

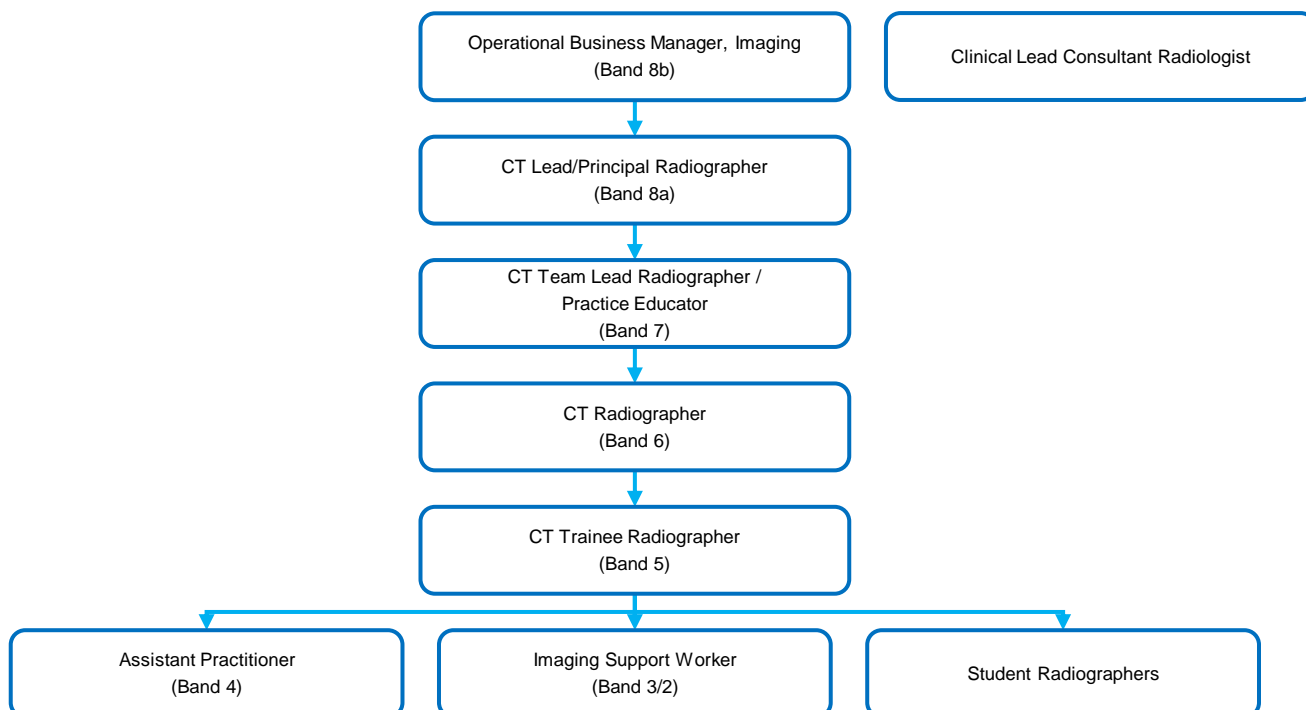
CT Radiographer

Diagnostic & Support Services Division

Department of Imaging

Job Title:	CT Radiographer
Band:	Band 6 (or Band 5 trainee post)
Working hours:	37.5
Responsible to:	CT Lead/Principal Radiographer, Service Manager
Accountable to:	Clinical Lead Consultant Radiologist Operational Business Manager, Imaging
Responsible for:	Radiographers Student Radiographer Assistant Practitioners Imaging Support Workers

Organisational Chart



Team Vision

To provide a Safe, Caring, Efficient and Quality CT Service to our patients.

OUR VALUES

Vision

We have a plan that will deliver excellent health and care for future generations, working with partners to ensure our services are sustainable. We make decisions that are best for long term health and social care outcomes for our communities.

Openness

We communicate clearly to our patients, families and our staff with transparency and honesty. We encourage feedback from everyone to help drive innovation and Improvements.

Integrity

We demonstrate fairness, respect and empathy in our interactions with people We take responsibility for our actions, speaking out and learning from our mistakes.

Compassion

We take a person-centred approach in all our interactions with patients, families and our staff We provide compassionate care and demonstrate understanding to everyone.

Excellence

We put quality and safety at the heart of all our services and processes We continuously improve our standards of healthcare with the patient in mind.

TRAINING POSTS

Candidates who are applying for a trainee position will be supported by the department to achieve competency to fulfil the job description and personal specification of this position. Candidates have their own responsibility to work towards fulfilling all aspects of the job description, as outlined in this document. The process must be undertaken alongside any training requirements, preceptorship program, qualifications, competency assessment and/or probationary periods applicable to the position. The uplift to the advertised banding will take effect once the candidate successfully satisfies all relevant criteria of the post.

DUTIES AND RESPONSIBILITIES

1. To work as a member of a multi-disciplinary team delivering high quality radiographic services across the general radiology department, CT scanning department and Interventional Radiology.
2. To take part in the provision of a high quality, timely and efficient diagnostic radiography service to patients of Bolton Hospitals NHS Trust.
3. To work independently or part of a team and carry out or assist with a comprehensive range of diagnostic radiographic procedures.

4. To take part in the provision of the emergency Radiology service within the general and CT departments, as required by the Trust.
5. To participate in Continuing Professional Development, supervise and assist with the development of radiographers, student radiographers and other support staff.
6. To assure good communications between patients, staff and colleagues are maintained.

Clinical Responsibilities

1. To use relevant knowledge, training and experience to produce high quality images for a full range of general, CT and Interventional diagnostic imaging procedures, covering daytime, evening, night-time and weekend shifts.
2. Deputise for the CT team lead in their absence undertaking their duties.
3. To work as part of the rotational CT team, delivering all aspects of CT scanning including participation in the 24/7 service.
4. To take responsibility for the examination including justification of CT brain and C-spine examinations in line with NICE guidance and local policy.
5. To authorise requests by considering clinical information provided and selection of the most appropriate protocol required to answer the clinical question, whilst minimising radiation dose to the patient.
6. Working within a protocol based system the post-holder must have the knowledge and skills to be able to adapt existing protocols when clinically required and assist in the development of new protocols as new imaging techniques are developed.
7. Prioritisation of workload including modification of scanning lists to accommodate urgent and emergency cases is essential.
8. Undertake additional training in the injection of IV contrast media and, after assessment, carry out IV injections during examinations.
9. From the clinical information available on the examination request card or from the Consultant Radiologist, select the appropriate scanning protocol required to optimise the diagnostic examination. Using detailed theoretical and practical knowledge of CT to modify these protocols where appropriate, taking into consideration patient condition and/or clinical information required.
10. Review all scan images, giving advice on any additional imaging procedures required to answer incidental findings. Ensure that urgent findings are communicated to the appropriate clinician and the patient directed accordingly.
11. Advise patients regarding enquiries concerning their referral and the nature of the examination to be undertaken. Communicate effectively with patients who are anxious regarding the claustrophobic nature of CT.
12. Assist the radiologists with interventional examinations, ensuring a sterile environment is maintained. Ensure consumables are available for the procedure.

13. Act as a point of advice for referring medical staff.
14. Investigate and manage CT incidents when a senior manager of the CT team is not available.
15. Liaise with CT vendors/contractors to ensure necessary emergency and maintenance works are carried out.
16. Ensure the on-call schedule is distributed to the necessary staff groups.
17. Ensure adequate staff mix in the CT department on a daily basis in order to allow adequate patient flow i.e. CTC examinations, acute, routine, complex etc.
18. To communicate with secretarial, office and other radiology staff groups to organise and arrange CT scan appointments for patients needing urgent procedures/scans
19. To work as part of a MDT to ensure patients do not breach cancer pathway targets.
20. To ensure radiographers are kept up to date with competencies, updates and policies relating to CT.

Leadership Responsibilities

1. To monitor the standard of CT imaging acquisition and technique and to develop actions in order to address any areas of concern.
2. To ensure good communications between patients, staff and colleagues are maintained.
3. To take accountability for ensuring CT internal standards and KPIs are achieved in conjunction with the wider CT team.
4. To maintain knowledge of technical and clinical developments within the field of the service and to be involved with such persons as appropriate in the implementation of such developments.
5. To help implement departmental policies, and propose changes to practice where necessary.
6. To liaise with other staff and departments in order to ensure timely delivery of the CT service.
7. To undertake management practices, such as appraisal, sickness reviews, informal capability management reviews, incident and complaint investigations, as delegated by the senior management team.
8. To act as a role model to junior staff and students demonstrating exemplary communication skills and professionalism at all times.
9. To support service development by identifying areas for improvement and working with modality leads in developing improvement plans.

Education and Development

1. To develop own skills and knowledge in all relevant area of practice and help in the development of others.

2. To undergo annual appraisal in order to identify training needs and personal development in line with the requirements and development of the service.
3. To undertake Continuous Professional Development as identified in Personal Development Plan and satisfy the requirements of the Health Professional Council Registration.
4. To attend all mandatory training sessions and complete all mandatory e-learning modules as required by the Trust.
5. To assist in the induction and preceptorship of Radiographers.
6. To assist with the training and supervision of Radiographers, Radiology Assistants and Assistant Practitioners in various work areas.
7. To assist with the practical training and clinical supervision of Student Radiographers in various work areas, and to carry out the assessment of competence of student radiographers following suitable training and practical experience. This includes a competency based training programme for the rotational senior staff.
8. To deliver CT theoretical training sessions for new starters
9. To deliver CT updates and CPD sessions to all radiographers
10. To attend relevant training courses and CPD associated to my role

Clinical Governance

1. To be responsible for the safe use of Radiography equipment and report any equipment failure or damage to a senior member of staff, ensuring that all relevant details are recorded in the appropriate Equipment Fault Log Book.
2. To assist in the completion of surveys, audits, clinical trials and equipment evaluation as required.
3. To support people's equality, diversity and rights.
4. To follow and comply with all Trust and Departmental Policies, Procedures, Protocols, and Guidelines, reporting to senior staff any difficulties experienced in complying with these and assisting in identifying any changes that may be required.
5. All employees must comply with all relevant policies, procedures and training on safeguarding and promoting the welfare of children and vulnerable adults
6. To assist with and contribute to the CT Quality Assurance Programme, by ensuring that the QA checks on all CT scanners are completed according to the correct schedule (daily, weekly etc.)
7. To organise maintenance and fault engineer visits when needed and to communicate this with the senior members of the CT department.
8. To ensure radiographers are kept up to date with competencies, updates and policies

Other

1. Frequent requirement for moderate effort to be exerted over multiple short periods throughout the day.
2. Frequent requirement for concentration with an unpredictable workload.
3. Appropriately communicate with all staff, patients and relatives. Patient presentations will include the seriously ill, the unconscious, uncooperative, incapacitated, incompetent, disorientated and those with physical and mental disabilities. A wide variety of patients will be encountered and will include those exhibiting anti-social or threatening behaviour.
4. Other influencing factors include the skills needed to provide patients or relatives with empathy and emotional support for the bereaved, terminally ill, injured, traumatised or those altered by substance use/abuse.

Legal & Professional Responsibilities

1. Adhere to Trust and departmental policies and procedures.
2. Maintain a safe environment for yourself and others, taking reasonable care to avoid injury. Co-operate with the Trust to meet statutory requirements.
3. Maintain registration working in accordance with the HCPC codes of professional practice and conduct.
4. Sustain and improve own professional development by personal study, work based learning activities, and by using opportunities provided by the Trust.

Health, Safety and Security

1. All employees have a duty to report any accidents, complaints, defects in equipment, near misses and untoward incidents, following Trust procedure.
2. To ensure that Health and Safety legislation is complied with at all times, including COSHH, Workplace Risk Assessment and Control of Infection.
3. All employees must comply with all relevant policies, procedures and training in relation to fire safety and attend fire safety training on an annual basis.

Confidentiality

1. Working within the trust you may gain knowledge of confidential matters which may include personal and medical information about patients and staff. Such information must

be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

Data Quality

1. All employees are reminded about the importance of Data Quality and staff should make themselves aware of both departmental and corporate objectives for Data Quality.
2. Data Quality forms part of the appraisal and objective setting process for staff responsible for data entry and data production; staff should ensure that they adhere to policies and procedures at all times. Failure to do so may result in disciplinary action being taken.

Codes of Conduct and Accountability

1. You are expected to comply with relevant Bolton NHS Foundation Trust codes of conduct and accountability.

Infection Prevention and Control

1. You must comply with all relevant policies, procedures and training on infection prevention and control.
2. To prevent the spread of infection by adopting measures appropriate to the situation, and participating in education of staff, patients and carers.
3. To contribute to environmental audits and implementation of action plans.
4. To comply with policies for the correct disposal of clinical and other waste, sharps and soiled linen and ensure all staff adhere to these policies.
5. To maintain standards of cleanliness and hand hygiene.
6. To maintain a high level of environmental quality by complying with infection control policies and ensuring that all imaging and processing equipment is cleaned to a standard appropriate for the examination of clients.

Safeguarding Children and Vulnerable Adults

1. You must comply with all relevant policies, procedures and training on safeguarding and promoting the welfare of children and vulnerable adults.

Valuing Diversity and Promoting Equality

1. You must comply with all relevant policies, procedures and training on valuing diversity and promoting equality.

2. All employees are to ensure they work within the Trust's Equal Opportunities Policy and accept everyone has a right to their distinct identity.
3. All employees must treat everyone with dignity and respect, and to ensure that what all our customers (patients/carers/visitors/staff) tell us is valued by reporting it back into the organisation.
4. All employees to be responsible for promoting and participating in the achievement of the departmental Equality and Diversity Action Plan.

Training

1. To take responsibility for your own and your staff's development.
2. All employees have a duty to attend all mandatory training sessions as required by the Trust.
3. Any other general requirements as appropriate to the post and location.

The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the post holder.

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