

## JOB DESCRIPTION

| JOB DETAILS                   |                                                   |
|-------------------------------|---------------------------------------------------|
| <b>Job Title</b>              | X-Ray Senior Radiographer                         |
| <b>Reports to</b>             | X-Ray Superintendent/ Lead Reporting Radiographer |
| <b>Band</b>                   | Band 6                                            |
| <b>Department/Directorate</b> | Medical Imaging – Clinical Specialist Services    |

| JOB PURPOSE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>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.</p> <p>The post-holder will be experienced in X-Ray imaging and will be expected to act as a point of contact for enquiries from referrers to the service, patient enquiries and to other radiographers.</p> <p>The post holder will be mainly based in the Medical Imaging Department in Royal Devon &amp; Exeter Hospital Hospital, but may be required to work in the Eastern services community hospitals or the Community Diagnostic Centre at the Nightingale Hospital Exeter.</p> |

| KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The post-holder must be familiar with and comply with, the following radiation safety legislation: Ionising Radiation Regulation (IRR17), Ionising Radiation (Medical Exposure) Regulations 2018 and the Trust Radiation Safety Policy.</p> <p>The post-holder will also be required to work with the Superintendent Radiographer to continually improve the provision of the x-ray service and will be required to make relevant operational management decisions and escalate appropriately in the Superintendents 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 protocols.</p> <p>They must be able to justify referrals to the x-ray service (within their scope of practice) using referral criteria which falls within Departmental, NICE and the Royal College of Radiologists Guidelines accordingly.</p> <p>The post holder will be committed to regular participation in the education, training and assessment of qualified radiographers, assistants and diagnostic learners 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.</p> <p>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.</p> <p>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.</p> |

Participation in emergency duties and shifts providing 24-hour service is essential.

To be responsible for the efficient, safe and appropriate use of all equipment used within the x-ray areas of the Department, ensuring the well-being of patients and staff at all times with particular reference to problems of manoeuvring of large machines in a precise manner within confined clinical areas such as theatres and wards.

## KEY WORKING RELATIONSHIPS

The Royal Devon University Healthcare NHS Trusts Eastern services X-Ray team undertakes approximately 160,000 examinations a year across all sites.

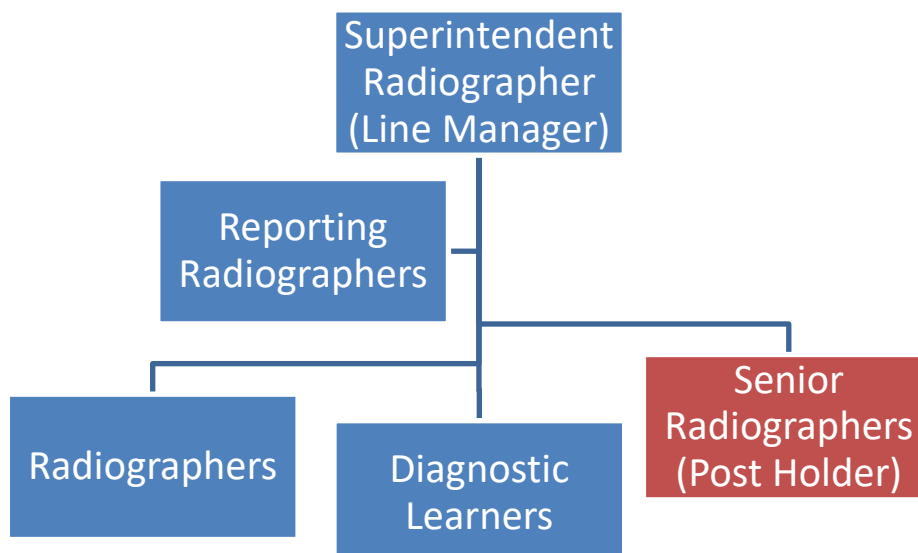
No. of Staff reporting to this role: 0

The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis. In addition the post holder will deal with 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"><li>• Radiology Services Manager</li><li>• Superintendent Radiographers</li><li>• Consultant Radiologists &amp; Radiology Registrar's</li><li>• Administrative Line Manager &amp; bookings team members</li><li>• Departmental Engineering staff</li><li>• Medical Physics Experts</li><li>• Emergency Department staff</li><li>• Ward-based staff</li><li>• Fracture &amp; Orthopaedic clinic staff</li></ul> | <ul style="list-style-type: none"><li>• GPs</li><li>• Engineers from manufacturers</li><li>• Applications Specialists from manufacturers and suppliers</li><li>• Patients, family members or carers</li></ul> |

## ORGANISATIONAL CHART



## **FREEDOM TO ACT**

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.

## **COMMUNICATION/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 examinations. 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 Practicable (ALARP).
- 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 undertaken
- Good 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/JUDGEMENTAL SKILLS**

- To triage/ protocol x-ray using delegated authority under protocol. Decisions pertaining to IR(ME)R 2018 and whether to x-ray and what images are to be performed are a critical part of the role.
- Analyse condition related information in order to make technical assessments that consider 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 Practicable .
- Access and apply an evidence-based approach to practice.

## **PLANNING/ORGANISATIONAL SKILLS**

- Be able to plan and prioritise workload in x-ray to ensure optimum patient flow and use of capacity in the absence of the Superintendent Radiographer
- Monitor work lists, referrals and stock control as required.
- Must be able to plan and organise the day-to-day duties and deployment of Band 5 Radiographers, Students and Apprentice Radiographers, ensuring the best use of resources whilst delivering a high standard of service.
- 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 sessions
- Carry out appropriate daily checks and weekly quality control measurements to ensure continued precision and accuracy of the x-ray equipment and to act on abnormal results and escalate appropriately in the absence of the Superintendent Radiographer.

## **PATIENT/CLIENT CARE**

- To undertake radiographic, clerical, administrative and patient escort tasks associated with all radiographic examinations including X-Ray.
- Liaise with Consultant Radiologists and colleagues in other clinical multidisciplinary teams to ensure that patients receive optimum care and are examined 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 practicable (ALARP).
- Ensure compliance with local infection control measures and ensure a safe and healthy environment for patients, visitors and staff.
- 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.

## **POLICY/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.

## **FINANCIAL/PHYSICAL RESOURCES**

- The Superintendent and the post holder will be responsible for the safe, efficient and effective use of the scanner-ray equipment which are complex, expensive and sensitive pieces of equipment. In order to ensure that they are operating within control limits, the Superintendent Radiographer or the post holder must carry out performance monitoring tests to determine the accuracy of the equipment's measured values over time, recognising and reporting inconsistencies to the engineers or Medical Physics 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.

## **HUMAN RESOURCES**

- Deputise for the X-Ray Radiographer as required, ensuring service provision is maintained in their absence.
- The post holder will be required to assist in the training of radiographers and diagnostic learners 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 diagnostic learners 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.

## **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 2018 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.
- Radiographers are required to deliver feedback to their peer group from any courses, audits or other learning activities they undertake.

## **RESEARCH AND DEVELOPMENT**

- The Medical Imaging Department recognises the importance of clinical audit as a measurement and development tool. It is also a requirement of the Health and Care Professions Council for registrants to participate in departmental audit or research, therefore all radiographers are encouraged to contribute to audit processes within their modality

## **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.

## **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 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 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 modules
- The 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.

### 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

You are 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 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.

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

|                  |                           |
|------------------|---------------------------|
| <b>Job Title</b> | X-Ray Senior Radiographer |
|------------------|---------------------------|

| Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Essential                 | Desirable |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-----------|
| <b>QUALIFICATION/ SPECIAL TRAINING</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                           |           |
| <ul style="list-style-type: none"> <li>BSc in Diagnostic Radiography or DCR(R)</li> <li>HCPC registered</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                  | ✓<br>✓                    |           |
| <b>KNOWLEDGE/SKILLS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                           |           |
| <ul style="list-style-type: none"> <li>Awareness of the applications of IR(ME)R.</li> <li>Able to consistently and accurately synthesise information to achieve desired outcomes in x-ray imaging applications, taking account of the individual needs of patients</li> <li>Provides professional leadership in clinical areas</li> <li>Computer literate</li> <li>Knowledge of a wide range of x-ray examinations</li> <li>Basic counselling and listening skills</li> <li>Professional and clinical leadership skills.</li> </ul> | ✓<br><br>✓<br>✓<br>✓<br>✓ | ✓<br>✓    |
| <b>EXPERIENCE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                           |           |
| <ul style="list-style-type: none"> <li>Proven post graduate experience in diagnostic radiography</li> <li>Team leadership skills</li> <li>Experience of mentoring and supervising students/ apprentices/ newly qualified Radiographers</li> </ul>                                                                                                                                                                                                                                                                                   | ✓                         | ✓<br>✓    |
| <b>PERSONAL ATTRIBUTES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                           |           |
| <ul style="list-style-type: none"> <li>Good team worker</li> <li>Good organisational skills</li> <li>Good communication skills</li> <li>Good listening and empathic qualities</li> <li>Interest in audit / research</li> </ul>                                                                                                                                                                                                                                                                                                      | ✓<br>✓<br>✓               | ✓<br>✓    |
| <b>OTHER REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                           |           |
| <ul style="list-style-type: none"> <li>The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.</li> <li>Ability to travel to other locations as required.</li> </ul>                                                                                                                                                                                                                                                                                                | ✓<br>✓                    |           |

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