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# RADIOLOGY DIRECTORATE

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| JOB IDENTIFICATION |
|  Job Title: Radiology Secretary/Personal AssistantResponsible to Radiology Services ManagerDepartment(s): Radiology- VHKDirectorate: RadiologyOperating Division: Fife Acute Hospitals Operating DivisionGrade: A&C Band 4Hours/Days: 22.3 hours per week Job Reference:No of Job Holders: 1Last Update : September 2024 |
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| 2. JOB PURPOSE |
| Provide comprehensive administrative and secretarial support to the Radiology Service Manager, Clinical Activity Manager and Clinical Lead for Radiology. |

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| **3. DIMENSIONS** |
| To support the Radiology Service Manager, Clinical Activity Manager, Clinical Lead and Clinical Service Managers administratively and provide secretarial support to the Radiology department at VHK and QMH. |

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| 4. ORGANISATIONAL POSITION |
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| 5. ROLE OF DEPARTMENT |
| * To provide integrated, seamless diagnostic Radiology services for the population of Fife.
* To ensure the activities of the department reflect the values of the Division with the aim of improving the quality of services delivered to patients and service users.
* To ensure high quality working founded on evidence based practice.
* To integrate Radiology within the multi-disciplinary team.
* Provide a high quality, efficient and effective imaging service fife wide
* Diagnostic imaging equipment is used to carry out radiological examinations on patients and reports are provided to referring clinicians. The report assists the referrer in providing a diagnosis of the patient’s condition in order to decide on an effective course of treatment and care.
* The departmental clinical governance strategy ensures a high standard of care for patients undergoing radiological examination and promotes multidisciplinary team working.
* Provide a suitable environment for the training and assessment of student radiographers.
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| 6. KEY RESULT AREAS |
| * Provide a full administrative and secretarial service to the Radiology Service Manager, Clinical Activity Manager and Clinical Lead for Radiology.
* Provide administrative support across the Directorate to enable the completion of any ad hoc reports and projects.
* Arrange and co-ordinate documentation for meetings, check action list and follow up where necessary, check agendas and use initiative to include the relevant previous correspondence so that Radiology Service Manager, Clinical Activity Manager and Clinical Lead have all the available information and that all the correct information has been sent out to participants of the meeting.
* Attend and prepare minutes of meetings as required, submitting draft minutes as soon as possible thereafter for approval.
* Deal with and respond to routine correspondence that may not require the signature of the Radiology Service Manager or Clinical Lead to ensure replies are sent out. Drafting correspondence, where appropriate, for signature by the Radiology Service Manager or Clinical Lead and when neither is available, acknowledge other correspondence and informing any appropriate other managers where immediate action is necessary.
* Taking responsibility for delegated tasks, e.g. DATIX notification letters, preparation of documentation into subjects the Radiology Service Manager, Clinical Activity Manager, Clinical Service Managers or Clinical Lead may be dealing with.
* Responding to telephone and personal enquiries which may require detailed explanations both internal and external, ensuring that the relevant members of the management team are kept informed on a regular basis of these conversations, where necessary. In dealing with non-routine matters the job holder is expected to use initiative to gain sufficient details either to re-direct the enquirer to an appropriate member of staff or to seek the information requested and respond accordingly.
* General administrative duties as agreed with the post holder and the Management team.
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| 7a. EQUIPMENT AND MACHINERY |
| * PC
* Audio equipment
* Photocopier
* Document scanner
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| **7b. SYSTEMS** |
| * Office Filing System
* Personal Filing System
* MS Teams
* Electronic Data Storage: MS Office inc. Excel, Word, PowerPoint
* Radiology Information System (CRIS)
* DATIX
* PECOS
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| 8. ASSIGNMENT AND REVIEW OF WORK |
| * The post holder will be expected to manage their day to day workload, using iniative where appropriate, with weekly discussions with the Radiology Service Manager to review.

. * Secretarial work will be delegated by the Radiology Service Manager with agreed deadlines.
* Sources of work are varied, e.g. email, attending meetings, papers from meetings, ad hoc requests etc.
* The post holder may receive work from other managers within Radiology and is expected to work flexibly communicating with the appropriate team members to ensure the work of the service is carried out. This may include filing of on boarding and HR/Personnel documentation.
* The post holder will report directly to the Radiology Service Manager. Line management duties will also be undertaken by Radiology Service Manager.
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| **9. DECISIONS AND JUDGEMENTS** |
| The post holder has responsibility for determining which issues should be resolved without reference to the Radiology Service Manager, Clinical Activity Manager or Clinical Lead.  |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| * The post holder will be required to work flexibly in co-operation with other Managers and staff within the Directorate while continuing to maintain their own level of work output.
* The post holder may be involved in situations where individual requests of an urgent meeting with the Radiology Service Manager, Clinical Activity Manager or the Clinical Lead that cannot be reasonably scheduled. The post holder will be required to deal with these situations, diplomatically and courteously, to obtain the relevant facts and make the necessary enquiries in order to brief the Radiology Service Manager or Clinical Lead on the nature of the enquiry.
* The post holder will undertake delegated tasks on their own initiative, e.g. minutes of meetings etc.
* The post holder is frequently required to meet tight deadlines with the highest standard of accuracy and often faces the situation of having to prioritise the order in which the Diagnostic Imaging Services Manager or Clinical Director may have initially asked for work.
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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| * The post holder is required to have daily close communication with the Radiology Service Manager, Clinical Activity Manager and Clinical Lead. Communication is required with all levels of staff within NHS Fife, however will mainly occur within the Women, Children’s and Clinical Services Directorate.
* There will also be frequent external communication during which the post holder will be expected to be able to explain the meaning of the communications that have been sent either verbally or in writing by the Radiology Service Manager, Clinical Activity Manager or Clinical Director.
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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| * The post holder will be required to work flexibly in co-operation with other senior Managers within Radiology while continuing to maintain their own level of work output.

 * The post holder will be expected to work independently and frequently use own judgement as to whether issues can be resolved by them or need to be referred on to someone else.
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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| Minimum required to undertake the role (as per Person Specification).QualificationsComputer literacy including advanced Word processing skills, Excel and PowerPoint. Typing Audio or copy typing (60 wpm). Ability to do shorthand advantageous. ExperienceA minimum of two years experience working as a personal secretary providing a full secretarial service to a manager. Knowledge of NHS procedures and practices or experience in a public sector environment preferable. SkillsExcellent communication and organisational skills are required.The ability to liaise effectively and exercise discretion at all times.Highly developed skills in the use of Microsoft Office.  |

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| **14. JOB DESCRIPTION AGREEMENT** |
| A separate job description will need to be signed off by each jobholder to whom the job description applies. Job Holder’s Signature: Head of Department Signature: | Date:Date: |