

Title	Head of Unit: Radiology Ref: NMCH 1201
Salary package	Head of Clinical Unit (Medical) Grade 1: R1 643 352 TCE (DPSA salary scales)
Reporting structure	Director: Clinical Services
Closing date	15 January 2019

SUMMARY OF MAIN FUNCTIONS AND PURPOSE OF JOB

The Head of Unit (HOU): Diagnostic Radiology at NMCH will be responsible for managing the entire radiology service within NMCH. The HOU administers the day-to-day operations of radiology departments, including managing the departmental budget and ensuring that it is met and developing policies. Reviews, analyzes, evaluates, and assesses the hospital operations to ensure safe and efficient workflow. Most importantly the Head of Unit for Radiology will ensure the Unit delivers world class child and family centred care to all NMCH in- and out-patients.

LIST OF DUTIES AND RESPONSIBILITIES

Management

- To assist the Clinical Services Director to ensure the successful integration of Radiology into the overall business plan.
- To contribute to the overall management of the hospital, as appropriate, as a member of the Heads of Units
- To ensure that all policies, programmes and initiatives are consistent and supportive of NMCH's vision, mission and values.
- Directs fiscal management of the department, including forecasting and monitoring of operating performance.
- Identifies and implements strategies to reduce costs and improve quality and service.
- Directs the management of human resources, labour relations, employee and department safety and risk management programs
- To ensure all staff maintain a high standard of service, customer care & to proactively monitor the service provided to patients through audit & feedback
- To create excellent business relationships and communication channels with senior management, staff and customers (other radiologists & referrers).
- To be actively involved in the recruitment, selection and induction process of new administrative and clinical staff.
- To maintain strong working relationships with all Consultant Radiologists and to effect a non-restrictive practice for radiology services.

Operations

- To ensure the Radiology department offers the world-class child and family centred care service
- Ensure service provision across multiple modalities of imaging available in the Unit including providing an after-hour service
- Ensure compliance with requirements of the Radiation Board
- To be responsible for quality standards, professional and hospital policy compliance.
- To investigate complaints in a timely & efficient manner, implementing service improvement plans when required.
- To ensure that the Health & Safety act is implemented with regard to the Radiology department

and that they are adhered to and a safe work area is maintained.

- To ensure that PACS/RIS/VR administration is managed effectively
- To ensure the POPI Act is applied to all patient data and that patient confidentiality is maintained at all times.

Research

- Conduct and supervise operational research projects in the Unit as required

Training

- To drive an innovative and diverse academic programme and work to strengthen the integration of care, education and research within the Unit, the Hospital
- To remain up-to-date with current clinical practices within own profession.
- To ensure mandatory training is undertaken by all staff
- To carry out regular appraisals and align education and professional development activities with the objectives of the department and the hospital.

QUALIFICATIONS AND EXPERIENCE

- MBBCh, or equivalent, and MMed in Radiology,
- Experience in Paediatric Radiology will be advantageous.
- Registration as a Radiologist with the Health Professions Council of South Africa.
- A minimum of 8 years as a Medical Specialist in Radiology.
- Experience as a Head of Unit in an academic Hospital will be advantageous.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED

- Exceptional organizational and leadership skills.
- Solid understanding of budgeting, resourcing and performance evaluation procedures.
- Excellent knowledge of HPCSA and regulations for the Radiology field.
- Strong planning and organisational skills.
- Relevant technological and computer literacy.
- Proficient in MS Office and computer systems (e.g. patient management software)
- Strong decision-making skills.
- Strong conceptual thinking skills.
- Able to collaborate with a range of stakeholders, both internal and external to NMCH.
- Academic i.e. teaching and research, experience.
- Excellent communication and people skills.
- Aptitude in resolving issues and conflicts.
- Outstanding organizational and stress management skills.

APPLICATION PROCESS

Interested candidates who meet the above criteria are requested to e-mail a detailed CV to Lorraine Seema at vacancies@nmch.org.za

NB – Please state the [reference number](#) relevant to the position applied for. Applications without reference number will NOT be considered.

Please note that should you not hear from us within 4 weeks of your application, it would mean that your application has been unsuccessful.