

JOB DESCRIPTION

JOB DETAILS

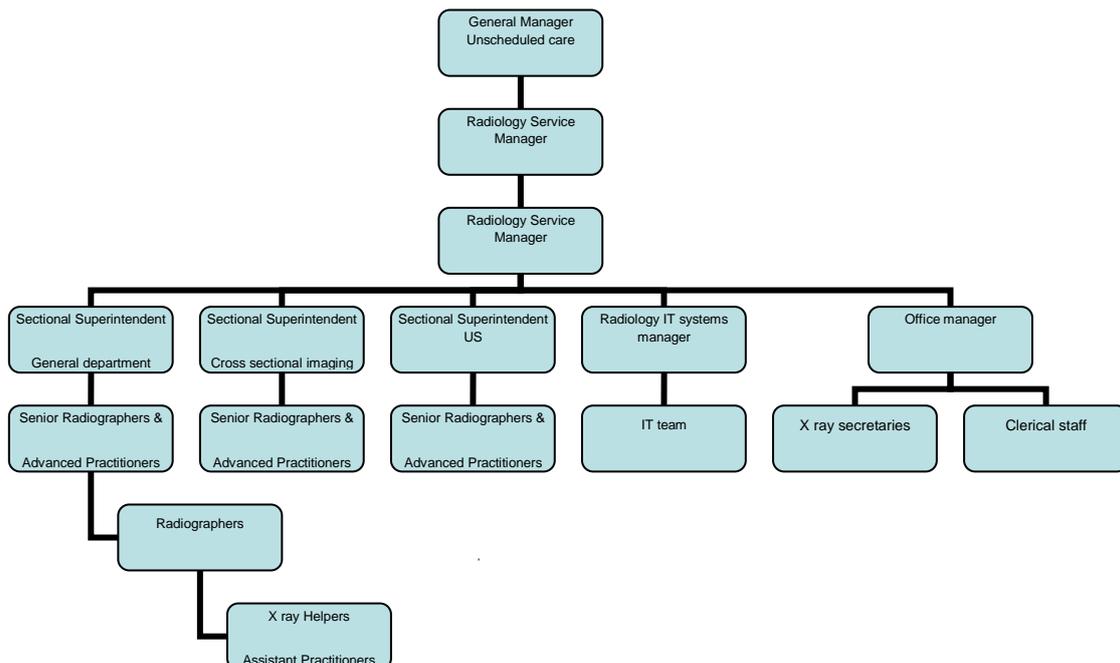
Job Title: Radiographer
Pay Band: 6
Directorate: Unscheduled Care
Department: Radiology

ORGANISATIONAL ARRANGEMENTS

Accountable to: Superintendent Radiographer and Deputy Superintendent Radiographer

Responsible For: Junior colleagues and students being supervised on clinical placement

Organisation chart:



JOB SUMMARY / PURPOSE

To perform routine radiographic and more specialized examinations (e.g. CT, MRI Theatre, fluoroscopy) on their own caseload of patients, assess the resulting images and recording the necessary information in PACS and RIS as part of a 24/7 service.

The post holder will require the necessary CPD evidence, experience and training to undertake these duties.

To help train and supervise less experienced Radiographers, students and other staff on imaging equipment, explaining the imaging protocols and diagnostic outcomes.

Assisting with research, clinical audit and evidence based practice.

MAIN DUTIES AND RESPONSIBILITIES

Service Management

To undertake diagnostic radiographic examinations.

To act as IR(ME)R practitioner and operator for radiological procedures within their scope of practice.

To operate a wide range of expensive, specialized imaging equipment safely and appropriately.

To ensure all relevant safety checks are made before proceeding with any examination.

To comply with IR(ME)R employer procedures, IR local rules and Health Board policies and procedures.

To maintain HCPC registration.

To train and supervise junior staff and student Radiographer.

Service Improvement

To assist with organization of the radiology workflow.

To prioritize patient throughput according to clinical needs.

To arrange correct patient preparation prior to examination.

To communicate effectively with a senior member of staff or superintendent if there are any suspected problems with equipment.

To participate in duties to ensure a 24/7 service.

To be involved in proposing, developing and implementing changes and improvements to practice.

Communications

Liaise with a wide range of staff from other departments to ensure service efficiency.

Give information, instructions and advice tactfully and sensitively to patients and/or their carers who are referred for radiological procedures.

Provide support for patients who have received bad news.

Be able and willing to explain radiation risks to patients and referrers.

To liaise with referrers in a timely fashion to support appropriate treatment/discharge.

Finance and Resources

Responsible for safe use of specialist diagnostic equipment.

Ensure that stock levels are maintained and used efficiently.

Offer advice to service users to help ensure resources are used effectively.

Personal and People Development and People Management

To ensure CPD portfolio is updated.

To ensure HCPC registration is maintained.

To participate in PDR.

To share relevant information with colleagues.

To deliver training to other staff as and when required.

Information Processing

Assess and justify radiological requests received in accordance with departmental procedures and scope of practice.

Initial clinical assessment of images expediting the formal reporting process/ highlighting concerns with referrers as appropriate.

Health, Safety and Security

To follow Health Board policy.

To follow IR(ME)R employer procedures.

To follow local radiation rules.

To follow Radiology policies.

Quality

To ensure patient care is of the highest standards.

To assess image quality and ensure that images meet criteria for diagnosis.

To undertake relevant quality checks on equipment and report any faults to line manager.

Equality and Diversity

To follow relevant Health Board policies.

To follow relevant HCPC standards for equality and diversity.

To act if other staff are seen to be acting inappropriately.

Effort and Environmental

Operating imaging equipment on a daily basis.

Operating Radis/PACS computer console for each patient. Checking the request form for each patient.

Checking clinical indications and taking details of contraindications prior to procedures.

Transferring patients from chairs, trolleys, beds.

X-raying patients who are in a distressed state (palliative care, significant trauma, mental health concerns or learning difficulties, intoxicated etc).

X-raying patients who may be homeless or unable to care for themselves.

Frequent exposure to unpleasant conditions including contact with bodily fluids.

Undertaking forensic examinations with or without police involvement.

General

To undertake other tasks and duties may be determined by appropriate line manager as the role develops.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and Knowledge	BSc Radiography(or recognised equivalent) HCPC registration Short specialist courses or experience to postgraduate diploma level	Understanding of specialist radiography procedures and PACS. Post Graduate qualification.	Application form HCPC register
Experience	Qualified to use different equipment and x-ray techniques	Previous NHS experience. Evidence of role development	Application form and interview.
Aptitude and Abilities	Ability to embrace the following personal values and behaviours on a daily basis - <ul style="list-style-type: none"> • Dignity, Respect and Fairness • Integrity, Openness and Honesty • Caring, Kindness and Compassion Ability to demonstrate a commitment to our organisational values - <ul style="list-style-type: none"> • Working together to be the best we can be • Striving to develop and deliver excellent services • Putting people at the heart of everything we do Able to demonstrate situations where effective leadership and management skills have been used Be able to demonstrate tact and diplomacy when working with others		Interview

Language Skills		Welsh Speaker (Level 1) <i>Full details around the expectations associated with level 1 may be found at the bottom of this page</i>	Application form and interview
Other	Able to work well as individual and use initiative. Good teamworker. Flexible approach to meet the needs of the service		Interview

Level 1 Welsh

(Please note that for this particular post level 1 in spoken Welsh is desirable but not essential)

Listening/Speaking: Pronounce Welsh words, place names, department names, etc. Greet and understand a greeting. Use basic every day words and phrases, e.g. thank you, please, excuse me, etc. Understand / pass on simple verbal requests of a routine / familiar / predictable kind using simple language, e.g. 'May I speak to...'. State simple requests and follow up with extra questions / requests in a limited way.

Reading/Understanding: Understand simple key words and sentences on familiar / predictable matters relating to own job area, e.g. on signs, in letters.

Writing: Fill in simple forms, note down simple information, e.g. date and venue of a meeting, Welsh address, etc.

GENERIC STATEMENTS

REGISTERED HEALTH PROFESSIONAL

****For Registered Health Professionals only:**

All staff who are members of a regulatory body must comply with standards of professional practice/conduct. It is the postholders responsibility to ensure they are both familiar with and adhere to these requirements.

COMPETENCE

The post holder is required to participate in the Hywel Dda PDR process and work towards meeting identified development needs. The postholder is required to demonstrate on-going continuous professional development. At no time should the postholder work outside their defined level of competence. If the postholder has concerns regarding this they should immediately discuss this with their Manager/Supervisor/Consultant. The postholder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

OUR VALUES

Hywel Dda University Health Board is a values driven organisation. The post holder is expected to uphold our values of dignity, respect, fairness, integrity, honesty, openness and caring, kindness & compassion underpin a behaviour framework which are supported by our organisational values of

- Putting people at the heart of everything we do
- Working together to be the best we can be
- Striving to deliver & develop excellent services

TEAM BRIEF

The post holder is required to actively participate in Hywel Dda Team Briefing in order to aid communication within the Health Board. Managers and supervisors will regularly deliver the Team Brief verbally to their own staff teams by means of a Core Brief and additional departmental information.

RISK MANAGEMENT/HEALTH & SAFETY

The postholder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the Hywel Dda. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice. The postholder has the responsibility for monitoring the progress on action plans in relation to risk, health and safety. The postholder has the responsibility for the development of risk profiles and a risk register within their area of responsibility. The postholder has the responsibility for developing systems to monitor performance against agreed performance indicators.

HARRASSMENT & BULLYING

The HB condemns all forms of harassment and bullying and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias. All staff is requested to report any form of harassment and bullying to their line manager or to any Director of the HB.

RECORDS MANAGEMENT

The postholder has the responsibility for timely and accurate record keeping and where appropriate in accordance with professional guidelines. The postholder has the responsibility for the creation and maintenance of records in accordance with Hywel Dda policy and the data protection act.

FLEXIBILITY STATEMENT

The developing and rapidly changing nature of the organisation will require considerable flexibility from the post holder. This job description indicates the main functions and responsibilities for the post and is not intended to be a fully inclusive list and the duties and responsibilities specified in this job description are subject to change as the needs of the HB evolve. On agreement with the post holder, this job description will be amended, as necessary, in the event of future organisational and professional changes and/or personal development.

CONFIDENTIALITY

All staff may have access to confidential information about patients, staff or health service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or away from work. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and /or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.

EQUAL OPPORTUNITIES

Hywel Dda University Health Board is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff, patients and others reflects their individual needs and that individuals or groups will not face discrimination, harassment or victimisation, or be treated less favourably on the basis of sex, pregnancy and maternity, gender reassignment, disability, race, age, sexual orientation, religion and belief, family circumstances including marriage and civil partnership. To this end, the UHB has an Equality and Diversity Policy and Equality Impact Assessment Policy and Procedure and it is for each employee to contribute to enacting these policies.

OUTSIDE EMPLOYMENT/OUTSIDE INTERESTS

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of the HB.

ENVIRONMENTAL

The Hywel Dda Health Board is committed to its environmental responsibilities. The Board recognizes that its activities, including energy consumption, waste generation, transportation emissions, water use and resource consumption, have a significant impact on the environment. As an integral part of its commitment to ensure high quality patient care, all staff have a responsibility to adhere to environmental policy and procedure at both an organisational level and within their own area of work to ensure legal compliance. Staff will do their utmost to minimize the environmental impacts of Health Board activities and

services, and seek to continually improve operations to minimize their environmental effects. Staff should take note of relevant communications and attend mandatory training when required.

SMOKE FREE POLICY

All Health Board sites and premises and grounds are designated as smoke free areas. This policy applies to all staff, contractors/service providers, patients*, visitors and the public.

***Those patients staying in residential mental health units will be exempt under the Smoke-Free Premises (etc) Wales Regulations 2007.**

SAFEGUARDING ADULTS AND CHILDREN

Every employee of the Health Board, whatever their job, role, profession, status or place of work, paid or voluntary, has a responsibility for Safeguarding both adults and children. Staff must:

- Understand the nature of abuse and how children and adults might be at risk of harm and neglect.
- Understand their own safeguarding responsibilities and what actions they may need to take.
- Know where they can access local policies and procedures in relation to Safeguarding Children and Safeguarding Adults.
- Report allegations or suspicions of abuse to their line manager, including suspicions about a colleague or manager, irrespective of their status, profession or authority. This includes whistle-blowing
- Know how to make a Safeguarding referral to Social Services and/or the Police for both adults and children to report allegations or if they have concerns.
- Know what services, advice and support are available locally to vulnerable children and adults and how to access help needed.

INFECTION CONTROL

"The document Commitment to Purpose: Eliminating Preventable Healthcare Associated Infection: A Framework of actions for healthcare organisations in Wales stipulates that all staff must understand their responsibility and accountability for Infection Prevention & Control and the Health Board must be assured of this on an ongoing basis". IP&C is the personal and individual responsibility of all Health Board staff. All staff have a responsibility to protect and safeguard patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing, Health Board Infection Prevention & Control Policies and procedures; and best practice guidance in order to maintain high standards of Infection Prevention & control.

GENERAL

The postholder needs to ensure they are familiar with their terms and conditions of service.