

JOB DESCRIPTION

JOB DETAILS	
Job Title	Senior Radiographer
Reports to	Clinical Manager
Band	6 Qualified Mammographer
Department/Directorate	Breast Care Unit, Surgical Services

JOB PURPOSE
<p>To provide a high-quality imaging service with additional responsibility for carrying out specialist radiography procedures, in particular breast imaging, providing a good service as part of the breast multidisciplinary team. Also, to supervise, clinically teach and advise other qualified radiology staff, assistants and students as appropriate and to deputise for the Clinical Manager when required for short periods of time.</p> <p>The post holder will be experienced in Mammography and will be expected to act as a point of contact for enquiries from referrers to the service, patient enquiries and to other Mammographers.</p>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> • To perform mammography in a caring and professional manner to a high standard. • To understand and comply to IRMER and associated regulations. • To chaperone and assist with interventional procedures within the BCU as required, and with due regard to Health and Safety and Infection Control protocols. • To provide information and support to patients and those accompanying them as required. • To maintain accurate clinical and technical records of work completed. • To understand the importance of, and participate in, Quality Assurance and Audit programmes. • To maintain and foster good working relationships with members of the multidisciplinary team and to provide an understanding of the specialist role of mammography and to provide a timely and quality service. • To take part and adhere to all relevant quality control tests and checks, reporting any variations from the norm or equipment faults / defects. • To ensure the daily and weekly ultrasound QA is undertaken and recorded. • To undergo self and peer review of mammograms on a regular basis. • To undertake continuing professional development as required by regulatory organisations. • To demonstrate clinical ability by constantly reflecting on practice and using validated research as an integral part of such practice. • To assist with the training and supervision of Radiographers undertaking the Certificate of Competency in Mammography and Assistant Practitioners who are training in mammography. • To provide supervision for Assistant Radiographic Practitioners. • To attend relevant clinical, professional and multidisciplinary meetings. • To chaperone and assist the Radiologists and Consultant Radiographer with the general care of patients attending the BCU. • To prepare necessary trolleys/trays and assist the Consultants with interventional procedures. • To assist during interventional procedures, with due regard to Health and Safety and Infection Control protocols. • To provide support and aftercare for patients undergoing interventional procedures. • To provide information and support to patients and those accompanying them as required. • Maintain accurate clinical and technical records of work completed. • To receive and respond to patient enquiries in a professional manner.

- Ensure all data whether paper based or electronic is stored, retrieved and archived according to Trust standards and maintaining data protection requirements.
- Use multiple computer systems as required within the department such as Epic and CRIS to ensure accurate and up-to-date patient details are maintained in line with Trust Information Governance policy
- Respond to complaints where appropriate, escalating to Line Manager if unable to resolve
- To understand data protection and ensure patient confidentiality is maintained at all times
- To contribute to the efficient use of resources and demonstrate an awareness of budgetary limits.
- To ensure adequate stock levels are maintained in the clinical rooms.
- To ensure there are adequate supplies in the stock room, and to report any low levels to the Senior Radiographer in charge of ERP.
- To ensure routine cleaning of the ultrasound rooms is undertaken according to the schedule.

KEY WORKING RELATIONSHIPS

Areas of Responsibility: Clinical Radiographic Role

No. of Staff reporting to this role: 3

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.

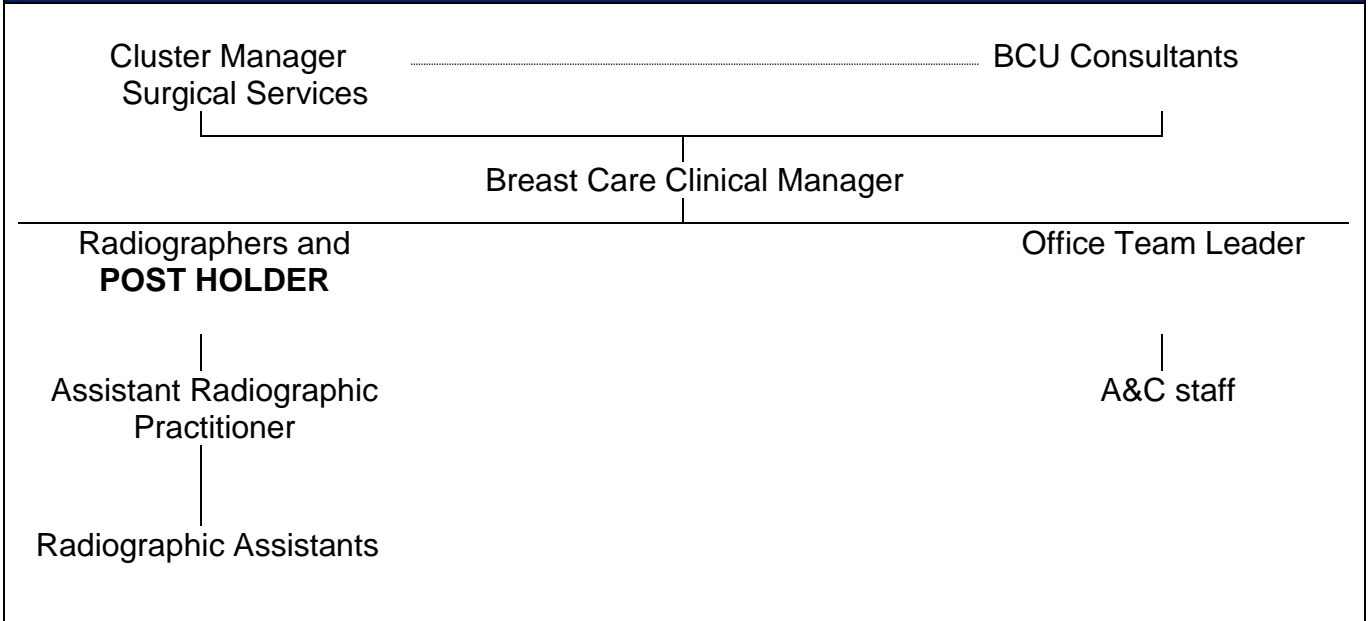
In addition, the post holder will deal with the wider healthcare community, external organisations and the public.

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"> • Radiographers • Assistant Radiographic Practitioners • Radiologists and Consultant Radiographer • Administration team in the Breast Care Unit • Clinical Manager • Breast Care Nurses • Cluster Manager – Specialist Surgery • Lead Breast Clinician • Consultants and other members of the medical team • Other members of the multi-professional clinical team 	<ul style="list-style-type: none"> • GPs • Patients, relatives and visitors

ORGANISATIONAL CHART



FREEDOM TO ACT

- Work autonomously and make reference to local protocols as necessary referring to the Clinical Manager, Consultant Radiographer, and Consultant Radiologists when necessary.
- Act as lead/ liaison radiographer. Be able to communicate with wards, theatre, radiologists and radiographer colleagues to ensure the department runs effectively and patients are prioritised according to examination or their condition.
- Interpret and justify requests according to IR(ME)R, knowing when to refer to others.

COMMUNICATION/RELATIONSHIP SKILLS

- Communicate effectively including discussion and written communication
- Provide help and support as required to patients and relative who may be anxious and distressed.
- Provide excellent patient care, in a calm and professional manner – some situations may be challenging
- Proactively manage email communication in line with the Trust's Email Best Practice guidance
- Provide excellent patient care, in a calm and professional manner – some situations may be challenging
- To maintain and foster good working relationships with members of the multidisciplinary team, and to provide an understanding of the specialist role of mammography and to provide a timely and quality service.
- Acknowledge and help all patients, visitors, staff attending the department.
- Make and receive telephone calls according to Trust standards
- Respond to complaints where appropriate, escalating to the line manager if unable to resolve.
- To be able to liaise, collaborate and negotiate safely, effectively and sensitively in a professional manner with other staff, patients and their carers, and share condition related information to patients e.g. those with cancer or learning disabilities
- Develop written, verbal and non-verbal teaching/presentation skills as appropriate
- Develop personal/professional self-awareness through engagement in the Clinical Supervision process and contribute to the improvement of group/team dynamics to develop co-operative team working
- Observe patient confidentiality and work in accordance with ethical and legal policies
- Develop listening, empathic and counselling skills as appropriate, specifically in mammography as this requires dealing sensitively with patients who may be worried and anxious.
- Attend and participate in the Breast Multidisciplinary team meetings if required and liaise with the breast care nurses

- Develop Health Promotion skills. Use a range of information to safely and effectively assess patients for a particular intervention.

ANALYTICAL/JUDGEMENTAL SKILLS

- To perform mammography to a high standard
- To understand and comply to IR(ME)R and associated regulations.
- To undergo self and peer review of mammograms on a regular basis.
- To undertake CPD as required by Regulatory organisations.
- To demonstrate clinical ability by constantly reflecting on practice and using validated research as an integral part of such practice.
- To undertake a range of mammographic 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 (IRR99), Ionising Radiation (Medical Exposure) Regulations (IR(ME)R 2000) and NDHCT Radiation Policy, ensuring all radiographic and mammographic requests are justified and authorised as detailed in the IR(ME)R regulations and Departmental protocol.
- To be responsible (with the Clinical Manager and QA Lead) for the implementation and interpretation of quality assurance, specifically in breast quality control programmes to maintain high standards of practice.
- 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

PLANNING/ORGANISATIONAL SKILLS

- To understand the importance of, and participate in, Quality Assurance.
- To ensure the daily and weekly ultrasound QA is undertaken and recorded.
- To ensure routine cleaning of the ultrasound rooms is undertaken according to the schedule.
- Make and receive telephone calls both external and internal according to Trust standards
- Update IT databases with accurate information as directed.
- To understand data protection and ensure patient confidentiality is maintained at all times
- To be able to plan and prioritise the workload, organisation and day to day management of the Mammography service, making appointments, documenting and regularly updating policies and protocols
- Will be responsible for input into appointment scheduling and monitoring of waiting lists to ensure efficient use of resources
- Consult on and/or contribute to the development and improvement of new and existing patient pathways
- Attend meetings as required and feedback information to other staff
- Must be able to plan and organise daily work when working in breast clinic.

PATIENT/CLIENT CARE

- To perform mammography in a caring and professional manner.
- To chaperone and assist the Consultants with the general care of patients attending the BCU.
- To prepare necessary trolleys/trays and assist the Consultants with interventional procedures.
- To assist during interventional procedures, with due regard to health and Safety and Infection Control protocols.
- To provide support and aftercare for patients undergoing interventional procedures.
- To provide information and support to patients and those accompanying them as required.
- Maintain accurate clinical and technical records of work completed.
- To receive and respond to patient enquiries in a professional manner.
- Should possess developed judgement, problem solving and clinical/professional reasoning skills based on scientific, technical and patient care related knowledge
- 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.
- 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

- To assist with the training and supervision of Radiographer undertaking the Certificate of Competency in Mammography and Assistant Practitioners who are training in Mammography.
- To attend relevant clinical, professional and multidisciplinary meetings.
- Research and report information
- Contribute to the NHS service improvement/modernisation agenda e.g. service redesign
- Work as part of the team in developing processes within the department to meet the demands of a growing service
- Contribute to audits regarding departmental procedures
- Have a flexible approach to working hours to meet the demands of the service
- 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 Clinical Manager) 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 Consultant Radiographer 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 Consultant Radiographer to implement these changes.

FINANCIAL/PHYSICAL RESOURCES

- To contribute to the efficient use of resources and demonstrate an awareness of budgetary limits.
- Monitor use of supplies and ensure this is done efficiently and cost effectively in line with the needs of the service
- To ensure adequate stock levels are maintained in the clinical rooms.
- To ensure there are adequate supplies in the stock room and to report any low levels to the senior Radiographer in charge of the ERP.
- The post holder will be responsible for the safe, efficient and effective use of the digital mammographic equipment which is a complex, expensive and sensitive piece of equipment (in excess of £50,000). In order to ensure that it is operating within its control limits, the post holder must carry out daily and weekly performance monitoring tests.
- 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

- Provide cover in periods of absence as directed by department manager, this may involve moving to other areas
- To provide supervision for Assistant Radiographic Practitioners.
- Deputise for the Clinical Manager as required, ensuring service provision is maintained in their absence.
- The post holder will be required to assist in the mentoring of radiographers and student radiographers.
- 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.

INFORMATION RESOURCES

- Use multiple computer systems as required within the department such as Epic and CRIS
- Ensure accurate and up-to-date patient details are maintained on patient information systems such as Epic in line with Trust Information Governance policy
- 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 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.
- Radiographers are required to deliver feedback to their peer group from any courses, audits or other learning activities they undertake.

RESEARCH AND DEVELOPMENT

- To participate in any clinical trials and audit as requested.

PHYSICAL SKILLS

- Ensure the use of safe and recognised moving and handling techniques when required to manoeuvre expensive, large, heavy and complex radiographic and mammographic equipment, and when moving and manipulating patient's bodies to ensure correct and precise anatomical positioning and centring for each radiographic projection.

PHYSICAL EFFORT

- Physical effort includes sitting, standing, lifting, pulling, pushing, manoeuvring, using mechanical aids. on a daily basis.
- This post involves frequent pushing and manoeuvring of patient trolleys and wheelchairs, the safe transfer of patients from trolley or chair to couch 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 and mammographic equipment, and when moving and manipulating patient's to ensure correct and precise anatomical positioning and centring for each radiographic projection.

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 newly qualified staff and students in training.
- The post holder may be subjected to working in a pressurised and stressful environment with unpredictable workloads and patient demands.

EMOTIONAL EFFORT

- Provide help and support as required to patients and relatives who may be anxious and distressed.
- Provide excellent customer care, in a calm and professional manner – some situations may be challenging.
- Patients are frequently anxious when they attend for 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, e.g. dealing with patients who have received cancer diagnoses.

WORKING CONDITIONS

- Will need to understand radiation protection and adhere to IR(ME) R and associated regulations.
- There is a requirement to work with VDU equipment.
- The post-holder will frequently 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.

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

Job Title	Senior Radiographer
------------------	---------------------

Requirements	Essential	Desirable
QUALIFICATION/SPECIAL TRAINING Diploma or Degree in Diagnostic Radiography Certificate of Competency in Mammography or equivalent Post Graduate award HCPC registration	E E E	
KNOWLEDGE/SKILLS Understanding of the significance of Quality Assurance and its importance in the field of mammography Understand the significance of research and use validated results to improve practice Ability to work unsupervised using own initiative. Ability to work as part of a multidisciplinary team Ability to prioritise workload and make decisions under pressure Understand the significance of confidentiality. Awareness of Health and Safety in the workplace Keyboard skills Teaching skills Counselling skills	E E E E E E E	D D
EXPERIENCE Team working Previous NHS/healthcare experience Experience of working to achieve specific objectives Evidence of Continuing Professional Development	E E E E	
PERSONAL ATTRIBUTES Good communication skills at all levels Flexible approach to meet the needs of the service Professional approach to work Complies to uniform policy Ability to deal with challenging behaviour Able to offer a sympathetic and understanding approach to patients and relatives, especially when dealing with sensitive and complex issues Ability to remain calm in a busy environment Commitment to continuing personal development	E E E E E E E E	
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.	E E	

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