

JOB DESCRIPTION

JOB DETAILS	
Job Title	Radiology Practice Educator
Reports to	Principal Radiographer
Band	Band 6
Department/Directorate	Radiology/Clinical Support & Specialist Services

JOB PURPOSE
<p>The post holder will provide clinical support and supervision to a variety of student and staff groups including undergraduates, apprentices, post graduate studies, and the training of the wider Radiology teams across all modalities and disciplines.</p> <p>They will be responsible for supporting the Senior Radiology Team in developing and promoting an effective learning environment.</p> <p>Supporting the link radiographers in managing the student placement, identifying learning needs and facilitating opportunities to meet these.</p> <p>They are responsible for the student/learners' experience in the department and ensuring that all members of the radiology department teams are educated on student/learners' placement requirements</p> <p>The post holder will act as a liaison between staff and the students/learners and between the department and education providers and promote Radiology at external education events as required.</p> <p>The post holder will develop and facilitate education sessions internally supporting continued professional development of all staff.</p> <p>The post holder will also be expected to play a proactive role in quality and service improvement and, assist in the auditing of standards of essential learning delivery and compliance within Radiology.</p> <p>The post holder will be expected to work at least one day per week clinically and maintain competence to meet the need of the service.</p>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> • Provide formal teaching sessions to facilitate learning that results in continued practitioner development. • Act as a role model, always working in accordance with the SOR, HCPC or NMC Code and Trust policies and guidelines. • Lead on the identification and development of training programmes to meet identified development needs in Radiology, facilitating the delivery and evaluation. • Coordinate and liaise with Clinical Manager, modality leads and HEIs to ensure that students have gained the competencies, skills and knowledge in local policies, procedures and technology to fulfil their development. • Organise and maintain Radiographer and Nursing mentor and assessor training with HEIs. • Complete student 'meet and greets' prior to clinical placements and completing induction training.

- Ensuring patients receive the best possible quality of care that is appropriate and optimal during their time in the Trust promoting an honest, gentle, professional and compassionate manner at all times.
- Leading by example, working with other senior clinical staff in influencing the future of student's development and educational requirements of the radiology workforce
- Provide supervisory expertise to students in the radiology environment underpinned by theoretical knowledge and practical experience within the department.
- Plan and facilitate training in the clinical area.
- Develop coaching skills to support professional development in Radiology.
- Facilitate other clinical staff in delivering teaching based on emerging needs and training needs analysis.
- Contribute to developing clinical competencies for all staff in partnership with Radiology Governance Lead and Radiology Managers to ensure staff members have completed relevant competencies to enable safe practice.
- On a daily basis, lead by role modelling in practice, proactively working alongside department teams to undertake training and assessing practical aspects of essential learning such as manual handling and resuscitation. This includes facilitating a culture of continuing professional development and practice development
- Be responsible for organising own day-to-day workload by identifying and targeting areas to work from Learn plus compliance data
- Support staff effectively with the development review process by ensuring essential learning needs are met
- Support teams across Radiology in completing induction for new starters
- Working with the Management Team and Governance Lead to support the implementation of the departmental Quality Assurance Programme.
- The organisation of Students, Apprentices and Trainee Assistant Practitioners and facilitating a positive and educational placement experience
- Acting in a supporting role to the Management Team, to provide support, education and supervision to all learners in the department.
- Acting as an interface between the clinical and academic educators, ensuring that practice education is in line with module design and learning outcomes.
- Facilitate, and contribute to, the training of undergraduate students which includes daily supervision, tutorials in the speciality, undertaking student appraisals. Providing constructive feedback and promoting reflective thinking and working.
- Facilitating Student assessments to ensure that they are completed in the required timeframe.
- Signing off competency and assessment criteria based on the standards produced by the University (in line with the HCPC/NMC Standards of Proficiency)
- Providing information to students about the learning experience offered and to clarify/manage their expectations
- Provide pastoral support for the students/learners and direct them to wellbeing services provided by the University and Trust as appropriate.

- Facilitating level-appropriate, inclusive and empowering learning environments and opportunities
- Evaluating the practice learning environment including formal and informal learning events and liaising with the Lead Practice Educator to coordinate and implement change.
- Be able to conduct a range of examinations within a clinical speciality upon a range of patient types both as an autonomous practitioner and as part of a multidisciplinary team in a manner that meets professional, departmental and legal standards and requirements.
- Be able to interpret clinician's requirements to determine the appropriate radiographic technique and ensure that it is performed in accordance with best practice and that the resultant images are diagnostic.
- It is desirable that the post holder be able to undertake more complex radiological examinations in either CT / MRI / Intervention with little or no direction.
- Be responsible for inputting into the departmental quality assurance programme for all imaging equipment, ensuring all tests are completed in a timely manner and reporting any adverse findings to the clinical leads as they arise. The post holder will be required to act upon these findings (such as remove equipment from use) in the absence of the clinical leads.
- Be responsible for input into daily appointment scheduling of inpatients to ensure efficient use of resources.
- Manage and motivate their team and be available as a source of advice and professional leadership for junior colleagues and be able to cope with multiple demands during the day.
- Offer a verbal interpretation of images taken by them or their junior colleagues and provide consultative advice to other practitioners and clinicians
- Evidence the ability to critically appraise and suggest/make changes to demonstrate best evidence-based practice.
- Utilise supporting evidence to help develop practice and protocols within the specified area(s) to ensure continuous development of the service.
- Take part in the provision of a 24-hour radiographic service
- Monitor and Maintain stock levels
- Ensuring dignity, respect and confidentiality are upheld adopting the Trust values at all times.
- Promote the Radiology professions at events outside of the Radiology department and Trust.

KEY WORKING RELATIONSHIPS

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.

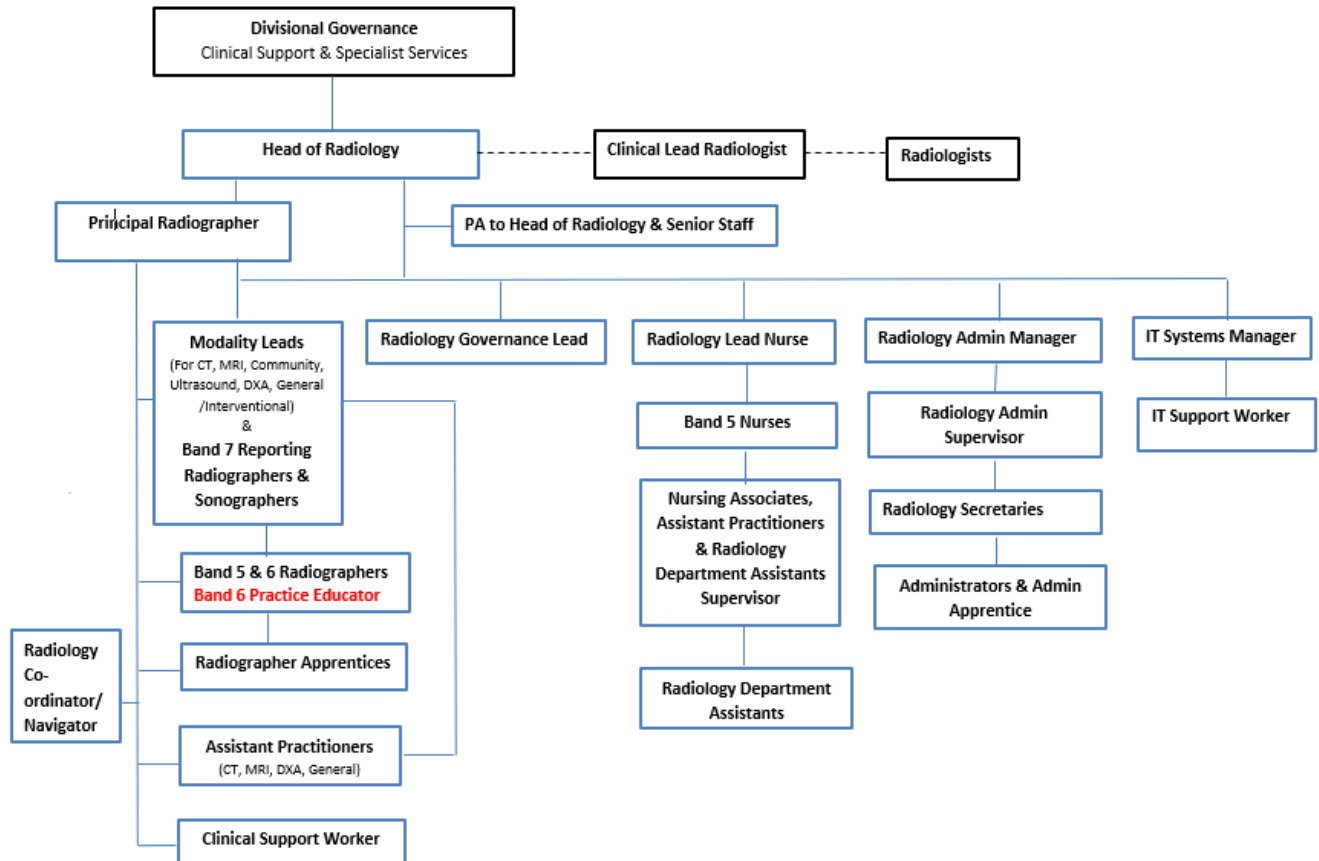
In addition, the post holder will deal with the wider healthcare community, external organisations and the public.

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 • Radiologists • Clinical Staff in Radiology • Radiology Support Staff and Admin Team 	<ul style="list-style-type: none"> • Academic Staff at Higher Education Institutions

- Multidisciplinary Teams and Allied Health Professional Leads.
- Workforce Development
- Clinical Education Leads/Placement Development Team Leads

ORGANISATIONAL CHART



FREEDOM TO ACT

- Has freedom to act within broad occupational policies as set by the Trust and locally within the radiology department.
- Be responsible for own workload and ensuring all standards are maintained.
- Will be responsible to the Principal Radiographer and accountable to the Head of Radiology.
- Work as an effective role model in terms of delivery of high standards of practice
- Adhere to governance processes within the department and undertake audit and review as required.
- Ensure compliance with both IR(ME)R '17 and IRR '17 regulations.
- Undertake training as required to maintain competency/comply with Trust policies

COMMUNICATION/RELATIONSHIP SKILLS

- Provides and receives complex and sometimes sensitive information to and from patients, carers, colleagues, students and learners within the department; this might be sensitive patient information or results of imaging, or may be confidential information disclosed as part of clinical supervision.
- Possess good interpersonal skills as they will have daily contact with patients and the public & working relationships with a wide variety of staff and learners, including all Radiology personnel, Medical Staff, Nurses, Healthcare Professionals, Managers & Support Staff.
- Be aware of different communication and management styles demonstrating the ability to adapt accordingly and overcoming barriers to understanding, while maintaining staff and patient confidentiality.

- This role requires excellent communication skills including verbal, written and use of IT
- Maintain effective communication channels with the individual key relationships identified within the sphere of responsibility
- Ensure processes are in place to facilitate effective communication across all disciplines, that meet individual needs
- Communicate in a skilled and effective manner with students, colleagues, service users and stakeholders to support the facilitation of the programme of learning
- Provide timely constructive criticism to undergraduate students verbally and in written work book reports and also to junior staff if appropriate.
- Collaboration with Education Providers, Lead Practice Educator and Radiology Department Teams

ANALYTICAL/JUDGEMENTAL SKILLS

- Provide leadership and demonstrate a high quality of clinical care and practice.
- Monitoring standards and ensuring that they match national and local requirements
- To undertake a wide range of radiographic techniques and have the ability to modify these techniques when appropriate, taking into account local radiographic imaging protocols and patient condition.
- Comply with Ionising Radiation Regulations (IRR17), Ionising Radiation (Medical Exposure) Regulations (IR(ME)R 2017) and RDUH Radiation Policy, ensuring all requests are justified and authorised as detailed in the IR(ME)R regulations and Departmental protocol.
- Analyse and interpret complex situations and information to be able to interpret clinician's requirements to determine the appropriate radiographic technique and patient's best interests as well as be able to demonstrate this to less experienced radiographers and learners
- Identify and participate in relevant topics for audit within the department and contribute to the development and implementation of changes identified
- Be aware of the appropriateness of different diagnostic investigations and make recommendations for assessment/referral where necessary
- Undertake to monitor radiographic performance of junior staff, co-ordinate quality initiatives and deal with problems decisively but empathetically
- Monitor student performance and coordinate and report any underperformance to the university, participating in fitness to practice investigations, compliance and complaints with the university when needed.
- Demonstrate personal integrity and take accountability for actions of self and others.
- Should possess developed judgement, problem solving and clinical/professional reasoning skills based on scientific, technical and patient care related knowledge

PLANNING/ORGANISATIONAL SKILLS

- To be able to plan and prioritise the workload, organisation and day to day management of the 'Learners' in the Radiology department.
- Be willing to embrace change and propose changes for own work environment
- Attend meetings as required and feedback information to other staff
- Must be able to plan and organise daily work when working alone, out of hours 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.
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PATIENT/CLIENT CARE

- Recognise and respond sensitively and appropriately to individual patients needs
- Maintain high standards of patient care especially with regard to patient privacy, dignity and confidentiality
- To undertake radiographic, clerical, administrative and patient escort tasks associated with all radiographic examinations including general radiography, CT, fluoroscopy, interventional and, with appropriate training, MRI and DEXA.
- 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.

POLICY/SERVICE DEVELOPMENT

- Be able to work safely and effectively within a range of areas of clinical practice and their own specialist area, where they will be responsible for the interpretation of the clinician's requirements to determine the appropriate radiographic technique
- Be willing to embrace change and propose changes for own work environment
- Contribute to the development and improvement of new and existing patient pathways
- To be responsible (with the Superintendent Radiographer and Medical Physics Expert) for the implementation and interpretation of quality assurance and quality control programmes in specified area(s) to maintain high standards of practice.
- The post holder will work with the 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.

FINANCIAL/PHYSICAL RESOURCES

- To ensure the efficient and effective use of all resources used within the course of one's own duties, maintaining an awareness of the financial impact of inappropriate use

HUMAN RESOURCES

- Responsible for the training and assessment of staff and students in the practical elements of essential learning in Radiology this will include being able to devise own programme of delivery with associated learning aids as well as being able to deliver programmes of learning from health education institutions. For students and apprentices this will also include all three years groups delivering programmes on a daily and weekly basis.
- Be responsible for supervision of students, assistant practitioners, support staff, newly qualified and practitioner radiographers, ensuring they have evidenced clinical competencies and/or clinical appraisals/assessments
- Be actively involved in the practical, theoretical and clinical instruction, training and clinical assessment of assistant practitioners, practitioners, apprentices and student radiographers to promote high standards of radiography
- 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.
- The post holder will be committed to regular participation in the education, training and assessment of qualified radiographers, nurses, support workers and students within their specialist area of practice
- Act as a mentor for newly qualified / training staff in preceptorship period when in general and specialised areas.
- Be aware of, and actively support the Health and Wellbeing of your team

INFORMATION RESOURCES

- All staff who have access to or transfer 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 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/Nurses/Medical Staff are required to deliver feedback to their peer group from any courses, audits or other learning activities they undertake.

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.

PHYSICAL SKILLS

- To use Radiography systems in accordance with departmental protocols ensuring patient data and images are correctly inputted and correlated.
- Be able to help to assist patients and other clinical staff in manual handling using a range of manual handling aids and hoists as required.

PHYSICAL EFFORT

- This post involves frequent pushing and manoeuvring of patient trolleys and wheelchairs, 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. There is also frequent manipulation and manoeuvring of the patient's body to achieve optimum positioning.
- Ensure the use of safe and recognised moving and handling techniques when required to manoeuvre expensive, large, heavy and complex radiographic equipment, and when moving and manipulating patients to ensure correct and precise anatomical positioning and centring for each radiographic projection.
- When undertaking fluoroscopic and mobile fluoroscopic / radiographic procedures, the post holder will be required to stand for variable periods of time wearing heavy personal protective equipment i.e. lead rubber aprons and thyroid shields.

MENTAL EFFORT

- Work in an unpredictable pattern when required working out of hours shifts as well as providing imaging in departments like the emergency department and theatres where the workload is unpredictable.
- Read and decipher patient information.
- Manage and co-ordinate multiple team's information in order to facilitate learning programmes in Radiology
- 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 healthcare professionals must be able to exercise professional self-regulation and provide supervision for newly 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 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
- Radiology staff are regularly required to work under pressure out of hours in the emergency department carrying out imaging procedures on trauma patients and critically ill patients single-handedly. Occasionally they are required to carry out imaging on babies and children for suspected non-accidental injuries.

WORKING CONDITIONS

- There is a requirement to work with VDU equipment.

- The post-holder will occasionally be exposed to bodily fluids, unpleasant odours, foul linen when working in the general imaging department and may on occasion be exposed to infectious diseases and parasitic infections.
- Due to risks from ionising radiation, the post holder must adhere to the Ionising Radiation Regulations 2017, IRMER 2017 and associated codes of practice and guidance notes, and the Health and Safety at Work Act.

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
- Expected to comply with Trust Infection Control Policies and conduct yourself at all times in such a manner as to minimise the risk of healthcare associated infection
- As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.
- You must also take responsibility for your workplace health and wellbeing:
 - When required, gain support from Occupational Health, Human Resources or other sources.
 - Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
 - Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
 - Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

DISCLOSURE AND BARRING SERVICE CHECKS

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

PERSON SPECIFICATION

Job Title	Radiology Practice Educator
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING		
<ul style="list-style-type: none"> • BSc in Diagnostic Radiography or Equivalent Professional Qualification • HCPC/NMC registered • Evidence of Post graduate diploma level qualification or equivalent experience • Hold a Teaching and Assessing Qualification and or be working towards the Practice Educators Accreditation Scheme (PEAS, CSOR). It is expected that this be completed within 12 months of starting this post • Evidence of extensive ongoing Professional Development 	E E E E	D
KNOWLEDGE/SKILLS		
<ul style="list-style-type: none"> • Awareness of the applications of IR(ME)R. • Basic counselling and listening skills • Professional and clinical leadership skills. • Understanding of higher education procedures to be able to support all learners • Excellent verbal and written communication skills with an ability to communicate complex information • Problem solving skills • IT literate • Ability to lead by example and to motivate and empower others • Appraisal and feedback skills • Knowledge/understanding of confidentiality issues • Knowledge of clinical practice and developments in AHP policy and practice • Understanding of the principles of safeguarding children and vulnerable adult protection • Knowledge of AHP education and development 	E E E E E E E E	D D D D D
EXPERIENCE		
<ul style="list-style-type: none"> • Post qualification experience as a registered professional • Significant experience of working in a radiology department and of the needs and requirements of students, apprentices and post graduate study. • Teaching and presenting to others • Experience of working cohesively with clinical and education teams • Experience of establishing effective working relationships • Experience of team leadership 	E E E E E	D
PERSONAL ATTRIBUTES		
<ul style="list-style-type: none"> • Commitment to Equal opportunities • Commitment to self-development • Committed to promoting equality and diversity in the workplace and in the delivery of patient care. • Strong sense of honesty and integrity. • Innovative and Proactive • Enthusiastic • Able to work as a team member. • Good communication skills to ensure value-based learning can be achieved 	E E E E E E E	
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> • The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust. 	E	

• Ability to travel to other locations as required.		D
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		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
WORKING CONDITIONS/HAZARDS		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	Y		✓		
Contact with patients	Y				
Exposure Prone Procedures	Y	✓			
Blood/body fluids	Y		✓		
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	Y		✓		
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	Y		✓		
Animals	N				
Cytotoxic drugs	N				
Risks requiring Other Health Surveillance					
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)	N				
Other General Hazards/ Risks					
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		✓		