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| **JOB DESCRIPTION** |  |
| **Job Title:** | **Radiographer CT/Rotational** |
| **Band:** | **Band 6 (subject to formal matching)** |
| **Responsible To:** | **CT/ Departmental Team Leaders and Principal Radiographer** |
| **Accountable To:** | **Deputy Divisional Manager Clinical Support Services** |
| **Section/Department/Directorate:** | **(Diagnostic Imaging)** |

**Job Purpose:**

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| The post-holder will form part of a team within the Imaging Department to ensure the provision of a safe, efficient and high quality service whilst adhering to departmental and Trust protocols. In the absence of the Lead Radiographers, the post holder will take responsibility for the operation and delivery of the service including prioritising and managing the workload and ensuring the highest standards of patient care are achieved. The post-holder will be experienced in CT scanning and will be expected to act as a point of contact for enquiries from referrers to the service, patient enquiries and to other radiographers.  |
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| Northern Devon District Hospital serves a population of approximately 484,000 spanning 1,300 square miles of Devon. North Devon District Hospital (NDDH) is the centre for acute services, providing 24/7 cover. The main Diagnostic Imaging Department offers a range of imaging modalities, including: General x-rays, CT scan, Magnetic Resonance Imaging (MRI), Ultrasound, Dual-energy X-ray Absorptiometry (DEXA), Fluoroscopy and Angiography. The Radiology Department currently performs approximately 100,000 investigations per annum in a variety of clinical settings. The CT service undertakes approximately 12,000 examinations a year.The post holderwill be mainly based in the Radiology Department in North Devon District Hospital, but may be required to work in other hospitals within the Trust.

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| **Key Working Relationships:**The post-holder will be expected to liaise closely with Radiologists, GPs and other professional colleagues in multi-disciplinary teams to ensure optimum patient care.The post holder will be required 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. |

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| **Organisational Chart:** |
| Clinical Support Services↓Directorate Lead↓Deputy Divisional Manager↓Principal Radiographer↓Radiography Team Leaders / Superintendents (Band 7)**↓****Band 6 radiographers**↓Band 5 radiographers↓Assistant Practitioners↓Radiography Department Assistants |
| **Principal Duties and Responsibilities**The post-holder must be familiar with and comply with, the following radiation safety legislation: Ionising Radiation Regulation (IRR17), Ionising Radiation (Medical Exposure) Regulations 2020 and the Trust Radiation Safety Policy. The post-holder will also be required to work with the Team Leaders to continually improve the provision of the CT and Radiology service and will be required to make relevant operational management decisions and escalate appropriately in the Team Leaders’ absence. They will be required to access, assess and apply an evidence based approach to improving clinical practice in radiography procedure and be actively involved in the maintenance and formulation of department protocolsThey must be able to justify referrals to the CT and Radiology service (within their scope of practice) using referral criteria which falls within Departmental, NICE and the Royal College of Radiologists Guidelines and protocol examinations accordingly.The post holder will be committed to regular participation in the education, training and assessment of qualified radiographers, assistants and students within their specialist area of practice and will also provide supervision of learners and junior staff and will be able to give radiographic advice/guidance to a wide range of healthcare professionals and patients.To meet the needs of the diagnostic imaging service, the post holder may also be required to work in other areas as directed by the line manager and to lead or work as part of a team, ensuring efficient patient workflow and optimal patient care.Active engagement in Continuing Professional Development (CPD) and reflective practice is essential, with an up to date and regularly maintained CPD portfolio to be presented at annual appraisal. May also be involved in the annual appraisal of junior staff.Participation in emergency duties and shifts providing 24 hour service is essential. The post holder should therefore be in possession of a driving licence and have access to use of a car/transport, and live within 30 minutes commuting distance of North Devon District Hospital.or be prepared to stay on site when on call. |
| **Communication and Relationship Skills**Good verbal, written and electronic communication skills are required to ensure that the post holder is able to liaise, collaborate and negotiate safely, effectively and sensitively in a professional manner with other staff, patients and carers. Frequently required to provide, receive and negotiate complex, sensitive and/or contentious information where persuasive, motivational, negotiating, training, empathic or reassurance skills are required This will be necessary when accessing and interpreting previous test results, ensuring the correct protocol is allocated and communicated to other staff via the Radiology Information system. Empathetic and reassurance skills will be used frequently when dealing with patients undergoing complex scans such as CT Cardiac angiography, CT colonoscopy and CT drainages and biopsies. There will be required to communicate effectively and appropriately where there are barriers to understanding such as patients with mental Health issues or learning disabilities.Enter patient and examination related information onto the computerised radiology information system (CRIS) ensuring that data held is accurate and completed in a timely manner.Communicate effectively with patients regarding the radiology service and their examinations. Some patients may be critically, acutely or terminally ill, or be in pain, distressed or under the influence of drugs or alcohol. Some patients may also possess barriers to communication such as hearing loss, learning difficulties or be unable to communicate due to anaesthesia or CVA. Occasionally patients or their carers may be violent.Liaise effectively, sensitively and empathically, using a range of verbal and non-verbal communication skills to engage patients and obtain their trust and cooperation quickly, efficiently and in a professional manner when carrying out assessments and safety checks prior to radiographic procedures. Undertake radiographic examinations which optimise patient care, minimise discomfort and result in high quality diagnostic images, keeping doses As Low As Reasonably Achievable. Liaise with staff, patients (and their carers) to ensure that patients are given post-procedural information and know how and when to obtain their results. Listening, empathic and counselling skills may be developed as appropriate to the nature of the imaging procedures undertakenGood IT, communication and presentation skills are required to enable participation in departmental training activities and the development of students and also to retrieve and present data to support occasional departmental audit activity.The post holder must observe patient confidentiality and work in accordance with ethical and legal policies.Liaise with the multi-disciplinary team.Contribute to personal and professional development through engagement in the clinical supervision process and to maintain documentary records of personal supervision sessions.Gain an awareness of departmental quality assurance systems and processes and be able to recognise and report abnormal findings, equipment faults or malfunctions promptly to senior staff, or engineers as appropriate. **Analytical and Judgement Skills**The post-holder will be responsible for justifying requests for CT scans in accordance with the Ionising Radiation (Medical Exposure) Regulations 2000 and department protocolsAnalyse condition related information in order to make technical assessments that take into account patient’s lifestyles and care needs. Some patients may possess barriers to communication such as hearing loss or learning difficulties or have physical disabilities which require adaptation to ensure successful imaging whilst optimising care, minimising discomfort and keeping doses As Low As Reasonably Achievable (ALARA).Access and apply an evidence based approach to practice.**Planning and Organisational Skills**Be able to plan and prioritise workload in CT to ensure optimum patient flow and use of capacity in the absence of the superintendent RadiographerMonitor work lists, referrals and stock control as required.Must be able to plan and organise daily work when working alone, in CT, out of hours, lone working at community hospital sites or organising a multi-disciplinary team in the main department as required.Must be able to work autonomously and as part of a multidisciplinary team. The post holder is expected to undergo an annual appraisal and contribute to planning their own personal and professional development through engagement in the clinical supervision process, also to maintain documentary records of personal supervision sessionsCarry out appropriate daily checks and weekly quality control measurements to ensure continued precision and accuracy of the CT scanner and x-ray equipment and to act on abnormal results and escalate appropriately in the absence of the Lead Radiographers.**Physical Skills** The post holder will be responsible for operating expensive, complex diagnostic imaging equipment requiring accuracy, precision and speed, particularly when dealing with acutely ill patients, whilst simultaneously observing ionising radiation safety regulations and keeping radiation doses to a minimum during the image acquisition phase of an examination.Good hand-eye coordination skills and image / pattern recognition skills are also essential during the setting up and post-processing / image manipulation stages of a procedure. Good manual handling skills are essential for carrying out patient transfers to and from the scanner couch and also for manipulation of patients into optimal positions for imaging.**Responsibility for Patient and Client Care** To undertake radiographic, clerical, administrative and patient escort tasks associated with all radiographic examinations including general radiography, CT, fluoroscopy and with appropriate training MRI and Dexa.Liaise with Consultant Radiologists and colleagues in other clinical multidisciplinary teams to ensure that patients receive optimum care and are scanned appropriately. Justify and authorise radiographic requests according to local protocols and comply with the Ionising Radiation Regulations for medical exposures (IR(ME)R, ensuring that radiation doses are kept as low as reasonably achievable (ALARA).Ensure compliance with local infection control measures and ensure a safe and healthy environment for patients, visitors and staff.To gain IV access to patients prior to contrast examinations. Be responsible for loading and administering contrast media to patients using a high pressure pump ensuring all patient safety checks have been carried out.Provide appropriate after care and advice to patients about possible contrast reactions when removing the cannula prior to patients being discharged or returned to the wards.To be able to work as a member of the General x-ray, CT, MRI or Interventional teams as and when required, with appropriate training given.Ensure that work areas are kept clean, tidy and stocked with appropriate equipment, lead protection and items necessary for the comfort of the patient.The post holder must observe patient confidentiality at all times and work in accordance with ethical and legal policies.The post holder will be responsible for ensuring that professional registration is maintained and for abiding by Code of Professional Practice as upheld by the Society and College of Radiographers. Evidence of professional registration is required on the first day of employment and at the time of renewal.**Responsibility for Policy and Service Development**The post holder will work with the Lead CT and General radiographers to review and develop protocols 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 guidelines. The post holder will be required to support the Superintendent in CT to implement these changes.**Responsibility for Financial and Physical Resources**The Lead CT Superintendent and the post holder will be responsible for the safe, efficient and effective use of the CT scanner which is a complex, expensive and sensitive piece of equipment (in excess of £500,000). In order to ensure that it is operating within its control limits, the lead radiographer or the post holder must carry out daily and weekly performance monitoring tests to determine the accuracy of the scanner’s measured values over time, recognising and reporting inconsistencies to the engineers and calling them out as appropriate.To ensure the efficient and effective use of all resources, maintaining an awareness of the financial impact of inappropriate use**Responsibility for Human Resources**Deputise for the Lead CT and General Radiographers as required, ensuring service provision is maintained in their absence. The post holder will be required to assist in the training of radiographers and student radiographers in the area they are working. It may also be a requirement to take on the role of the link radiographer with the University of Exeter as and when necessary.The post holder will be committed to regular participation in the education, training and assessment of qualified radiographers, assistants and students within their specialist area of practice and will also provide supervision of learners and junior staff and will be able to give radiographic advice/guidance to a wide range of healthcare professionals and patients.**Responsibility for Information Resources** All staff 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 2000 and that patient records on the radiology information system are accurate and complete.Ensure radiographic images are transferred to the hospital PACS system with appropriate and correct examination information.The post holder will be expected to introduce new applications to junior staff that may require additional training and act as a point of reference and guidance for them. They will also be required to carry out assessments of competence (e.g. all radiographers who cannulate and administer contrast should undergo a regular biannual competency assessment whilst working in cross sectional imaging). Radiographers are required to deliver feedback to their peer group from any courses, audits or other learning activities they undertake.**Responsibility for Research and Development** The Diagnostic Imaging Department recognises the importance of clinical audit as a measurement and development tool and all radiographers are encouraged to contribute to audit processes within their modality.**Decision Making**The post holder must be able to;Work within departmental protocols and guidelines and make reference to local protocols refer to the Superintendent Radiographer and Radiologists when necessary.Interpret and justify requests according to IR(ME)R, knowing when to refer to others.**Physical Effort**There is a frequent requirement to move and manoeuvre patients and equipment to ensure correct anatomical positioning and centring for each examination.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/x-ray couch and the occasional use of hoists and other mechanical manual handling and lifting aids.**Mental Effort**Concentration is required for all of the above tasks, but particularly when justifying and protocolling examinations and analysing and interpreting x-ray/ scan images.All radiographers must be able to exercise professional self-regulation and provide supervision for qualified staff and students in training. The post holder will be required to maintain an up to date CPD portfolio in accordance with HCPC regulations.A working knowledge of the Trust protocols and policies and Mandatory Training as listed in the Clinical Skills Passports must be maintained and regularly refreshed through attendance at staff training sessions or successful completion of e-learning modulesThe post holder may be subjected to working in a pressurised and stressful environment with unpredictable workloads and patient demands.**Emotional Effort**Patients are frequently anxious when they attend for x-ray examinations and require specific encouragement and support to undergo the examination requiring a capacity for empathy and sensitivity.Able to recognise own needs and take appropriate action when occasionally exposed to conflicting, distressing or emotional circumstances such as severe trauma, NAI, and post-mortem cases or dealing with intoxicated/abusive patients and relatives  **Working Conditions**There is a requirement to work with VDU equipment. The post holder will frequently be exposed to unpleasant odours, have contact with uncontained body fluids and on occasion they may be exposed to infectious diseases. |

**GENERAL**

This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.

We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.

The Trust operates a 'non smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.

All employees must demonstrate a positive attitude to Trust equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.

If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Equality Act 2010.

**SAFEGUARDING**

To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

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.

**HEALTH AND SAFETY AT WORK**

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

**INFECTION CONTROL - ROLE OF ALL STAFF**

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

* Attending mandatory and role specific infection prevention education and training.
* Challenging poor infection prevention and control practices.
* Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

**CONFIDENTIALITY**

You may not disclose any information of a confidential nature relating to the employer or in respect of which the employer has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure.

**JOB DESCRIPTION AGREEMENT**

**Job holder’s Signature: .....................................................................................**

**Date: .....................................................................................**

**Manager’s Signature: .....................................................................................**

**Date: .....................................................................................**

**PERSON SPECIFICATION**

**POST: BAND 6 CT/ROTATIONAL RADIOGRAPHER**

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| REQUIREMENTS | E/D\* | HOW TESTED?Application Form/Interview/Reference/Test | INTERVIEW COMMENTS | SCORE(1 Low – 10 High) |
| QUALIFICATIONS/SPECIAL TRAINING :* BSc in Diagnostic Radiography or equivalent
* HCPC registered
 | E EE | Application formApplication formCertificate |  |  |
| * KNOWLEDGE/SKILLS:
* Awareness of the applications of IR(ME)R.
* Able to consistently and accurately synthesise information to achieve desired outcomes in cross sectional imaging applications, taking account of the individual needs of patients
* Provides professional leadership in clinical areas
* Computer literate
* Knowledge of cross sectional imaging
* Basic counselling and listening skills
* Professional and clinical leadership skills.
 | EEEE E D D | InterviewInterviewInterviewInterviewPortfolioPortfolio |  |  |
| EXPERIENCE:* Proven post graduate experience in diagnostic radiography and CT scanning.
* Team leadership skills
 |  E   D | Application formInterviewApplication form |  |  |
| PERSONAL REQUIREMENTS:* Good team worker
* Good organisational skills
* Good communication skills
* Good listening and empathic qualities
* Interest in audit / research
 | EEEDD | InterviewPortfolioInterview and portfolioInterview Interview and portfolio |  |  |
| OTHER REQUIREMENTS:The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.Ability to travel to other locations as required | EE | InterviewInterview |  |  |

\*Essential/Desirable

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| **HAZARDS :** |
| Laboratory SpecimensProteinacious Dusts | y | Clinical contact with patients | y | Performing ExposureProne Invasive Procedures |  |
| Blood/Body Fluids | y | Dusty Environment |  | VDU Use | y |
| Radiation | y | Challenging Behaviour | y | Manual Handling | y |
| Solvents |  | Driving | y | Noise | y |
| Respiratory Sensitisers |  | Food Handling |  | Working in Isolation | y |
| Cytotoxic drugs |  | Night working | y |  |  |