

JOB DESCRIPTION

JOB DETAILS	
Job Title	DXA Service Lead
Reports to	Principal Radiographer – Accountable to Head of Radiology
Band	7
Department/Directorate	Radiology, CSS

JOB PURPOSE
<p>The post holder will be a core member of the Radiology Management Team, working closely with and reporting to the Head of Radiology and Principal Radiographer and will have responsibility for the safe and effective management of the Dual Energy X-Ray Absorptiometry (DXA) Scanning service in North Devon, ensuring smooth service operation and provision.</p> <p>To be the radiographic lead for the modality, providing specialist advice to the Trust and to staff within own specialist area. Clinical responsibilities include proficiency in prioritising and managing own workload and that of others working within the DXA service, performing and reporting on DXA scans and serving as a point of contact for enquiries regarding the service and reports from all service users including referrers and patients.</p> <p>Technical responsibilities include regular audit and monitoring of the delivery of the service, to include regular quality control checks ensuring accuracy and precision of the DXA scanner, problem solving, correcting errors and, when necessary, contacting engineers, arranging callouts and ensuring continuity of the service to patients.</p> <p>The post holder must be an expert in all aspects of DXA scanning and reporting, demonstrating strong leadership skills and performing management duties to a high standard. Have a highly developed specialist knowledge underpinned by theory and practice.</p> <p>Additional duties will include varying elements of teaching, supervision, staff management, quality improvement, clinical governance, equipment / stock control.</p> <p>Context: In addition to undertaking specialist training at Masters level in DXA scan reporting, the post holder must maintain up-to-date knowledge of clinical and technical developments in relation to the speciality, to include National Osteoporosis Group Guidelines (NOGG), Ionising Radiation (Medical Exposure) Regulations (2017) (IR[ME]R), Royal Osteoporosis Society (ROS), International Society for Clinical Densitometry (ISCD) and National Institute of Clinical Excellence (NICE) recommendations for osteoporosis, to ensure that DXA Scanning provision complies with appropriate legislation. The post holder is also required to undertake training as a Radiation Protection Supervisor.</p> <p>The DXA Service currently performs around 1750 scans per year (2019).</p> <p>The DXA Service Lead will be based between the acute hospital site of North Devon District Hospital and Bideford Hospital.</p> <p>The post holder will also work as part of a team promoting awareness of new developments relevant to general imaging practice as necessary through teaching and supervision.</p> <p>To meet the needs of the service, the post holder may be required to work in other areas of the department as appropriate, as directed by the line manager.</p>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

The post holder will be required to:

- Have undertaken specialist training for DXA scanning and hold the recognised Masters qualification of DXA reporting for clinicians and also to facilitate training for others in DXA scan acquisition and interpretation.
- Support and supervise new staff members
- Hold membership of the Society of Radiographers or other professional body offering indemnity insurance.
- The post-holder will be required to make operational management decisions with regard to the provision of the DXA service and take a lead in the recruitment of 'Operators' to ensure continuity of the service.
- The post-holder will also be required to work with the Senior Management Team to maintain and continually seek to improve the Bone Densitometry service by conducting regular Quality Assurance checks to monitor equipment and ensure inter-operator levels of proficiency and precision in scan acquisition, also to obtain patient feed-back through audit.
- The post holder will be responsible for authorising referrals to the DXA service using referral criteria which fall within the ISCD, ROS, NOGG and NICE guidelines for bone densitometry and the Royal College of Radiologists Guidelines (i-Refer), amongst other relevant documents and standards.
- To meet the needs of the general diagnostic imaging service, the post holder will also be required to work in other areas as directed by the line manager and to regularly attend Radiology Management Group Meetings, taking on other administrative or support duties as required.
- The post-holder must be familiar with and comply with, the following radiation safety legislation: Ionising Radiation Regulation 2017 (IRR 2017), Ionising Radiation (Medical Exposure) Regulations 2017 (IR (ME) R 2017), the Trust's Radiation Safety Policy and IR(ME)R Employer's procedures / Departmental protocol.
- Implement and comply with the Departmental policies, Standard Operating Procedures (SOP's) and Protocols.
- Implement Trust Policies, SOP's and Protocols.
- Comply with the Trust's moving and manual handling policy, ensuring the use of safe and recognised techniques when moving and positioning patients and equipment.
- Observe Infection Control policies with regard to patients, staff and equipment; comply with the 'Hand Hygiene' and 'Saving Lives' initiatives and support monthly audits.
- To ensure that, at all times the care and comfort of patients and carers are maintained to the highest possible standard.
- Have an understanding of a wide range of radiographic techniques and have the knowledge and experience of modifications of these techniques when appropriate, taking into account local radiographic imaging protocols and patient condition.
- Audit and evaluate own practise, having a good working relationship with other reporting radiographers, radiologists, rheumatologists, and the Clinical Lead.
- Understand and apply the principles of Digital Radiography (DR) to optimise imaging quality in general imaging.
- Use radiographic knowledge and experience to keep patient radiation doses As Low As Reasonably Practicable (ALARP).

KEY WORKING RELATIONSHIPS

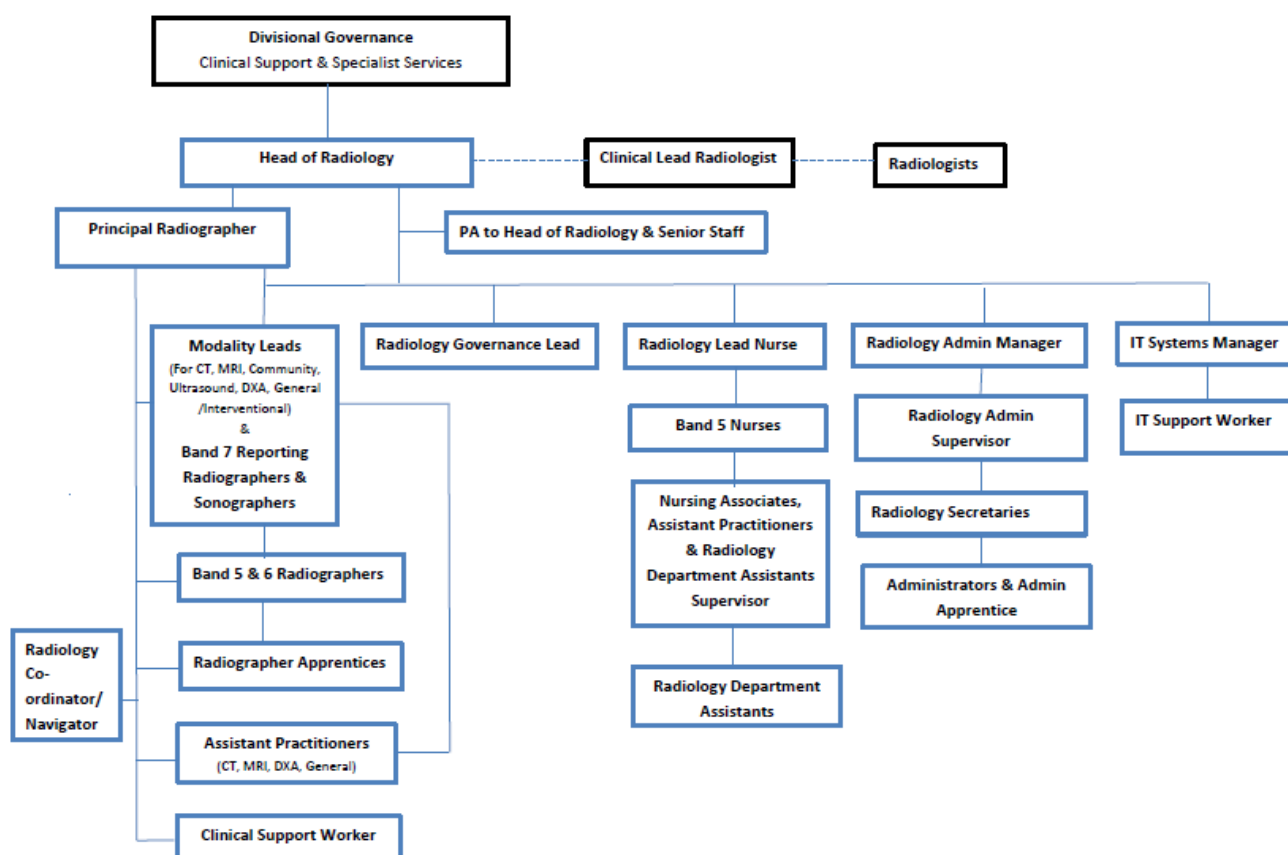
The post-holder will be required to work closely with the department's Senior Management Team and to liaise closely with Consultant Rheumatologists, Specialist Rheumatology Nurses, Consultant Radiologists, Hospital Consultants, General Practitioners (GP's) and colleagues in multi-disciplinary teams such as fracture clinic, to ensure that patients receive optimum care.

The post holder is also required to maintain close links to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media.

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> • Head of Radiology • Principal Radiographer • Radiology Governance Lead • Rheumatology • RD&E hospital DXA Service • Fracture clinic 	<ul style="list-style-type: none"> • Engineers and external suppliers • ICS/ Primary Care • GP Practices • Royal Osteoporosis Society

ORGANISATIONAL CHART



FREEDOM TO ACT

The post holder:

Will be able to make decisions without reference to the line manager with regard to delivering the DXA service, specifically with regard to authorising scan requests and seeking additional information when insufficient information is given to approve the request in line with national guidelines.

Will manage any interruptions to the DXA service due to machine faults, or maintenance visits in accordance with contractual agreements. This includes contacting engineers and manufacturers as necessary.

Will also manage the reorganisation of patient appointments and notify others of service interruption in the event of equipment breakdown

Will decide which scan protocols to employ, based on the clinical information provided.

Will draw on clinical experience to interpret equivocal measurements and produce written reports on DXA scans, deciding on what information to include or exclude, in line with relevant Standard Operating Procedures (SOP) and National Guidelines.

In addition, the post holder will deliver training in DXA scanning in the way they believe best supports the service and the learner's ability to understand and carry out their role.

The post holder will be guided by National Osteoporosis Group Guidelines (NOGG), Ionising Radiation Safety Regulations (IR[ME]R), International Society for Clinical Densitometry (ISCD) and National Institute of Clinical Excellence (NICE), Royal Osteoporosis Society (ROS) and other appropriate recommendations and principles to ensure that the DXA scanning provision complies with appropriate legislation and treatment recommendations and use these, along with guidance from the Lead Rheumatology Consultant, when compiling SOP's for the service. All SOP's are reviewed at the Radiology Management Group consisting of senior staff and consultant Radiologists for sign off.

COMMUNICATION/RELATIONSHIP SKILLS

Good written communication skills are essential for adding free text comments to the pre-populated sections of a DXA report and to provide additional interpretation, suggest treatment recommendations to referrers based on the scan findings according to set protocols, or to qualify the standard report elements of scans.

There is a need for optimal communication between the DXA service and clinicians in order to identify patients at risk of sustaining osteoporotic fractures and to ensure that only appropriate patients are scanned; this frequently entails discussions with GPs.

Answering queries from patients and providing advice and guidance as required.

Good verbal communication skills are required to ensure that bone health counselling is carried out sensitively and effectively with patients prior to scanning and also to encourage compliance with treatment and exercise regimens.

An ability and understanding for engaging with others, using a variety communication, teaching and supervision methods to promote people's professional development.

Communicate with all levels of Radiology and wider Trust staff members.

To ensure that the Head of Radiology is made aware of any matter which does or has the potential to affect the provision of the DXA Service.

To attend and participate in Departmental meetings and policy groups, and to represent and promote the Department throughout the Trust, as appropriate.

To liaise with X-ray Engineering and Physics staff regarding the availability of equipment for repair and planned maintenance / QA inspections.

Will manage patient related queries from Primary care as well as from within the Trust.

Respond to complaints and suggestions to effect improvements within the service: in conjunction with the customer relations department and the Principal Radiographer, support the investigation and response to complaints as required.

Some patients may possess barriers to communication such as hearing loss or learning difficulties or have physical disabilities which require adaptation to enable accurate DXA measurements to be made in order to achieve the most accurate measurements possible whilst optimising care, minimising discomfort and keeping doses 'As Low As Reasonably Practicable' (ALARP).

Frequently required to provide and receive complex and sensitive information.

ANALYTICAL/JUDGEMENTAL SKILLS

The post-holder will be responsible for authorising requests for radiographic and DXA examinations in accordance with local protocols and standing operating procedures and comply with the Ionising Radiation (Medical Exposure) Regulations 2017, National Institute of Clinical Excellence (NICE) guidelines, International Society of Clinical Densitometry (ISCD) recommendations, National Osteoporosis Guideline Group (NOGG) recommendations and Royal Osteoporosis Society (ROS) recommendations ensuring that radiation doses are kept 'As Low As Reasonably Practicable' (ALARP).

Careful visual scrutiny, analysis and interpretation of complex scan images and bone mineral density measurements are essential for an evaluation of the effect of various artefacts and degenerative conditions which may affect the reliability of DXA measurements and ultimately reduce the value of the final report.

The post-holder will also be responsible for monitoring the quality of scans through precision studies and discussing further training needs with other DXA radiographers.

Provide leadership and demonstrate a high quality of clinical care and practice.

Monitoring standards and ensuring that they match national and local requirements.

PLANNING/ORGANISATIONAL SKILLS

Must be able to plan and prioritise own workload with regards to

- Smooth operation of the DXA service and ensure timely reporting
- Reviewing (or performing if necessary) daily calibration Quality Assurance (QA) checks and weekly Quality Control (QC) checks to ensure continued accuracy and precision of the DXA scanner.
- audit own reporting outcomes.
- Monitoring work lists, referrals and stock controls as required.
- Acting on abnormal results and take appropriate action to prevent risk or harm to patients or the DXA scanner.

Pro-actively participate in the planning and development of Radiology services at NDDH.

PATIENT/CLIENT CARE

Provides a highly technical clinical service, which also takes into account clerical, administrative and patient escort tasks associated with radiographic imaging examinations in general and DXA scans in particular.

Use patient condition related information in order to make technical assessments for scanning and reporting, that take into account patient's lifestyles and care needs such as mobility, size and bone density.

To liaise with Consultant Radiologists, Rheumatologists and colleagues in other clinical multidisciplinary teams to ensure that patients receive optimum care and are scanned appropriately. Ensure compliance with local infection control measures and ensure a safe and healthy environment for patients, visitors, and staff. Take precautionary actions to reduce the spread of hospital acquired infections.

Ensure that work areas are kept clean, tidy and stocked with appropriate equipment, lead protection and items necessary for the comfort of the patient.

Maintain high standards of patient care especially with regard to patient privacy, dignity and confidentiality.

Recognise and respond sensitively, appropriately and professionally to individual patient's needs (KSF Dimensions 7,8).

To participate in out of hours working, providing an efficient radiographic service to the entire hospital

POLICY/SERVICE DEVELOPMENT

The post holder will work with the Radiology management team to ensure the continuing operational management of the service, reviewing, revising and implementing changes to policy as necessary in line with service developments.

To review and develop DXA scan protocols and SOPs as required and introduce new applications and developments to extend the scope of the service using audit and evidence-based practice in line with national NOGG, ROS, ISCD, NICE and IRMER guidelines.

Demonstrate a high commitment to professional and personal development to ensure that professional competencies are maintained and developed to continue to meet the needs of the service.

Utilise educational opportunities to facilitate learning in the clinical situation.

Ensure all staff are aware of and follow the appropriate policies, legislation and MHRA alerts.

Assist the management team in implementing service development programmes and contribute to work streams that contribute to the modernisation and improvement of patient services.

Participate in setting standards, monitoring the quality of the service and identifying how current practice can be improved.

Ensure adherence to Risk Management policy.

Actively participate in the radiology audit programme and ensure learning from audit and reported incident recommendations are used to improve practice and the service.

As part of the multidisciplinary team be responsible for actively identifying areas of risk, reporting incidents and taking action utilising the relevant Trust procedures.

FINANCIAL/PHYSICAL RESOURCES

The Lead DXA radiographer will be responsible for the safe, efficient and effective use of the DXA scanner which is a complex, expensive and sensitive piece of equipment (in excess of £90,000) (GE iDXA). In order to ensure that it is operating within its control limits, the required daily and weekly performance monitoring tests must be checked to determine the accuracy of the scanner's measured values over time. Any inconsistencies must be recognised and reported to the engineers, calling them out as appropriate to ensure the safe, efficient and effective use of the equipment.

Ensure the effective and efficient use of physical and financial resources.

Use and deploy resources and staff to achieve optimum value for money without detriment to patient care.

Responsible for stock control/materials management and delegated responsibility for ordering appropriate consumables.

HUMAN RESOURCES

The Lead DXA Radiographer is responsible for ensuring that DXA service provision and staffing levels are maintained during planned absence.

The post holder is also required to participate in the selection and recruitment process for newly qualified radiographers and the training of other new staff joining the team including assistant practitioners, apprentices and student radiographers, international radiographers whilst also serving as a point of reference and advice for others.

Ensure all new staff receive a comprehensive induction programme.

Ensure all mandatory training is undertaken and recorded.

Ensure annual appraisals are delivered for team members.

Pro-actively manage sickness and unauthorised absence in line with Trust Policy.

Ensure all line managed staff receive annual appraisals/clinical supervision.

Manage issues arising from performance or attendance of staff disciplinary and sickness absence.
Ensure adherence to HR policies.

To plan and deliver teaching, assessing or supervision sessions as required.

INFORMATION RESOURCES

All staffs having access to (or transferring) data are responsible for that data and must respect confidentiality and comply with the requirement of the Data Protection Act in line with Trust policies. The post holder is responsible for maintaining data accuracy and quality and must comply with the Trust's policies, procedures and accountability arrangements to ensure probity in the recording of Trust activities.

Ensure that all documentation complies with the mandatory requirements of IR(ME)R 2017 and that patient records on the radiology information system are accurate and complete.

Ensure radiographic images, DXA reports and other patient related clinical information are transferred to the Trust's Picture Archiving and Communication System (PACS) system with appropriate and correct examination information.

Input patient and examination related information onto the computerised radiology information system (CRIS) ensuring that data held is accurate and completed in a timely manner.

All Radiographers are required to deliver feedback to their peer group from any courses, audits or other learning activities they undertake.

Records personally generated information e.g. minutes from meetings, supervision data, clinical competencies, job descriptions.

Development and updating of Patient Information leaflets and Discharge Information.

RESEARCH AND DEVELOPMENT

The Diagnostic Imaging Department recognises the importance of clinical audit as a measurement and development tool and all radiographers are required to contribute to audit processes within their modality and the radiology department as a whole.

PHYSICAL SKILLS

Accuracy and precision are essential for patient positioning and the acquisition of bone mineral density reference data and also for the subsequent analysis and interpretation of acquired measurements and data for the formal report.

PHYSICAL EFFORT

This post also involves manipulation and manoeuvring of the patient's body to achieve optimum positioning, the safe transfer of patients from trolley or chair to scan couch and the occasional use of hoists and other mechanical manual handling and lifting aids.

There is a frequent requirement to move and manoeuvre patients on the DXA scan couch to ensure correct anatomical positioning and centring for each scan performed and measurement carried out.

Walking, standing and sitting will be required most of shift.

MENTAL EFFORT

The post holder will be required to maintain an up to date working knowledge of the National Osteoporosis Group Guidelines (NOGG), Ionising Radiation Safety Regulations (IR[ME]R), International Society for Clinical Densitometry (ISCD) and National Institute of Clinical Excellence (NICE), Royal Osteoporosis Society (ROS) and other appropriate recommendations to ensure that the DXA scanning provision complies with appropriate legislation and treatment recommendations.

Good pattern recognition skills, focused mental effort and frequent concentration is required when analysing and interpreting DXA scan images and data and preparing the qualifying additional text comments for the main body of the reports.

This role involves high levels of precision and technical work, requiring specialist knowledge and prolonged periods of concentration

The Lead DXA radiographer must be able to exercise professional self-regulation and provide training and supervision in DXA scanning techniques for radiographers, assistant practitioners and students and apprentices in training.

EMOTIONAL EFFORT

Patients are frequently anxious when they attend for DXA scan appointments and require specific encouragement and support to undergo the examination.

Some patients require advice, support and encouragement to maintain compliance with treatment regimens such as bone sparing medications for osteopenia or osteoporosis.

Bone health counselling demands a capacity for empathetic listening and sensitivity, particularly when (as frequently happens) initial scan results indicate low bone mineral density and / or high fracture risk. Each patient reacts differently to this news and will usually require reassurance and signposting to other sources of support.

The post holder is required to offer ongoing emotional, encouragement and academic support to all students and learners at various stages in their training and professional development, to allow them to gain value from these interactions and valuable experience of DXA scanning.

Occasional exposure to face to face physical and verbal aggression.

Proven leadership and organisational skills to effect motivation and good team relationships.

Occasionally needs the ability to make quick decisions in difficult situations to ensure maintenance of patient and staff safety and pre-empt emergency situations.

WORKING CONDITIONS

There is a requirement to work with VDU equipment in the DXA scanner.

The post holder will sometimes be exposed to unpleasant odours and on occasion they may be exposed to infectious diseases.

They may rarely be exposed to bodily fluids, possibly when scanning children and will deal with them appropriately.

Frequently working with Ionising Radiation.

Occasional exposure to aggressive behaviour.

OTHER RESPONSIBILITIES

Take part in regular performance appraisal.

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. The post holder is expected to 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 the post holder abides by any relevant code of professional conduct and/or practice applicable to them. A breach of this requirement may result in action being taken against them (in accordance with the Trust's disciplinary policy) up to and including dismissal.

The post holder 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 (DSE) if appropriate to role.

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.

At the Royal Devon, we are committed to reducing our carbon emissions and minimising the impact of healthcare on the environment, as outlined in our Green Plan available on our website. We actively promote sustainable practices and encourage colleagues to explore and implement greener ways of working within their roles.

PERSON SPECIFICATION

Job Title DXA Superintendent Lead Radiographer

Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING		
Degree in Diagnostic Radiography or equivalent professional qualification	x	
Registration with the HCPC or equivalent professional body	x	
National Training Scheme for Bone Densitometry	x	
DXA Reporting for Clinicians qualification at an accredited higher educational establishment plus specialist developed knowledge to master level	x	x
Management Qualification		x
Mentoring / Education qualification	x	
Up to date statutory skills – ALS, MMH, FHS		
KNOWLEDGE/SKILLS		
Knowledge of DXA processes and procedures	x	
Knowledge of DXA reporting and understanding of the principle for this	x	
Provides professional leadership in clinical areas	x	
Management skills to provide leadership to the team	x	
Understanding of higher education procedures to be able to support all learners	x	
EXPERIENCE		
Gained experience in the interpretation and reporting of DXA scans	x	
Developed understanding of, and ability to form and lead teams	x	
Holds responsibility for supervising the safe use of a range of equipment	x	
Will be recognised by employers and peers as a source of expertise and have the ability to motivate others	x	
Engage in audit of DXA procedures, peer review and research for best practice, disseminating the outcomes	x	
PERSONAL ATTRIBUTES		
Good team worker and ability to work closely with multi-disciplinary teams	x	
	x	

Good communication, ability to liaise with colleagues, and take part in relevant meetings	X	
Good team leader, able to make and suggest improvements to working environment in order to improve patient experience	X	
Good communication skills to ensure value based learning can be achieved		
OTHER REQUIREMENTS		
The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust	X	
Ability to travel to other locations as required	X	

		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
WORKING CONDITIONS/HAZARDS		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	N				
Contact with patients	Y				
Exposure Prone Procedures	N				
Blood/body fluids	Y	x			
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)	Y				x
Animals	N				
Cytotoxic drugs	N				
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	Y				x
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	N				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y				x
Heavy manual handling (>10kg)	Y			x	
Driving	N				
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort	Y			x	
Mental Effort	Y				x
Emotional Effort	Y				x
Working in isolation	N				
Challenging behaviour	Y			x	