procedures, in order to ensure necessary safeguards are upheld for the appropriate use of patient and personal information.

This is an outline of the post-holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Charity. This post is subject to the terms and conditions of employment of Cobalt Health

Person Specification

Qualifications and Training	Essential	Desirable
Degree in Radiography or equivalent HCPC Recognised qualification	✓	
Relevant post graduate management certification		✓
Registered member of Health and Care Professions Council	✓	

Knowledge and experience	Essential	Desirable
Proven experience in logistics, operational management and service delivery		✓
Proven experience in healthcare and patient focussed services	✓	
Management of all departmental staff groups (senior/junior) and workforce review	✓	
Experience of developing and maintaining staff rosters		✓
Experience of developing and maintaining mobile trailer transportation rosters, service and scheduling, site planning		✓
Comprehensive knowledge of MRI departmental and operational policy and procedures	✓	
Experience developing service contracts and agreements		✓
Experience of the implementation of health and safety regulations, risk management and infection control policy relating to a healthcare environment		✓
Knowledge of Ionising Radiation (Medical Exposure) Regulations	✓	
Evidence of continuing personal professional development	✓	

Skills and abilities	Essential	Desirable
Demonstrable team working skills and the ability to work on your own initiative	✓	
An understanding and application of health and safety regulations and infection control policy relating to a healthcare environment	✓	
Confident communicator at all levels	✓	
Confidentiality, discretion and trustworthiness	✓	
A high level of IT competency and the ability to gather data, compile complex information and prepare reports	✓	
Ability to develop, plan and implement goals	✓	
Able to plan and prioritise workload	✓	
Ability to effectively delegate tasks with appropriate levels of authority.	✓	

Personal attributes	Essential	Desirable
Ability to prioritise workload and work under minimal supervision	✓	
Flexible temperament towards working hours	✓	
A caring attitude, patience and empathy and the ability to offer reassurance to colleagues	✓	
Well organised with excellent interpersonal and communication and literacy skills	✓	
Accuracy and excellent attention to detail	✓	
Motivated commitment to continuing professional development	✓	