

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Radiographer – X-Ray |
| **Reports to** | X-Ray Superintendent/ Lead Reporting Radiographer |
| **Band** | 5 |
| **Department/Directorate** | Medical Imaging/ Specialist Services |

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| **JOB PURPOSE** |
| To deliver effective and efficient general radiographic imaging within established Trust and Departmental procedures and protocols. Maintaining good working relationships with all other wards and departments and participating in multidisciplinary and departmental meetings as required.  To participate in on-call and other such rota & shift systems as may be required to provide a continuous imaging service to the Trust.  To provide professional advice and guidance to other Departmental staff and Diagnostic Learners, as deemed appropriate by Departmental managers and Superintendent. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| **Leadership & Management**   * To support and assist more junior members of the radiographic and other staff in their duties within the X-Ray imaging areas of the Department. * To participate in the practical training of student and apprentice radiographers, as required.   **Professional & Clinical**   * To perform X-Ray imaging procedures unsupervised to a high technical and professional standard. * To maintain a high standard of professional conduct and appearance at all times. * To be totally responsible for one’s own professional actions, and be fully prepared to work in single-handed situations * To have regard to workload pressures of professional colleagues and support and assist as required. * To be aware of legislation relevant to radiation protection, and to work to "best practice" guidelines at all times, minimising exposure to patients, staff and visitors. * Understand the use of the Radiology Information System, and use it to enter the appropriate information required in an accurate and timely manner. * To be aware of the need for the highest level of patient care at all times, with particular reference to the hazards posed by cross infection and exposure to radiation. * To be familiar with and adhere to all departmental clinical documentation procedures. * To be mindful of the need for the correct care and use of complex equipment with particular reference to problems of manoeuvring of large machines in a precise manner within confined clinical areas such as theatres and wards. * To adhere to the Trust uniform policy at all times.   **Training, education & CPD**   * To show evidence of maintenance of general technical and professional skills and participation in Continuous Professional Development to such a level required to remain eligible for registration by the Health and Care Professions Council. * To actively participate in training in specialist modalities across the department and ensure that competency is maintained through personal study * To actively participate in departmental audit presenting findings where appropriate * To assist in the delivery of “work experience” and “return to practice programmes” offered by the Department, having an up to date awareness of the most appropriate training schemes and programmes available.   **Quality systems & organisational arrangements**   * To be aware of and adhere to, all relevant Trust wide and Departmental policies and procedures. * To have a flexible approach to working hours, and be prepared to participate fully in such shifts, extended working day and on call working rotas as may be required. * To regularly review documents and acknowledge changes and new SOP’s as required on Q-Pulse, ensuring compliance with any changes necessary.   **Other Responsibilities**   * To take part in regular performance appraisal * To undertake any training required in order to maintain competency including mandatory training, i.e. Fire, Manual Handling, Basic Life Support * To maintain competence on all imaging equipment and undergo training when required * To contribute to and work within a safe working clinical environment * The post holder is expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection |
| **KEY WORKING RELATIONSHIPS** |
| Areas of Responsibility:   * To supervise the clinical practice of Diagnostic Learners (student and apprentice Radiographers) and Assistant Practitioners   No. of Staff reporting to this role: None    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** | | * Senior Radiographers | * Manufacturer’s Engineers | | * Superintendent Radiographers | * Applications Specialists | | * Radiology Services Manager |  | | * Departmental administrative, clerical and support staff * Departmental Nursing staff * Radiologists (Consultant and Registrar) * Medical Imaging Engineers * Medical Physics Experts * Emergency Department * Fracture clinic * PEOC clinic * Dental clinic * Theatre staff * Ward based staff |  | |

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| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| * The post holder will work unsupervised to perform X-Ray imaging procedures as described in departmental protocols, to a high technical and professional standard. * To be totally responsible for one’s own professional actions, and be fully prepared to work in single-handed situations |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| * To communicate efficiently and effectively with all grades of staff relating to the care of service users * To effectively and efficiently with patients and their family members or carers, gaining positive identification, explaining the X-Ray procedure and providing information on obtaining results as part of the after-care process. * The post holder will regularly liaise with the Superintendent Radiographer or the Reporting Radiographers regarding day-to-day clinical work. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| * The post holder will be expected to have high analytical skills and good judgement. They are required under IR(ME)R 2018 to justify all medical exposures to ionising radiation based on the clinical history provided by referrers. * The post holder will be expected to assess the diagnostic quality of their X-Ray images and determine if repeat or additional projectional views are required to answer the clinical question posed. * The post holder will be expected to exercise food judgement on how to manage difficult or complex examinations when they arise. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| * To ensure that daily checks are completed at the start of each shift, with necessary emergency equipment to be readily available, working and in date. |
| **PATIENT/CLIENT CARE** |
| * Radiography is a direct, front-line patient-facing role. The post-holder will be meeting and x-raying patients every day. Excellent clinical skills and the ability to provide compassionate and safe care is essential. |
| **POLICY/SERVICE DEVELOPMENT** |
| * The post-holder will work within departmental protocols. The post-holder will take part in departmental audit as part of service improvement and development. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| * N/A |
| **HUMAN RESOURCES** |
| * The post holder will be responsible for any junior, apprentice or student radiographers with whom they are working. They will use their experience and expertise to provide support, guidance and training. |
| **INFORMATION RESOURCES** |
| * The post-holder will use a variety of IT systems in the performance of their day-to-day work including; CRIS, PACS, EPIC as well as the User Interface software on our DR x-ray systems. They will be required to use these systems to accurately record x-ray examination information, dose information and to ensure the safe arrival of radiographs to the PACS system. |
| **RESEARCH AND DEVELOPMENT** |
| * The post-holder will take part in departmental audit, including but not limited to; reject analysis, TLD wear and monitoring, daily room check-lists, quality assurance (QA) and marker audits. The post-holder will collect and present data as part of the community radiology team. |
| **PHYSICAL SKILLS NAD EFFORT** |
| * The post-holder will need to be able to move and position x-ray equipment, position patients and handle wireless DR detectors. * Patients from wards and ED will be arriving to the x-ray departments in beds, trolleys or wheelchairs and will require safe manual handling. * The post-holder will need to be able to move mobile x-ray equipment and theatre imaging equipment safely and efficiently. |
| **MENTAL EFFORT** |
| * The post-holder will be required to concentrate for long periods of time, undertaking high-quality imaging throughout the day. * Patients attending for x-ray could have a variety of mobility issues or complex needs, meaning that the post-holder will have to use mental effort to assess the situation and produce the best outcome. * The workloads can be unpredictable and so the post-holder will need to use their experience and skills to adapt and overcome challenges when they arise. |
| **EMOTIONAL EFFORT** |
| * The role can require emotional effort. A variety of patients are seen in X-Ray departments and this encompasses a wide spectrum of ill-health and significant, urgent or unexpected findings do occur. Likewise, patients who are attending as a result of injury or trauma can be distressed and so the post-holder will need to use emotional effort to support those patients and their relatives whilst delivering optimal care. |
| **WORKING CONDITIONS** |
| * Post-holder will be expected to comply with IRR 2017 and IR(ME)R 2018 regulations due the nature of working in a controlled area. |
| **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. |

PERSON SPECIFICATION

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| **Job Title** | Radiographer – Band 5 |

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| **Requirements** | **At Recruitment** | **At PDR** |
| **QUALIFICATION/ SPECIAL TRAINING**   * BSc in Diagnostic Radiography or equivalent * Current Registration with the Radiographers board of the Health and Care Professions Council * Evidence of commitment to ongoing CPD | E  E  E | E  E  E |
| **KNOWLEDGE/SKILLS**   * Proven skills in performing a wide range of general radiographic examinations to a high clinical and professional standard. * Be aware of and able to implement the requirements of the IR(ME)R regulations with regard to radiation protection. * To be able to demonstrate knowledge of IT skills | E  E  E | E  E  E |
| **EXPERIENCE**   * Proven ability to work unsupervised and as part of a multidisciplinary team. * Experience of working in a ‘single handed’ capacity, with reference to shift / out of hours working. * Experience of mentoring and supervising student and apprentice radiographers. | E  E  D | E  E  E |
| **PERSONAL ATTRIBUTES**   * Ability to communicate well with all grades and disciplines of staff, patients and relatives. * Be reflective in thinking and outlook and be available as a source of advice, coping with multiple demands during the working day. | E  E | E  E |
| **OTHER REQUIREMENTS**   * Be prepared to deal with distressing and emotional situations on a daily basis. For example, badly injured or intoxicated patients. Patients or relatives who may be abusive or aggressive. * To be physically able to safely and competently position and manoeuvre patients and equipment as a routine part of the daily duties, including wheelchairs, beds, stretchers and mobile x-ray units. To be able to wear lead protective clothing for long periods, such as during theatre cases and fluoroscopy sessions. | E  E | E  E |

Complete the table below as appropriate

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
| Contact with patients | Y |  |  |  | √ |
| Exposure Prone Procedures | Y |  | √ |  |  |
| Blood/body fluids | Y |  |  | √ |  |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| 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 |  |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | Y |  |  |  | √ |
| Laser (Class 3R, 3B, 4) | Y |  | √ |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | Y |  | √ |  |  |
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| **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 | N |  |  |  |  |
| Challenging behaviour | Y |  | √ |  |  |