

Job Description

JOB TITLE: Senior Technical Assistant (Quality)

GRADE: Band 5

Hours of work: 37.5 hours per week.

Responsible to: Deputy Head of Scientific Computing & Operations

The department of **Medical Physics and Clinical Engineering** (MPCE) is responsible for providing scientific support and advice wherever ionising (eg x-rays and radioactive materials), non-ionising radiations (eg optical radiation) and medical devices, are used. The department contains 4 groups; Imaging Physics, Radioisotope Physics, Clinical Engineering & Clinical Measurement and the Scientific Computing & Operations group.

The Scientific Computing & Operations Group provides scientific computing services, manages assurance, governance and quality systems and provides a framework to support innovation, exploit new business opportunities and provide operational services, across the department of Medical Physics & Clinical Engineering (MPCE).

The group provides frontline IT support, leads and maintains the department's software development programme and is responsible for providing policies and procedures pertaining to safe scientific computing practices within MPCE.

The group leads the quality management system implementation program and provides support and training to MPCE. The group provides quality management policies and procedures to comply with the relevant statutory and certification requirements, managing risks, incidents and clinical effectiveness through the department's Clinical Governance committee.

The group is accredited to provide training for STPs in the Clinical Bioinformatics (Physical Sciences) specialism and training supervision for rotations in Bioinformatics (Genomics & Health Informatics). The group has responsibility to manage the Trust's radiation assurance programme which includes Trust wide departmental radiation compliance audits, research assurance and radiation incident management.

JOB SUMMARY: The post holder will be responsible for assisting with technical business support duties within Medical Physics & Clinical Engineering and Radiotherapy Physics. The role will involve the implementation of operational procedures and will require a high degree of organisational skills and a working knowledge of business management systems within a scientific environment, providing support for quality, radiation assurance, governance and incident management, within MPCE. The postholder will take lead responsibility for the management of the quality management system for MPCE.

DUTIES & RESPONSIBILITIES:

1. Responsibilities

- 1.1 To take day to day responsibility for the management of the quality management system in line with departmental policies and procedures
- 1.2 To support radiation and computing related scientific & technical services within Medical Physics & Clinical Engineering.
- 1.3 To assist with services which support the operational management of the department of Medical Physics & Clinical Engineering.
- 1.4 To support departmental audit activities.
- 1.5 To assist with the delivery of the personal dosimetry service
- 1.6 To assist with the delivery of the radioisotope ordering service
- 1.7 To support the departments radiation research assurance service.
- 1.8 To support the departments CPD programme
- 1.9 To organise meetings/ events and minute taking for the meetings

2. Managerial

- 2.1 Prioritise and manage own work to meet agreed outcomes.
- 2.2 Forge close positive working relationships across the department, to achieve and sustain quality services.
- 2.3 To carry out duties in line with the departments business management procedures.

3. Research and Development

- 3.1 To provide support to research and development activities within the department.
- 3.2 Participate in the departments audit programme.

4. Teaching and Training

- 4.1 To train other staff in own area of expertise.

5. Professional

- 5.1 Develop and maintain effective and professional communication and working relationships with all levels of personnel within MPCE and the wider Trust.
- 5.2 Maintain an agreed programme of CPD.
- 5.3 Attend suitable seminars and courses as part of training and personal development and to further the work of the department.
- 5.5 Support and contribute presentations to the department's CPD seminar programme.
- 5.6 Ensure that all aspects of the work are provided in accordance with a quality framework, and conform to relevant legislation, national protocols and Trust policies.

6. General

- 6.1 To ensure compliance with the policies and procedures in the areas of work for which the postholder carries responsibility. Participate in the development and routine operation of such procedures.
- 6.2 Occasionally to lift moderately heavy, cumbersome equipment for several short periods during a shift.
- 6.3 When working in other departments, the postholder will liaise with local heads of department, superintendents, nursing and management staff adhering to local policies and practices. The postholder will behave courteously and professionally at

all times and seek to ensure that the highest level of service is provided by their team.

- 6.4 Work the hours necessary for the proper and efficient performance of the work, within the flexible working system set up in the Department. In practice the postholder will occasionally be required to perform duties outside the normal working hours of the Department.
- 6.5 To have a positive attitude towards learning new skills
- 6.6 To perform other appropriate duties which may be required from time to time by the Deputy Head of Group.
- 6.7 Frequently to use VDU equipment for periods up to the whole working day.

LIAISES WITH:

Qualified Advisers Required by Statute, Radiographers, Clinical Scientists, Directorate Governance and Quality leads, Operational Management, Theatre staff.

RISK MANAGEMENT

The management of risk is the responsibility of everyone and will be achieved within a progressive, honest and open environment.

Staff will be provided with the necessary education, training and support to enable them to meet this responsibility.

Staff should be familiar with the

- Major Incident Policy
- Fire Policy

and should make themselves familiar with the 'local response' plan and **their** role within that response.

RESPONSIBILITIES FOR HEALTH & SAFETY

The post holder is responsible for ensuring that all duties and responsibilities of this post are carried out in compliance with the Health & Safety at Work Act 1974, Statutory Regulations and Trust Policies and Procedures. This will be supported by the provision of training and specialist advice where required.

INFECTION CONTROL

Infection Control is everyone's responsibility. All staff, both clinical and non clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA.

All staff employed by the OUH Trust have the following key responsibilities:

- Staff must decontaminate their hands prior to and after direct patient contact or contact with the patient's surroundings.
- Staff members have a duty to attend mandatory infection control training provided for them by the Trust.
- Staff members who develop an infection (other than common colds and illness) that may be transmittable to patients have a duty to contact Occupational Health.

CHILDREN'S RIGHTS

The post holder will endeavour at all times to uphold the rights of children and young people in accordance with the UN Convention Rights of the Child.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

The Trust is committed to safeguarding children and vulnerable adults throughout the organisation. As a member of the trust there is a duty to assist in protecting patients and their families from any form of harm when they are vulnerable.

INFORMATION GOVERNANCE

All staff must complete annual information governance training. If you have a Trust email account this can be completed on-line, otherwise you must attend a classroom session. For further details, go to the Information Governance intranet site.

SERIOUS UNTOWARD INCIDENTS

All staff must report incidents and near misses so that the Trust can reduce the risk of harm by investigating and incorporating risk reducing measures to safe guard patients, visitors and staff, in accordance with the Trust Incident Reporting Policy.

REVIEW OF THIS JOB DESCRIPTION:

This job description is not definitive or exhaustive and should be regarded only as a guideline to the duties required. Responsibilities and duties may be added, following consultation with the postholder should the requirements of the Department or Trust change.