

JOB DESCRIPTION

Job Title: Radiology Information Systems Administrator

Main Place of Work: Linton House Clinic, Thirlestaine Road, Cheltenham, GL53 7AS and such other areas as required.

Responsible to: IT Manager

Accountable to: Finance Director

Job Purpose

To proactively support clinical information systems and users, including the mobile MRI and CT fleet and satellite sites.

To assist in the development of clinical information systems and workflows.

To provide first line IT support to end users of the clinical information systems and support the development of the systems to help users to maximise the benefits offered by the software.

The systems include a Picture Archiving and Communication System (PACS), a Patient Administration System (PAS), a Radiology Information System (RIS), an online imaging viewing system and image transfer systems.

Key Relationships

Cobalt staff, clinical users, patient referrers NHS Trust partners and liaison with supplier helpdesks.

Key areas of responsibility will include:

Operational Duties

- To support the clinical operations by facilitating the prompt transfer of images acquired to referrers and patients, using the various image transfer systems
- To support the transfer of patient images using the Image Exchange Portal and other IT systems
- To support the transfer of images from mobile units into online PACS and NHS Trust PACS
- To support external radiology reporting by transferring imaging and data to external reporting providers
- To ensure that transfers of images from the mobile services are received and synched with the Cobalt PACS
- To support Cobalt's Research Radiographer with the upload of images to the external bodies/project lead, ensuring that these are anonymised when appropriate
- To support the users in the access to and proper use of NHS mail and Egress (encrypted transfer systems)
- To understand and ensure proper adherence to the principles of Data Protection, including the provisions of GDPR, as appropriate to the handling, storage and necessary sharing of patient data

- To monitor patient images processed by the Charity and ensure that records and images are destroyed in accordance with the respective processing agreements and Cobalt's patient information retention policies
- To provide basic troubleshooting of clinical information and administration systems working with the IT Manager
- To perform a range of administrative system functions under the guidance of the IT Manager, including the management of user profiles and access to key systems
- Support user training on administration systems for all relevant staff
- To assist in the development of user manuals
- Help support testing and support of new releases under guidance from the IT Manager
- Provide project support to the IT Manager

Management of Resources

- To monitor the flow of information, particularly images to ensure they reach their expected destination in the timescales expected
- Responsible for the safe use of highly specialised and complex equipment
- Ensure equipment is well maintained

Line management

- There is no line management associated with this post, you will be part of a team supporting patients with prompt and accurate diagnosis
- You will support staff training and advise colleagues regarding imaging processes

Teamwork

This will involve:

- To work collaboratively with other departments within Cobalt, particularly the radiography support assistants and clinical teams
- Champion the professional integrity of the organisation
- Adhere to corporate policy and procedure
- Advise and mentor 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 |
|--------------------------------------------------------------------|-----------|-----------|
| GCSE grades A-C or equivalent in English Language and Mathematics. | ✓ | |
| ITIL Foundation Certificate or equivalent | | ✓ |
| Customer Service Qualification | | ✓ |
| ECDL (or equivalent) | | ✓ |
| Microsoft Desktop Certification | | ✓ |

| Knowledge and experience | Essential | Desirable |
|------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Good IT skills, including Microsoft Office | ✓ | |
| Experience of using databases | | ✓ |
| Sound awareness of data protection, information governance and privacy rules | | ✓ |
| Good knowledge of general IT hardware and software | ✓ | |
| Experience of working in a medical environment with patient administration and/or clinical imaging systems | | ✓ |
| Experience of training users in IT skills | | ✓ |

| Skills and abilities | Essential | Desirable |
|------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Willingness to learn and develop | ✓ | |
| Ability to prioritise and manage own workload often under pressure | ✓ | |
| Good interpersonal, written and communication skills | ✓ | |
| Calm and approachable manner | | |
| Effective team player with good organisational and time management skills, able to work to deadlines | ✓ | |
| Proactive and able to show initiative | ✓ | |
| Flexibility in approach to working hours – some unsociable hours may be necessary due to system failure/upgrades | ✓ | |