JOB DESCRIPTION

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| **JOB DETAILS**  |
| **Job Title**  | Senior Diagnostic RadiographerCT/MRI scanning |
| **Reports to**  | CT/MRI Superintendent Radiographer |
| **Band**  | Band 6 |
| **Department/Directorate**  | Specialist Services |

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| **JOB PURPOSE**  |
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| The post holder will be an experienced diagnostic radiographer who is employed in a senior capacity within the CT/MRI section of the Medical Imaging service.  |

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| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| The post-holder will:

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|  * Contribute to the provision of a high quality, safe and efficient CT and/or MRI service for patients across the Trust sites with emphasis on compliance against national policies, procedures and regulations plus national waiting times and targets at all times.
* Work within the CT/MRI specialist team demonstrating clinical and technical expertise; performing a wide range of complex scanning procedures and subsequent image manipulations and reconstructions, to produce high quality diagnostic images.
* To be aware of legislation relevant to radiation protection, and to work to “best practice” guidelines at all times, being particularly aware of the potentially high radiation doses associated with CT scanning and the safety precautions when working within the high magnetic field of MRI scanning.
* After appropriate, documented training and whilst strictly adhering to agreed departmental protocols to perform the intravenous cannulation of patients and subsequently administer IV contrast media using pressure injector pumps as appropriate. To update and maintain the skills required and to be aware of the clinical hazards and emergencies that such injections can induce.
* To work within the relevant trust guidelines when dealing with situations that present possible infection risks e.g. exposure to bodily fluids or that has the potential for compromising personal wellbeing such as aggressive or challenging patient behaviour.
* Provide information and support for patients undergoing diagnostic tests.
* Be responsible for the clinical supervision and support of subordinate staff, student radiographers and apprentices working within their team and within their own area of clinical expertise.
* Participate in flexible hours working to support the department’s extended day working pattern, the on-call rota and the provision of a bank holiday service. To be able to work in a single handed, autonomous capacity, with particular reference to performing out of hours “on call duties”.
* Contribute to the development, maintenance and audit of the service including QA to ensure the delivery of an effective diagnostic imaging service.
* To report imaging equipment faults on the electronic reporting system and to bring to the attention of the Superintendent Radiographers any equipment malfunctions or faults that will materially affect the service offered by the Department, and implement procedures that will minimise disruption caused by such faults.
* To undertake any other duty appropriate to grade as directed by the Superintendent Radiographer, Lead Superintendent or Radiology Services Manager.
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| The **post holder** is expected to work closely with members of the wider multi-disciplinary team at all times, to include staff across a variety of professional boundaries in order to maintain efficient links with other wards and departments throughout the Trust in the provision of timely and high-quality patient care.  |

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| **KEY WORKING RELATIONSHIPS**  |
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| Areas of Responsibility: CT and/or MRI scanning and image/data storage following a diagnostic scan. The post holder is required to work effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis. This will include via verbal, written and electronic media.Of particular importance are working relationships with:

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| Internal to the Trust | External to the Trust |
| * Radiology Services Manager, Lead Superintendent and CT/MRI Superintendent Radiographers
* Consultant Radiologists and Radiology Registrars
* Diagnostic Radiographers
* Medical Physicists
* Senior nursing and support staff within the Medical Imaging Department
* Medical, AHP, nursing and administrative staff from wards and departments throughout the Trust
* Student Radiographers / Apprentice Radiographers/ Specialist Registrars
 | * Patients and associated carers
* Higher Education Institutes
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| **ORGANISATIONAL CHART**  |
| Radiology Services ManagerLead Superintendent Radiographer CT/MRI Superintendent Radiographer Band 6 CT/MRI Radiographer |
| **FREEDOM TO ACT**  |
| * Develop knowledge and specialist skill in CT and/or MRI scanning and pre-scanning patient preparation practices in order to participate in the delivery of these services within the department; this will include knowledge of advanced patient safety screening prior to MRI and contrast injections.
* Ensure that locally defined clinical protocols are adhered to for the individual patient, often requiring the use of own expertise, critical thinking and effective autonomous decision-making in the resolution of complex issues.
* Undertake the appropriate equipment checks prior to the clinical use of the scanners and report any variances immediately; ensure that all scanning equipment is safe to operate.
* Ensure that equipment is available for QA and maintenance at the agreed times, thus complying with local arrangements to ensure safety and to reduce the potential for hazards associated with radiation exposure.
* Have specialist knowledge of legislation relating to the safe use of ionising radiation (IRR, IRMER), ensuring own compliance across the service and promptly reporting areas of non-compliance.
* Participate in effective clinical risk management.

**The post-holder** should be able to manage their scanning session independently and confidently, coordinating both booked patients and ad-hoc work via ED, outpatients and inpatient wards.  |
| **COMMUNICATION/RELATIONSHIP SKILLS**  |
| * Communicate effectively with the multidisciplinary team in order to facilitate the highest standard of patient care and scan preparation.
* Communicate in a concise and appropriate manner complex information regarding imaging procedures, including relevant risks and benefits, to patients and relatives, as well as other hospital staff.
* Communicate effectively with the patient, often having to use skills of persuasion, empathy and reassurance to overcome patient concerns and barriers of understanding in order to obtain the level of cooperation required to achieve a successful outcome.
* To ensure that the Superintendent Radiographer/Lead Superintendent/Radiology Services manager is made aware of any matter which does or has the potential to affect the provision of the cross-sectional imaging service.
* Ensure that matters of a confidential nature (relating to either the patient or another staff member) are not divulged without the appropriate authority to do so.
* Overcome any barriers to effective patient communication that might exist e.g. non-verbal communication

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| **ANALYTICAL/JUDGEMENTAL SKILLS** |
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| * Demonstrate a high level of analytical skill to adapt imaging protocols to achieve optimum diagnostic images with the least dose and to exercise expert critical thinking to manage difficult or complex examinations as they arise. Identifying and implementing potential solutions, often on a patient-level basis, to ensure that the requested imaging can be completed.
* Demonstrate critical thinking in order to determine the suitability of departmental procedures and protocols relating to the diagnostic imaging service.
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**The post-holder** will be expected to have high analytical skills. They should also have the experience to assess when a scan is likely to require urgent intervention or urgent reporting is expected. |
| **PLANNING/ORGANISATIONAL SKILLS** |
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| * Plan scanner workloads according to the needs of patients and the availability of appropriate staff.
* Organise and manage a team of Radiographers, Apprentice Radiographers, Radiographic Assistants and Student Radiographers within own area of clinical expertise by demonstrating effective team leadership skills.
* Be aware of national waiting times targets and participate in local strategies to ensure these targets are met.
* Participate in the management of CT scanner scheduling, using effective time management skills to organise daily clinical sessions and taking particular care to minimise delays in patient pathways
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| **PATIENT/CLIENT CARE**  |
| * Ensure that all patients receive accurate information and documentation relating to their scan: demonstrate specialist knowledge of the patient preparation techniques used for CT and/or MRI scans and the ability to reinforce the importance of compliance with these to the patient.
* Ensure that the patient gives informed consent prior to scanning.
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| **POLICY/SERVICE DEVELOPMENT**  |
| * Support the Radiology Services Manager in setting, monitoring and developing standards of care.
* Demonstrate an understanding of the quality strategies and processes that will improve the care of patients.
* Ensure own compliance with departmental procedures and protocols and supervise others doing the same.
* Identify and report non-conformities within the departmental policies and procedures, and participate in addressing these issues appropriately.
* Participate in internal and external audit plus departmental visits by regulatory bodies e.g. QSI, CQC.
* Assist, where appropriate, in the collection of data for research or audit purposes.
* Demonstrate the work of the department to other professionals or interested parties as required.
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| **FINANCIAL/PHYSICAL RESOURCES**  |
| * Take responsibility for the safe use of highly complex and expensive equipment and supervise others doing the same.
* Ensure that NHS resources are managed appropriately and always seek to make efficiencies wherever possible.
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| **HUMAN RESOURCES**  |
| * Participate in specialist clinical training and supervision for Radiographers, Apprentices, Assistants, new members of staff and other healthcare professionals as requested.
* Participate in the induction of new staff and mentor staff within the area of clinical expertise.
* Participate in student appraisal and validation of suitability to practice; be responsible for the supervision of students in the rostered clinical area in conjunction with the student appraisers.
* Contribute to the provision of a safe working environment
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| **INFORMATION RESOURCES**  |
| * Develop and maintain knowledge of relevant sections of the EPIC, CRIS and PACS record to facilitate appointment booking, documentation of patient-specific information and confirmation of image availability for reporting.
* Maintain highly accurate patient and radiation dose records at all times.
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| **RESEARCH AND DEVELOPMENT**  |
| * Participate in-house audit, research and technical developments where appropriate.
* Participate in the local implementation of diagnostic clinical trials.

**The post holder** may participate in scanning research participants in the shared facility with the University of Exeter. |
| **PHYSICAL SKILLS AND EFFORT** |
| * Use a high level of skill to manipulate imaging equipment and position the patient in order to achieve good diagnostic images.

 * Repeated lifting and positioning of patient immobilisation equipment, required on a per patient basis.
* Physical manipulation of the patient on the scan table in order to achieve an effective diagnostic position.
* Use appropriate manual handling techniques and equipment to ensure safety for both the patient and all members of the team, including own self.
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| **MENTAL EFFORT** |
| * Maintain a high level of concentration at all times, given the need to acquire CT images with the detail required for accurate diagnosis.
* Remain focussed and responsive when workload varies: the daily workload is often unpredictable due to demands on service capacity, emergency imaging requests and unforeseen complexities that may arise with the individual patient.
* Ensure that all imaging is appropriately documented and that patient-specific details are accurately recorded in the patients’ electronic records
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| **EMOTIONAL EFFORT** |
| * Ensure that the emotional and physical well-being of patients and their carers is considered at all times.
* Provide a supportive and confidential environment for patients and their carers.
* Provide support to patients who have suffered trauma or injury, on a daily basis.
* Provide support to terminally ill patients and/or their carers, often on a daily basis.
* Maintain a professional approach when dealing with patient who are extremely anxious or distressed, often on a daily basis.
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| **WORKING CONDITIONS** |
| * Must ensure specialist knowledge and compliance with all local and national legislation relating to ionising radiation exposure and/or health and safety issues in order to be responsible for promoting good working practice and a safe environment for staff, patients and their carers.
* Participate in the delivery of the on-call service.
* Work in accordance with MRI Local Rules to maintain a safe environment for patients and staff.
* Work flexible hours, to include bank holiday working and overtime as necessary, to support service delivery.
* Maintain a professional and reassuring manner when exposed to bodily fluids or foul odours, often on a daily basis
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| **OTHER RESPONSIBILITIES**  |
| * Act as a role model for other staff members.
* Maintain a professional manner and appearance at all times.
* Take professional responsibility for own actions.
* Comply with the Society of Radiographers’ Professional Code of Conduct.
* Maintain and develop knowledge and skills in accordance with the Continuing Professional Development policy to ensure that mandatory HCPC professional registration is retained.
* Take part in regular performance appraisal and personal development planning.
* Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling.
* Contribute to and work within a safe working environment.
* Comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection.

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal. You must also take responsibility for your workplace health and wellbeing:• When required, gain support from Occupational Health, Human Resources or other sources. • Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health. • Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you. • Undertake a Display Screen Equipment assessment (DES) if appropriate to role |
| **DISCLOSURE AND BARRING SERVICE CHECKS** |
| This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check |
| **GENERAL** |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff. |

PERSON SPECIFICATION

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| **Job Title** | CT/MRI Radiographer |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**Degree in Diagnostic Radiography / DCR HCPC registration Evidence of continuing professional development to post graduate diploma level or equivalent experience  | ✓ ✓ ✓  |  |
| **KNOWLEDGE / SKILLS**Proven specialist skills in performing a wide range of examinations and procedures in CT or MRI or both.Ability to demonstrate up to date knowledge of cross-sectional imaging techniques.Knowledge and application of the legislative regulations relating to the use of ionising radiation (IRR, IRMER) Knowledge and application of MR safetyKnowledge of radiology record and software systems Ability to contribute to the day to day operational management of a service section Able to problem-solve and make autonomous decisions Understand the principles of quality assurance, quality management and audit and their importance in diagnostic radiography | ✓✓✓✓✓ | ✓✓✓ |
| **EXPERIENCE**Post-qualification clinical experience within Medical Imaging services, preferably to include CT or MRI experience Evidence of ability to support and supervise other staff Evidence of successful multidisciplinary team working Able to communicate complex or sensitive information using a variety of communication techniques  | ✓✓✓✓ |  |
| **Requirements**  | **Essential** | **Desirable** |
| **PERSONAL ATTRIBUTES**Enthusiastic highly motivated and committed to providing a high-quality service to patients and their carersFlexible approach to duties and ability to participate in shift / extended day and on call working schedules.Ability to work under pressure and deal with sensitive or stressful situations.Ability to communicate well with all grades and disciplines of staff, patients and relatives.Good time management and organisational skills; ability to prioritise effectively.Able to question and challenge practice. | ✓✓✓✓✓✓ |  |
| **OTHER REQUIREMENTS**The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust Strong commitment to own further professional development Willingness to participate in service development Willingness to participate in staff and student / trainee development  | ✓✓✓✓ |  |

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|  | **FREQUENCY****(Rare/ Occasional/ Moderate/ Frequent)** |
| **WORKING CONDITIONS/HAZARDS** | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** |  |  |  |  |
| Laboratory specimens |  |  |  |  |  |
| Contact with patients |  |  |  |  |  |
| Exposure Prone Procedures |  |  |  |  |  |
| Blood/body fluids |  |  |  |  |  |
| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel) |  |  |  |  |  |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
| **Risks requiring Other Health Surveillance** |  |  |  |  |
| Radiation (>6mSv) | N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) |  |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
| **Other General Hazards/ Risks** |  |  |  |  |
| VDU use ( > 1 hour daily) |  |  |  |  |  |
| Heavy manual handling (>10kg) |  |  |  |  |  |
| Driving | N |  |  |  |  |
| Food handling |  |  |  |  |  |
| Night working |  |  |  |  |  |
| Electrical work |  |  |  |  | ✓ |
| Physical Effort  |  |  |  |  |  |
| Mental Effort  |  |  |  |  |  |
| Emotional Effort  |  |  |  |  |  |
| Working in isolation |  |  |  |  |  |
| Challenging behaviour |  |  |  |  |  |